



CANOEING
SOUTH AFRICA

THE PADDLER'S HANDBOOK

AMENDED JANUARY 2023

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FOREWORD

The constitution and By-laws are the documents that govern the manner in which all aspects of our sport are conducted.

Notwithstanding the fact that each individual document stands alone and pertains to a specific element of our governance, it has been decided to incorporate all of them into a unified document, called the "Paddler's Handbook".

ABBREVIATIONS AND TERMS

In this Handbook, except where contrary to the context, the following terms have the meanings indicated:

Board	Board of elected Members as constituted in terms of Chapter 4
Chair	The chair of the Board as described in Article 25.2, who shall also be the President
Club	A club affiliated to a Union
Constitution	The Constitution of Canoeing South Africa
Delegate	A delegate to a General Meeting
Member	A member of CSA as appointed in accordance with Article 25.1
DSAC	Department of Sport, Arts and Culture
Federation	Canoeing South Africa (CSA)
General Meeting	A meeting as described in Chapter 3
Board Member	A Board Member appointed in accordance with Article 27
Advisory Board Members	A Member elected in accordance with Article 26
ICF	The International Canoe Federation
Member Union	A duly affiliated Union of Canoeing South Africa
Officer	A duly appointed or elected officer bearer on the CSA Board, technical committee or Union representative
President	The president of CSA as elected in accordance with Article 26
Regulations or By-Laws	The constitutional regulations relative to the administration of canoeing
Rules	The rules of the ICF and any South African rules duly approved
SASCOC	South African Sport Confederation and Olympic Committee
Special General Meeting	A meeting duly convened in accordance with Article 18
Special Resolution	Means a resolution passed: <ul style="list-style-type: none"> (a) at a General Meeting of CSA of which 21 days notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the Members in accordance with this Constitution; and (b) by at least three quarters of votes of those Unions who, being entitled to vote, vote in person at the meeting.
South Africa	The Republic of South Africa (SA)
Standing Committees	The Standing Committees as constituted in terms of Article 33
Union	Any provincial Union affiliated with the Federation.
Vice President	The vice president of CSA as elected in accordance with Article 26.

WADA**(World Anti Doping Agency)**

All references made to persons or positions in this Constitution or the Rules and Regulations are not gender specific. Terms such as chairman shall refer equally to male and female persons.

CONSTITUTION

CHAPTER 1

GENERAL PROVISIONS

1. NAME AND PRINCIPLE

(a) The name of the Federation shall be Canoeing South Africa (CSA).

(b) CSA is a non-governmental, non-profit, public benefit organisation for multi-discipline canoe-kayak activity of unlimited duration.

(c) Canoe-kayak activity is defined as any water sport in which a paddler is facing the direction of travel using a single or double bladed paddle for propulsion.

(d) CSA is recognised by the International Canoe Federation (ICF), South African Sport Confederation and Olympic Committee (SASCOC), and Sport and Recreation SA (SRSA), as the sole controlling body for canoeing in South Africa.

(e) CSA is to observe the general and fundamental principles of the International Canoe Federation and Olympic Charter.

(f) CSA is accountable to its stakeholders through normal democratic processes, i.e. via its member Unions and their affiliated Clubs.

2. OBJECTIVES

The objectives of Canoeing South Africa shall be:

(a) To make every possible effort to develop canoe and kayak activity on a national and international level, with the priority given to maintaining canoeing as an Olympic discipline.

(b) To settle disputes that may arise within the sport, and to be the highest authority for the sport in South Africa.

(c) To ensure that SA Championships and international competitions are governed by Competition Rules adapted to the development of the sport of canoeing.

(d) To encourage and safeguard the organisation of SA Championships and international competitions open to all Unions and Federations.

(e) To co-operate with SASCOC and organising committees of National games.

(f) To encourage the development of the sport in communities where there has been no history of participation.

(g) To encourage the development of touring and recreational canoeing.

(h) To obviate the inherent danger involved in canoeing as far as practically possible, in particular with respect to children.

(i) The Federation is committed to addressing imbalances resulting from historical inequities, and to ensure that active steps are taken to address these inequalities, and will commit to establishing and supporting projects in disadvantaged communities aimed at making the sport accessible and sustainable in these areas.

(j) The Federation is committed to ensuring that participation in the sport is open to all persons. In particular, the Federation will strive to make all disciplines of the sport accessible to physically and/or mentally challenged persons, and to ensure that its rules and events make provision for the fair participation of challenged athletes of all abilities.

(k) The Federation is wholly committed to protecting the confidentiality of its affiliated members, including privacy on the issue of HIV/AIDS.

(l) The Federation is committed to ensuring that the sport is practiced in a non-discriminatory, prejudice-free environment, and that all instances of discrimination or prejudice against any athlete, whether on grounds of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or any other reason, are acted against swiftly and strongly.

(m) The Federation will strive to afford all girls and women equal opportunities, equal access and equal support in canoeing and kayaking at all levels and in all capacities as decision makers, administrators, coaches, technical officials as well as participants so that women and girls may develop and achieve their full potential and enjoy the benefits that canoeing and kayaking has to offer. In furtherance of this objective, the Federation will not tolerate any form of harassment against girls or women.

(n) The Federation will support any campaign to provide literature and information to its members on issues relating to HIV/AIDS.

(o) Whereas canoeing is a non-contact sport, and therefore the risk of transmission of the HI Virus is extremely low, the Federation will ensure that its procedures and policies adequately deal with the threat of transmission during normal canoeing activities.

(p) The Federation is committed to ensuring that all canoe and kayak activity is conducted in such a way that the environment is not adversely affected.

3. HEAD QUARTERS

The headquarters of CSA shall be situated at the address of the Secretary General, or any other address stipulated by the Board.

4. CSA EMBLEM

The emblem of CSA is on a black background and is represented by one single kayaker (gold) contained within a circle (black) divided into four. The bottom left of the circle represents the water (blue waves). The lower half of the circle is surrounded by laurel wreath (green). The name – Canoeing South Africa (gold) – is written above the single kayaker, i.e. in the upper half of the circle.

5. NATIONAL AND CANOEING SOUTH AFRICA COLOURS

(a) The National Colours of South Africa are green and gold. The badge will be as decided by SASCOC.

(b) Federation teams and CSA sanctioned teams/individuals compete in CSA colours, subject to the requirements set out in Regulation 16 of the SASCOC National Sports Colours Regulations.

(c) The Federation's competition colours are: green and gold with the Federation badge, or any design of competition clothing that has been approved by the board.

(d) The Federation's blazer is black with the Federation badge.

6. AWARDS

6.1 SERVICE AWARDS

(a) Canoeing South Africa may honour its officers for distinguished services with the award of Honorary Life Member.

(b) The award will be of an honorary nature only, and does not entitle the holder thereof, by virtue of the award, to any right to vote or participate in the affairs of CSA.

6.2 HONORARY LIFE MEMBERSHIP

(a) Honorary Life Membership can be awarded in recognition of services rendered in the field of canoeing.

(b) The award will be presented at an occasion to be decided by the CSA Board.

(c) A candidate must have served canoeing for at least 10 years.

(d) Nominations may be made by a Union or the Board, and must be accompanied by an account of services rendered to the sport to be submitted to CSA Secretary General for consideration at a CSA General Meeting.

- (e) A nominee must receive a minimum of 75% of the vote to be eligible for the award.
- (f) The colours of this Award shall be the official badge of the Federation with the following wording added below the blazer badge: Honorary Life Membership.
- (g) Honorary life members are exempt from paying CSA levies.

6.3 COMPETITOR AWARDS

- (a) Competitors may be awarded National Colours if they have been selected as a Member, a Coach, or a Manager, of a team to a junior, Under 23 or senior World Championships, or the Olympic Games, and having participated in the event in question.
- (b) All senior and junior National colour awards are subject to approval by SASCOC and to the conditions and processes set out in Regulations 13 and 14 of the SASCOC National Sports Colours Regulations as amended from time to time.
- (c) Competitors may be awarded Federation colours if they have been selected as a member, a coach, or a manager of a team for a World Cup, or any other international event, either in South Africa or overseas, subject to approval by the CSA board, and having participated in the event in question.
- (d) Officials selected to accompany teams representing South Africa may wear the official colours of the Federation, provided that their official capacity is stated on the badge (coach/manager).
- (e) If an athlete is selected as a reserve for a national or Federation team, that athlete shall be entitled to the relevant competitor award only if the athlete is called up to the team, and participates in the event in question.

6.4 PRESIDENTS AWARD

The President's award is a special award that is given to an individual, club, organizing committee or team in recognition of an outstanding contribution to the sport. The award is nominated by the president and ratified by a majority vote of the board. The award will take the form of a certificate with the appropriate wording.

7. LANGUAGES

- (a) The official language of CSA is English.
- (b) All meetings shall be conducted in English unless there is a majority vote to the contrary.
- (c) All correspondence will be in English.

CHAPTER 2

MEMBERSHIP

8. ELIGIBILITY

(a) CSA consists of those Unions which have been approved by the General Meeting.

(b) Between Annual General Meetings the Board has the right to accept Unions into provisional membership, and recognise affiliated Provincial Clubs, subject to ratification by a General Meeting.

(c) Members of a provisional Union or Club are entitled to compete in all competitions.

9. ADMISSION TO MEMBERSHIP

A Union wishing to become a Member of CSA shall:

Make formal application, signed by their Chairman and Secretary, to the Board.

Submit with its application:

- (i) A copy of its Constitution
- (ii) The list of their officers
- (iii) Information regarding the number of its Clubs and members
Competition colours of the Union
- (iv) A formal undertaking to observe the Constitution, Competition Rules and Regulations of CSA
- (v) The payment of the membership fee, the amount of which has been fixed by the Board.

CSA must be notified of particulars (name, chairman, address, number of members) of newly formed clubs of a Union.

Applications for the formation of a Union shall be considered by the next General Meeting and shall be accepted in case of two-thirds (2/3) majority of the votes.

10. EXPULSION AND DEFUNCT UNIONS

(a) If a Union does not continue to fulfil the membership duties or requirements of CSA and does not rectify the situation by a date fixed by the Board, or if there are other justified reasons, the Board may initiate disciplinary proceedings against that Union, including suspending such Union pending further investigation by the Board.

(b) If an affiliated Union should become defunct or should cease its activities for a period of two years, the Federation, after all legal claims

have been settled, shall decide whether it will take over all the property, books and records of such a Union.

(c) Any Union expelled from CSA shall have the right to appeal against its expulsion through the Arbitration Foundation of South Africa, or any other body approved by the SA Sports Commission.

11. MEMBERSHIP FEE

(a) An annual membership fee will be paid to CSA by each individual member. The amount for each category of membership will be decided at the Annual General Meeting at the beginning of each year. Annual fees will be paid to the federation by the members using the online CSA registration system. Membership of the federation will last for one calendar year from the date on which the affiliation fee is paid.

12. ADMINISTRATION

The Administration of CSA shall consist of:

General Meetings
Board Meetings

CHAPTER 3

GENERAL MEETINGS

13. GENERAL MEETINGS

(a) An Annual General Meeting of the Association shall be held in accordance with the provisions of this Constitution and on a date and at a venue to be determined by the Board.

(b) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

14. DELEGATES

(a) Each Union shall be entitled to send their Chairman or appointed representative, either of whom must be appropriately empowered by the Union to consider, make decisions and vote at General Meetings.

(b) Each Union shall, at least 48 hours prior to any General Meeting, advise the Secretary General of its appointed Delegate.

15. NOTICE OF GENERAL MEETING

Notice of General Meetings

- (a) Notice of General Meetings shall be given to the board members at the email address provided to CSA by the board member. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Notice of General Meeting shall be given at least forty five (45) days prior to the General Meeting and shall specify the place and day and hour of the General Meeting.
- (c) The draft agenda for the General Meeting stating the business to be transacted at the General Meeting shall be given at least thirty (30) days prior to the General Meeting, together with any notice of motion received from Unions. A final agenda shall be given at least 7 (seven) days prior to the meeting.

Entitlement to Attend General Meeting

Notwithstanding any other Rule, no Union or Member shall be represented at, or take part in a General Meeting, if they are not in good financial standing with CSA.

16. BUSINESS

Business of General Meetings

- (a) The business to be transacted at the Annual General Meeting includes any amendments to the Constitution, the consideration of accounts, reports of the Board (including in relation to the activities of CSA during the last preceding Financial Year) and auditors and the election of Board Members and Life/Honorary Members.
- (b) All business that is transacted at a General Meeting, and also all that is transacted at the Annual General Meeting, with the exception of those matters set out in **Article 16.1(a)** shall be special business. "Special business" is business of which a notice of motion has been submitted in accordance with **Article 17**.

Business Transacted

No business other than that stated on the notice of motion shall be transacted at that meeting without the approval of the Chair.

17. NOTICES OF MOTION

All notices of motion for inclusion as special business at a General Meeting must be submitted in writing (on the required form) to the Secretary General not less than seven (7) days (excluding receiving date and meeting date) prior to the General Meeting.

18. SPECIAL GENERAL MEETINGS

(a) When Special General Meetings may be held

The Board may, whenever it thinks fit, convene a Special General Meeting of CSA and, where, but for this Rule more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

(b) Requisition of Special General Meetings

- (a) The Board shall on the requisition in writing of the majority of the Unions convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting shall be signed by the Unions making the requisition and be sent to CSA. The requisition may consist of several documents in a like form, each signed by 1 or more of the Unions making their requisition.
- (c) If the Board does not hold a Special General Meeting within 3 months after the date on which the requisition is sent to CSA, the Unions making the requisition, or any of them, may convene a Special General Meeting to be held not later than 4 months after that date.
- (d) A Special General Meeting convened by Unions under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

19. PROCEEDINGS AT GENERAL MEETINGS

(a) Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of CSA shall be the majority of the Unions.

(b) President of Federation to Preside

The President of the federation shall, subject to this Constitution, preside as Chair at every General Meeting of CSA. If the President is not present, or is unwilling or unable to preside, the board members shall choose one of their numbers present who shall, subject to this Constitution, preside as chair for that meeting only.

(c) Adjournment of Meeting

- (a) If within half an hour from the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to such other day and at such other time and place as the Chair may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.
- (b) The Chair, may with the consent of any General Meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a General Meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **Article 19.3** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

(d) Voting Procedure

At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded:

- (a) by the Chair; or
- (b) by the majority of the Delegates, in accordance with the union voting rights.

(e) Recording of Determinations

Unless a poll is demanded under **Article 19.4**, a declaration by the Chair that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in

the minutes of the proceedings of CSA shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

(f) Where Poll Demanded

If a poll is duly demanded under **Article 19.4** it shall be taken in such manner as the Chair directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

(g) Resolutions at General Meetings

Except where a Special Resolution is required, all questions at General Meetings shall be determined by the majority of votes (as set out in **Article 20 & 21**), except as otherwise provided in this Constitution, in the case of an equality of votes on a question at a General Meeting, the Chair is entitled to a casting vote.

(h) Minutes

The Secretary General will arrange for minutes of the resolutions and proceedings of each General Meeting to be recorded and stored, together with a record of the names of persons present at all meetings.

20. VOTING AT GENERAL MEETINGS

Each Union in attendance shall, subject to this Constitution, be entitled to 1 vote plus 1 additional vote for each complete 500 registered members as determined by the paid up members reflected on the CSA database seven days prior to the meeting.

21. LIMITATION OF VOTING POWER AT GENERAL MEETINGS

No one Union can secure a motion at a General Meeting without the support of at least one other Union.

22. PROXY AND POSTAL VOTING

(a) Proxy Voting Not Permitted

Proxy voting shall NOT be permitted at General Meetings.

(b) Postal Ballot

Should an issue arise between General Meetings that requires a decision or ratification by Unions, the Board may call a postal or email vote in such manner as it considers necessary.

CHAPTER 4

THE BOARD

23. ELECTION OF INITIAL BOARD MEMBERS

Upon approval of this Constitution, the General Meeting of CSA shall determine which 3 of the properly nominated persons will hold the Board Member positions on the Board as set out in **Article 25.1(a)** and **(b)** until the next Annual General Meeting following the approval of this Constitution. All Unions shall be entitled to nominate persons for election onto the Board, and all such nominations shall be received by the Secretary General at least thirty (30) days prior to the General Meeting at which the Board shall be elected. At the next Annual General Meeting following the approval of this Constitution, 2 of the Board Members shall be elected until the conclusion of the next Annual General Meeting following and the President and 1 of the Board Members shall be elected until the conclusion of the second Annual General Meeting following, to allow for alternative elections of Board Members.

24. POWERS OF THE BOARD

Subject to this Constitution and the direction as laid down by the Annual General Meeting, the business of CSA shall be managed, and the powers of CSA shall be exercised, by the Board. In particular, the Board as the controlling authority of CSA shall be responsible for acting on all national issues in accordance with the objects of CSA and shall operate for the collective and mutual benefit of CSA and the sports of canoeing throughout South Africa and shall:

- (a) Govern the sport of canoeing in South Africa in accordance with the objects of CSA.
- (b) Determine major strategic directions of CSA.
- (c) Review CSA's performance in achieving its pre-determined aims, objectives and policies.
- (d) Manage international responsibilities.
- (e) Appoint ad hoc tribunals, from time to time, to exercise final jurisdiction over any dispute of a disciplinary or sporting nature, adjudicated over by any of its affiliated Unions.

25. COMPOSITION OF THE BOARD

Board Composition

The Board shall comprise the following members:

- (a) A President elected by the Unions in accordance with **Article 26**;
- (b) Three (3) board members elected by the Unions in accordance with **Article 26**

- (c) The five (5) Chairmen of the member Unions, or a person elected at a general meeting of such Union;
- (d) Three (3) advisory board members which may be appointed in accordance with **Article 27**.
- (e) A vice president will be elected from the 8 board members, representing the 5 union chairmen and the 3 elected board members.

Chair of Board

The position of Chair shall be held by the President.

26. ELECTION OF BOARD MEMBERS

(a) Qualifications for Board Members

- (a) Nominees for board member must meet the qualifications as prescribed from time to time by the Board, and set out in the By-laws.
- (b) Nominees for board member must declare any position or interest they hold in a Union or discipline, including as an office bearer, director, or a paid appointee.

(b) Elections of Board Members

- (a) The Secretary General shall call for nominations forty five (45) days before the date of the Annual General Meeting, except for the election of the Board, as described under 23.1. All Unions shall be notified of the call for nominations.
- (b) Nominations for board members must be:
 - (i) In writing
 - (ii) On the prescribed form provided for that purpose – Annexure B
 - (iii) Signed by the Delegate of a Union
- (c) Certified by the nominee (who must be a member of an affiliated Club) expressing his or her willingness to accept the position for which he or she is nominated.
- (d) Nominations must be received by the Secretary General at least thirty (30) days prior to the Annual General Meeting, except for the election of the Board as described in 23.1.
- (e) If the number of nominations received for the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall only be selected if they are elected by the Members by secret ballot in such usual and proper manner as the Chair directs. If the nominees are not elected or if there are vacancies to be filled, further nominations shall be called for at the Annual General Meeting from the floor.
- (f) If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be taken in such usual and proper manner as the Chair directs.
- (g) The voting shall be conducted by exhaustive ballot, with the nominee with the smallest number of votes being eliminated at each round of voting. The meeting shall first elect the President,

followed by the other board member positions. A candidate must attract an absolute majority of the eligible vote (50% plus one vote, rounded down to the nearest integer) to secure election, in which event the candidate will be declared elected whether or not two or more candidates remain. In the event of a tie in the voting, then, say in the instance of the election of the President, the President shall exercise a casting vote. In any event of a tie in voting in the election of the President, then, after announcement of the result, the election shall be resubmitted to vote of the meeting. If that vote also results in a tie then the President shall be determined by lot and the losing nominee shall automatically be appointed as one of the remaining Board Members.

- (h) The Board shall include at least one female.
- (i) The Board shall include at least one historically disadvantaged member.
- (j) The Board shall include at least one paddler representative.

(c) Terms of Appointment

- (a) Board Members shall be elected in accordance with this Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (b) The President and 1 Board Member (athlete's representative) shall be elected in each year of even number and 2 Board Members (female representative and PDI representative) shall be elected in each year of odd number.
- (c) Should any adjustment to the term of Board Members elected under this Constitution be necessary to ensure rotational terms, in accordance with this Constitution, this shall be determined by the Board. Elections to subsequent Boards shall then proceed in accordance with the procedures in this Constitution with approximately half the Board retiring each year.

27. APPOINTMENT OF ADVISORY BOARD MEMBERS

(a) Appointment of Advisory Board Members

The Board may appoint a maximum of 3 advisory Board Members.

(b) Qualifications for Advisory Board Members

The Advisory Board Members may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Board composition, but need not have experience in or exposure to the sport of canoeing. They do not need to be members of an affiliated Club of CSA. The Advisory Board Members shall have no voting rights.

(c) Terms of Appointment

- (a) Advisory Board Members may be appointed by the Board in accordance with this Constitution for a term of 2 years, which shall begin after the Annual General Meeting until after the conclusion of the second Annual General Meeting following.
- (b) One (1) Advisory Board Member may be appointed in each year of odd number and 1 Board Member may be appointed in each year of even number.
- (c) Should any adjustment to the term of a Board Member, appointed under this Constitution, be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. Appointments to subsequent Boards shall then proceed in accordance with the procedures in this Constitution with approximately half the Board retiring each year.

28. VACANCIES OF BOARD MEMBERS

(a) Grounds for Termination of a Board Member

In addition to the circumstances (if any) in which the office of a Board Member becomes vacant by virtue of the laws of South Africa, the office of a Board Member becomes vacant if the Member:

- (a) Dies.
- (b) Becomes bankrupt or makes any arrangement with his creditors generally.
- (c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health.
- (d) Resigns his office in writing to CSA
- (e) Is absent without the consent of the Board from 2 consecutive meetings of the Board.
- (f) Holds any office of employment of CSA.
- (g) Without the prior consent or later ratification of the Members in General Meeting holds any office of profit under CSA.
- (h) Is directly or indirectly interested in any contract or proposed contract with CSA and fails to declare the nature of his interest.
- (i) Is removed from office by Special Resolution under **Article 28.2**.
- (j) Would otherwise be prohibited from being a director of a company under the Laws of South Africa or is disqualified from office under such laws.

(b) Removal of a Board Member

- (a) CSA in a General Meeting may by Special Resolution remove any Member, before the expiration of their term of office. If a Member is removed in accordance with this Rule the office of the Member becomes vacant and shall be filled in accordance with the procedure set out in **Article 28.3**.
- (b) Where the Member to whom a proposed resolution referred to in **Article 28.2(a)** makes representations in writing to the Secretary General and requests that such representations be notified to the

Members, the Secretary General may send a copy of the representations to each Union or, if they are not so sent, the Board Member may require that they be read out at the meeting, and the representations shall be so read.

(c) Casual Vacancies

- (c) A vacancy in the position of President shall be filled by a voting member of the board, elected by way of postal vote, as set out in **Article 22.2**. Any other Board Member casual vacancy may be filled by the Board, until the next Annual General Meeting of CSA, by means of a nomination by a union, and voted for, by the board, in accordance with the voting procedures in **Article 20**.
- (d) Any Advisory Board Member casual vacancy may be filled by the Board from among appropriately qualified persons, for the remainder of the Member's term.

(d) Remaining Members

May act in the event of a casual vacancy or vacancies in the office of a Board Member, the Board may act but, if the number of remaining Members is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Members to a number sufficient to constitute such a quorum.

29. MEETINGS OF THE BOARD

(a) Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business and may adjourn and, subject to this Constitution otherwise regulate, its meetings as it thinks fit. The Secretary General shall, on the requisition of 3 members of the Board, convene a meeting of the Board within a reasonable time. The Board shall meet at least three times in a calendar year. Meetings may be conducted by teleconference, video conference, or other electronic means .

(b) Decisions of Board

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a simple majority of votes and all questions so decided shall for all purposes be deemed a determination of the Board. The President, the three (3) elected Board Members and the Union Chairman shall each have 1 vote on any question (9 votes in total). The Chair shall also have a casting vote where voting is equal.

(c) Resolutions not in Meeting

- (a) A resolution in writing signed or assented to by post, facsimile, and electronic mail or other form of visible or other electronic communication by the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like

form each signed by 1 or more members of the Board.

- (b) Without limiting the power of the Board to regulate their meetings as they think fit, a meeting of the Board may be held where 1 or more of the members is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication;
 - (ii) Notice of the meeting is given to all the Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board and such notice specifies that Directors are not required to be present in person;
 - (iii) In the event that a failure in communications prevents condition (i) from being satisfied by that number of Members which constitutes a quorum, and none of such Members are present at the place where the meeting is deemed by virtue of the further provisions of this article to be held, then the meeting shall be suspended until condition is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated;
 - (iv) Any meeting held where 1 or more of the Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Member is there present and if no Member is there present the meeting shall be deemed to be held at the place where the Chair is located.

(d) Quorum

At meetings of the Board the number of Members whose presence (or participation under **Article 29.3**) is required to constitute a quorum is the majority of the Members but shall be a minimum of five (5) voting Members.

(e) Notice of Board Meetings

Unless all Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than 7 days' oral or written notice of the meeting of the Board shall be given to each Member by the Secretary General. The agenda shall be forwarded to each Member not less than 3 days prior to such meeting.

(f) Validity of Board Decisions

A procedural defect in decisions taken by the Board shall not result in such decision being invalidated.

(g) Chair of Board Meeting

The Chair appointed under **Article 25.2** shall preside at every meeting of the Board. If the Chair is not present, or is unwilling or unable to preside, the Members shall choose one of their numbers to preside as chair for that meeting only.

30. CONFLICTS

(a) Members' Interests

A Member is disqualified by holding any place of profit or position of employment in CSA, any Union or in any company or incorporated association in which CSA is a shareholder or otherwise interested, or from contracting with CSA or a Union either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of CSA in which any Member is in any way interested will be voided for such reason.

(b) Conflict of Interest

A Member shall declare his interest in any:

- (a) contractual matter;
- (b) selection matter;
- (c) disciplinary matter; or
- (d) other financial matter;

In which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, recuse himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Member votes, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Member to recuse himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

(c) Disclosure of Interests

The nature of the interest of such Member must be declared by the Member at the meeting of the Board at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a Member becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Board held after the Member becomes so interested.

(d) General Disclosure

A general notice that a Member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **Article 30.3** as regards such member and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

(d) Recording Disclosures

It is the duty of the Secretary General to ensure that any declaration made or any general notice given by a member in accordance with **Articles 30.3**

and 30.4 is minuted.

31. SECRETARY GENERAL

(a) Appointment of Secretary General

A Secretary General may be appointed by the Board for such term and on such conditions as it thinks fit. The Secretary General, shall be entitled to notice of, attend and participate in debate at, all meetings of the Board, but shall have no entitlement to vote.

(b) CSA Management and Administration

The Secretary General shall administer and manage CSA in accordance with this Constitution, and the decisions and directives of the Board. Subject to this Constitution, the By-Laws and any directive of the Board, the Secretary General is required to undertake all such things as appear necessary or desirable for the proper management and administration of CSA.

(c) Secretary General may employ

The Secretary General, in consultation with the Board, may employ such office personnel as are deemed necessary from time to time and such appointments shall be for such period and on such conditions as the Secretary General and the Board determine.

CHAPTER 5

MISCELLANEOUS

32. STRATEGIC FORUM OF DISCIPLINES

Annual Strategic Forum

CSA shall hold a Strategic Forum at least once per year which is to meet to:

- (a) inform the Board of significant membership issues
- (b) assist the Board to design or review the organisation's strategic direction
- (c) discuss nationwide issues
- (d) provide feedback to the Board on the results of its governance decisions in practice at the member level
- (e) the strategic forum does not need to be a face to face meeting, but can be held in accordance with Article 29.3

The Board shall in its decision making, subject to the provisions of the constitution and, in so far as it is practically possible, give effect to the strategic decisions made at the meeting.

33. DELEGATIONS

(a) Board may Delegate Functions to Committees

- (a) The Board may delegate any duty, task or function to a Union, committee or a CSA member. This delegation shall take place in writing, and must specify the scope of authority accorded to that body or individual.
- (b) All committees formed by an act of delegation shall be subject to the same rules set for the functioning of the CSA Board under **Article 29**.
- (c) A Board Member or Secretary General shall be ex-officio members of any committee so appointed. (The Secretary General shall serve as an ex-officio member on all Technical Committees, but shall not be entitled to a vote).
- (d) The Board may revoke or modify any decision made by a delegated body or individual, once due consultation has taken place, if it is not consistent with the aims, objectives and principles of CSA.

(b) Technical Committees and Individual Portfolios

The Board shall establish the following technical committees ("Technical Committees") and Individual Portfolios under this power of delegation:

(c) Committees

- (i) Surf Ski
- (ii) Canoe Polo

- (iii) Marathon Racing
- (iv) Flat water Racing
- (v) Slalom Racing
- (vi) Wild water Racing
- (vii) Freestyle
- (viii) Rafting
- (ix) Dragon boat Racing
- (x) Officials Association
- (xi) Para canoe
- (xii) Any of the other disciplines that formally affiliates to CSA.

(d) Individual Portfolios

- (i) Safety Officer
- (ii) Medical Officer
- (iii) Environmental Officer
- (iv) Development Officer
- (v) Officials

The following procedure shall apply in relation to the appointment of members of the Technical Committees and the Individual Portfolios:

- i) The Board shall call for nominations for position of Chair and general committee members of the Technical Committees from the member Unions.
- ii) The Board shall call for nominations for the individual portfolios from the member unions.
The Board will appoint the required positions from the nominations received and based on the recommendations of the technical committee chair.
- iii) If insufficient nominations are received from the Members, or the nominations are considered inappropriate by the Board, the Board shall call for further nominations from Members, failing which the Board shall appoint the positions on the Technical Committee at its discretion.
- iv) Each Technical Committee shall include one person to act as an athlete's representative.
- v) The Secretary General shall serve as an ex officio member on all technical committees.

(e) Procedure of Delegated Entity

- (a) Within 7 days of any meeting of any committee, the committee shall send a copy of the minutes and any supporting documents to the Secretary General.
- (b) Every technical committee shall meet at least two (2) x per annum. One of these meetings should be a face-to-face meeting of all the committee members. Other meetings may be held in accordance with **Article 29.3**.

34. BY-LAWS

(a) Board to Formulate By-laws

The Board may (by itself or by delegation to a committee) formulate, approve, issue, adopt, interpret and amend such By-laws, regulations and policies ("By-Laws") for the proper advancement, management and administration of CSA, the advancement of the objects of CSA and the sport of canoeing as it thinks necessary or desirable. Such By-laws must be consistent with this Constitution. In the event of a conflict between this Constitution and any By-Law, the provisions of this Constitution shall prevail.

(b) By-laws Binding

The following documents listed under this article shall be binding on CSA and its members:

- Advertising Rules By-law
- Competitor and Competitions By-law
- Development By-law
- Safety Regulations By-law
- Disciplinary By-law
- Selection Procedures By-law
- Team Members By-law
- Technical Committee By-law
- Team Managers Manual
- Child Protection Policy
- Sexual Harassment Policy

(c) By-laws Deemed Applicable

All by-laws, regulations and policies of CSA in force at the date of the approval of this Constitution in so far as such by-laws, regulations and policies are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-laws under this article.

(d) Notices Binding on Members

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to the Unions by means of notices approved by the Board and prepared and issued by the Secretary General. The Unions shall be obliged to draw such notices to the attention of their respective Members. Notices are binding upon all Members.

35. RECORDS AND ACCOUNTS**(a) Record keeping**

The Secretary General shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of CSA and the Board and shall produce these as appropriate at each Board meeting or General Meeting.

(b) Keeping of Records

Proper accounting and other records shall be kept in accordance generally accepted accounting principles and/or any applicable code of conduct. The books of account shall be kept in the care and control of the Secretary General.

(c) CSA to Retain Records

CSA shall retain such records for 5 years after the completion of the transactions or operations to which they relate.

(d) Board to Submit Accounts

The Board shall submit to the Annual General Meeting the accounts of CSA in accordance with this constitution.

(e) Negotiable Instruments

The Federation shall be entitled to open and administer banking account for the purpose of carrying out the objectives of the federation as set out in **Article 2**. All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to CSA, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by 2 persons appointed in writing by the Board.

(f) Financial Year End

The financial year end of the Federation shall run from 1 April to 31 March the following year.

(g) Access to Information

The Federation shall provide such access to information as is required in accordance with the Promotion of Access to Information Act 2000.

(h) Reporting to the Department of Sport, Arts and Culture (DSAC)

The Federation shall submit such annual reports to DSAC as is required under Article 10(2)(b) and Articles 13(B) and (C) of the National Sport and Recreation Act 1998.

36. AUDITOR

A properly qualified auditor or auditors shall be appointed and the remuneration of such auditor or auditors fixed by the Board. The auditor's duties shall be regulated in accordance with generally accepted accounting principles and/or any applicable codes of conduct.

37. NOTICE**(a) Manner of Notice**

(a) Notices may be given by the Secretary General to any Member by

sending the notice by electronic mail, to the Member's electronic mail address.

- (b) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

(b) Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised and to the persons entitled to receive notice under this Constitution.

(c) Notice to Member Unions and Affiliated Clubs

Notice to Member Unions or affiliated Clubs (where appropriate or required) shall be deemed given by notice being given in accordance with **Article 37.1**.

38. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

39. INDEMNITY

(a) Members to be indemnified

Every Member, auditor, manager, employee or agent of CSA shall be indemnified against any liability incurred by him/her in his/her capacity as Member, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgment is given in his/her favour or in which he/she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him/her by the Court.

(a) CSA to Indemnify

CSA shall indemnify its Members and employees against all damages and costs (including legal costs) for which any such Member or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) In the case of a Member performed or made whilst acting on behalf of and with the authority, express or implied of CSA;
- (b) In the case of an employee, performed or made in the course of, and within the scope of his/her employment by CSA.

(a) Independently Identity and distribution of assets

- (a) The Federation shall exist in its own right, separately from its members, be able to own property and any other assets, and be able to be sued and be sued in its own name.
- (b) The Federation may not distribute any of its assets or property to its

Members or office bearers, except where this is payment for work done for the Federation as authorised by the Federation. In such cases, the payment must be a reasonable sum for the work that has been done.

- (c) Members or office bearers of the Federation do not have rights to the assets or property of the Federation.

COLIN SIMPKINS
SECRETARY GENERAL

A handwritten signature in black ink, appearing to be 'C. Simpkins', written over a faint rectangular stamp.

CHAPTER 6

DISCIPLINARY REGULATIONS

40. DISCIPLINARY MEASURES

Any disciplinary action to be taken shall be carried out in accordance with the CSA Discipline By-Laws.

CHAPTER 7**DISPUTE RESOLUTIONS****41. DISPUTE RESOLUTION**

Any dispute arising out of or in connection with the enforceability of this constitution, or the application and interpretation of the provisions hereof shall be referred to the Arbitration Foundation of South Africa (AFSA) for resolution through mediation or expedited arbitration in terms of the Rules & Procedures for the Resolution of Disputes in Sport, prevailing at the time such dispute is so referred. In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.

42. DISSOLUTION

The dissolution of CSA shall only be valid if carried by four-fifths of the votes of Unions represented at a Special General Meeting specifically convened for the purpose. Furthermore, a quorum of two-thirds of the Unions Clubs is necessary.

If the proposal for dissolution is carried, the assets of CSA shall be transferred to a similar, SARS-recognised PBO that carries on a public benefit activity at national or provincial level in South Africa. Such body or bodies, and the share of the distribution of the assets, must be carried out in proportions agreed to by the Board.

43. MATTERS NOT COVERED BY THE CONSTITUTION

All matters not specifically covered by the CSA Constitution and the CSA & ICF Competition Rules shall be decided by the Board, subject to ratification by a General Meeting.

44. ADMINISTRATIVE JUSTICE

The Federation is committed to ensuring that any administrative action that is taken by CSA which materially and adversely affects the rights or legitimate expectations of any person is procedurally fair and in accordance with the Promotion of Administrative Justice Act, 2000.

ADVERTISING BY-LAW

ADVERTISING – CANOEING SOUTH AFRICAN EVENTS

1. GENERAL RULES

1. Race organizers **must** stipulate clearly and in detail, any specific requirements or exclusions regarding advertising in the Race/Event Rules. All sanctions and ramifications of non-compliance to the specific rules must also be made known.
2. The paddler, by entering the race/event, accepts these stipulated conditions and must abide by them.
3. It is the responsibility of the Race Organizers to enforce the rules of their races and impose sanctions as advertised in the race rules.
4. Enforcing of the above (advertising issues) will not impact, or be the responsibility, of CSA nor those juries and officials appointed for the governance of SA Championship events per their stated procedures.
5. All advertising material should be placed in such a way that it does not interfere with competitors' identification and does not affect the outcome of the race.

2. PERSONAL ADVERTISING

1. **Boat:**
Any area of the boat may be used for personal advertising, as long as it does not infringe on the requirements of the specific race, as advertised in the race rules, or interfere with the clear legibility of the CSA race number.
2. **Paddles:**
As per the requirements of the boat advertising, except for the reference to the CSA number.
3. **Apparel** (including splash covers, lifejackets /PDF's and head gear):
Must comply with any and all Race/Event specific rules (as clearly stated in their Entry forms, or on the event website).

CHILD PROTECTION BY-LAW

“There can be no keener revelation of a society's soul than the way in which it treats its children.”

Nelson Mandela

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Preamble

Safeguarding the welfare of children and young people ought not to be seen by members of CSA as an optional and additional activity, but should become an integral part of the policy and practices of us all.

Child protection is the responsibility of each and every leader, adult and in effect of every individual member. For the purpose of this document an adult leader will be defined as any adult who has access to the youth through activities of CSA. That being said, every person has the responsibility to respect children and young people, to be aware of the potential for abuse, to be able to recognise it and take appropriate action.

Dealing with child abuse is rarely straightforward and situations are often not clear-cut. That is why CSA has developed this child protection policy to be integrated into its practices.

This policy strives to protect children and young people, but also those who work with them and are delegated responsibility for them. It should act as a guide in helping members create a safe environment for children and young people, act appropriately and correctly if action is required and protect themselves against allegations of improper behaviour.

1. CSA Child Protection Objective

It is the policy and practice of CSA to uphold a child protection objective and hence to safeguard the welfare of all members by protecting them from physical, sexual, verbal or emotional harm, or the neglect that allows such harm to occur.

Accordingly, CSA is committed to:

- recognising the culture, gender and religious diversity of South Africa's youth;
- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practical steps to protect them from physical, sexual and neglect and emotional abuse; and
- ensuring the welfare of young people and their protection within a relationship of trust;

In accordance with, and within the principles of South African Law and the United Nations Convention on the Rights of the Child and The African Charter on the Rights and Welfare of the Child.

2. Aims

The aims of the CSA Child Protection Policy are to:

- provide clear guidelines to prevent harm;
- provide clear guidelines to follow in the event of an accusation or suspicion of abuse; and

- ensure that this policy is accessible and can realistically be implemented.

3. Framework

Our primary aim is to ensure that our youth members are protected from harm.

CSA also aims to help its adult members better protect the young people in their care.

CSA also subscribes to the South African legislature concerning children, being The Children's Act and all its Amendments. Our policy complies with the legislations and directives as described therein.

CSA operates within a social context. We operate in collaboration with other organisations and institutions that aid in preventing abuse, but also in reporting and handling abuse and allegations of abuse.

The Children's Act 38 of 2005 and amendments of 2008 require that any child abuse or reasonable suspicion of child abuse must be reported. Failure to do so can lead to prosecution of the person failing to report.

A person reporting child abuse under the Children's Act may report to one of three structures:

- South African Police Services
- The Department of Social Development
- A designated child protection organisation – such as Child Welfare or Childline.

Their first responsibility is to secure the safety of the child and therefore may refer to other services in order to provide for this.

If the asserted or suspected offence is a sexual offence against a child, the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 requires an immediate report to the police.

Report abuse: childprotect@saps.org.za

Crime stop: 08600 10111

FCS HQ: 012 393 2363/2 or 012 393 2359 or

FCS National cell numbers: 082809 2112 or 082 850 9674 or at your local police station.

The Family Violence, Child Protection and Sexual Offences Unit (FCS) of the South African Police Service may then involve other agencies, such as social services and other child protection organisations such as Rape Wise or Childline.

You are also entitled, but not required to report the matter to Childline who will assist in following up with the police investigation.

If the offence relates to child pornography, the Films and Publications Act 65 of 1996 requires a report to the police.

CSA will not conduct investigations but will co-operate with the proper authorities. CSA will provide necessary support to members and the community.

The section entitled Incident Procedure sets out the framework to be followed in the event of abuse being reported.

The Child Protection Policy applies throughout all CSA activities and all CSA events such as meetings, training courses and camps, Inter Schools events etc. It also applies to CSA athletes travelling nationally and internationally and visiting and partaking in CSA activities or programmes in South Africa and abroad.

Concerning child protection measures when appointing staff and volunteers we refer to the Protocols and Procedures in this policy.

4. The Rights of the Child

As mentioned above, the CSA Child Protection policy takes into account and adheres to the children's rights as stated in the United Nations Convention on the Rights of the Child and the South African Legislation summarised in the Children's Act 38 of 2005 and all its Amendments up to this present day. The Children's Act includes the rights of all children in our country as stated in the Bill of Rights in South Africa's Constitution.

In summary the rights and responsibility of the child are:

- I have the right not to be hurt.
- I have the right to be protected from physical, sexual and emotional harm.
- I have the right to speak and to be taken seriously, and I have the responsibility to tell the truth.
- I have the right to be treated equally no matter my race, gender, language or religion, and I have the responsibility to treat others equally.
- I have the right to privacy, and the responsibility to respect the privacy of others.
- I have the right to be protected from cigarettes, alcohol and drugs, and I should not use substances that will harm me.
- I have the right to proper care and the responsibility to be the best person that I can be.

A further detailed description of these rights can be found in Annexed Guidelines: The Rights of the Child.

5. What constitutes abuse?

Physical abuse

Any physical hurt or injury, which is inflicted deliberately, or is the result of deliberate neglect.

Emotional abuse

The negative effect on the emotional development of the child caused by emotional ill treatment and/or emotional neglect. This class of abuse includes

abuse via electronic and social media.

Verbal abuse

Excessive shouting or swearing at or in front of children, threats, attacks on a child's self-esteem, teasing, insults or racial taunts.

Sexual abuse

Involving or exposing a child to any sexual activity or pornographic material, even with the child's consent and/or request. This includes exposure and involvement via electronic or social media.

Neglect

Neglect occurs when care-giving adults fail to meet the child's/youth's essential needs and withhold life necessities from a child/youth.

A detailed description of each of these abuses is described in the annexed Guidelines: What constitutes abuse?

6. Responsibilities of adults within the Child Protection Policy

All adults within CSA are responsible for the operation of the CSA Child Protection Policy. It is the responsibility of adults to ensure that:

- their behaviour is appropriate at all times;
- they observe the rules established for the safety and security of young people;
- they follow the procedures following suspicion, disclosure or allegation of child abuse;
- they recognise the position of trust in which they have been placed; and
- in every respect, the relationships they form with the young people under their care are appropriate.

6.1 Roles of key individuals

Person the child\youth confides in:

- Listen sympathetically;
- Write report, using the child's own words as far as possible;
- Contact CSA Secretary General and CSA President;
- Must NOT investigate – must REFER;
- Contact Childline or the Police in the event of alleged or suspected sexual abuse;
- Must ensure the child is aware that by reporting the case they will not be expelled from or discriminated against in any way by CSA, even if threats of that kind were made by the suspected perpetrator.

7. Incident procedure

All allegations or suspicions of abuse - no matter how insignificant they might seem to be or when they occur - must be referred to the CSA Secretary General

on receipt of the reported case. Nothing must be withheld or filtered. At all times the young person's welfare should be paramount.

Swift reporting will enable the correct authorities to give advice and take appropriate action.

The CSA Secretary General must follow the procedure below. These procedures must be followed to fulfil our legal as well as our moral responsibilities.

CSA encourages its members to report abuse to Childline, which specialises in dealing with children in distress. Childline will assist with the procedure as well as reporting the case to the Police.

Procedure and advised timeline:

Steps to be taken by CSA/ coach/ athlete on suspicion or claim of abuse of a Youth Member:

Person to whom report is first made, must prepare a written report.

- a) Write down notes straight after / during the conversation (dates, times, facts, observations, verbatim speech)
- b) Record young person's (victim) name, address and contact number
- c) Record name, address and contact numbers of the young person's (alleged victim) parent(s) / legal guardian(s)

Within 12 hrs of receiving report

- a) Person to whom report is made must report to relevant Union Chairman and copy CSA Secretary General.
- b) Report to Childline or the Police in the event of alleged or suspected sexual abuse.

Within 24 hrs of receiving report

- a) Either Union Chairman or CSA Secretary General must follow-up with Childline or the Police to ensure action after the case was reported.
- b) CSA President must be informed.
- c) Monitor and follow up with the relevant authorities.

8. Protocols

As a sporting body we have the responsibility to ensure that adults and enthusiastic volunteers have the tools and knowledge to put into practice this policy. Children and young people will trust and look up to the adults in charge. Therefore this child protection policy needs to be made accessible to all children, young people and their parents in order for them to be informed and our adult members need to receive adequate training to comprehend their roles, boundaries and take their child protection responsibilities seriously.

8.1 Recruitment

All adults wishing to become employees and/or volunteers of CSA must undergo appropriate screening by completing in full the applicable form. This form should include disclosure of any criminal conviction or allegation of offences relating to The Children's Act 38 of 2005, the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 or involving children in South Africa or another country.

In accordance with The Children's Act 38 of 2005 all people working with children need to be vetted against the National Child Protection Register. Adults joining CSA and working with children should consent and give full cooperation to CSA to submit an application on their behalf or should provide CSA with such documentation.

All appointments are in line with the South African labour laws and the Child Protection Act.

8.2 Training Adults

Child protection material and this Child Protection Policy should be included in all levels of training courses.

Child protection material and this Child Protection Policy should be provided to all adult coaches, administrators and tour managers of CSA.

9. Responsibilities

The following individuals carry a responsibility for Child protection of our CSA youth members.

- CSA President
- CSA Secretary General
- Staff
- Volunteers
- Coaches
- Chaperones
- Parents

10. Special mention

10.1 Peer victimisation/bullying

CSA treats peer victimisation as a separate form of abuse and considers this to be between peers, so between members under the age of 18 years old.

Bullying is a deliberate act of aggression or manipulation by one or more people against another person or people. It is a form of violence where a person is exposed, either once off or repeatedly and over time, to negative actions and/or verbal abuse and describes a form of harassment perpetrated by an abuser being in a physical or social superior power position. CSA considers bullying from an adult to a youth immediately as a form of abuse.

The annexed Guidelines: Peer victimization and bullying addresses this and proposed procedures to address the matter.

10.2 Abuse through mobile and digital technology

The usage of electronic communication in South Africa has doubled over the last few years. Social networking has become an intricate part of children's lives in South Africa. CSA officials, Union members, parents and children are using social media and the internet as an effective communication tool. There are many benefits of social media and mobile technology and the usage thereof, however the dangers need to be acknowledged and prevented.

More detail can be read in the annexed Guideline: Abuse through mobile and technology.

11. References

- Children's Act no 34 of 2005 as amended
- Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007

Guideline: What constitutes abuse?

The problem of child abuse has become one of the most significant social problems in South Africa. Adults within CSA need to be vigilant that essentially child abuse occurs when the behaviour of someone in a position of greater power than the child/youth causes harm. Abuse can occur during physical activities but also online and via telecommunication. All bullying from adult to child/youth under 18 years old will automatically be considered abuse. When abuse is observed, proper protocol and procedures, as outlined in this policy, must be observed and followed. Different procedures apply for bullying between minors.

By definition - child abuse is harm to a child which occurs immediately or through accumulated affects over a period of time.

Physical abuse

Physical abuse is when adults/peers deliberately inflict bodily harm, physical pain and or injuries on a youth or, knowingly, do not prevent them from being physically abused. This includes hitting, shaking, squeezing, biting or burning.

Giving a child/youth poisonous and/or illegal substances or age inappropriate substances can be considered physical abuse. This includes alcohol, cigarettes, medication and drugs. However, it excludes section 0 medication provided the situation requires the giving thereof to a child/youth to provide physical relief from pain and it also excludes prescription medication provided to the responsible adult by the parent or guardian to issue to the child/youth as in loco parentis.

Sexual abuse

Sexual Abuse is any sexual activity between a child/youth and an adult or between children/youths where there is an unequal distribution of power such as when one/the perpetrator is significantly older or larger than the other/victim.

Sexual Abuse also includes involving or exposing a child to any sexual activity, with or without the usage of modern technology such as the internet, or mobile phones, to any situation where the child is used for the sexual stimulation and gratification of the perpetrator and/or exposing the child/youth to pornographic material.

CSA operates within the framework of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 with regards to sexual abuse.

Emotional abuse

Emotional abuse is when adults taking care of children and youths continuously fail to show the child/youth respect, care and appropriate love and affection. It also includes threatening, taunting and shouting at youths. When ongoing threats, anger, sarcastic and degrading comments/behaviour occurs youths will feel unloved and unlovable, causing them to lose confidence and self –esteem, and to become fearful, nervous and withdrawn.

Even though we will mention cyber bullying, peer victimization/bullying or initiation separately, it is hereby stated that this too represents emotional abuse.

Verbal abuse

Verbal abuse includes excessive shouting or swearing at, or in front of, children/youths. It also includes threats, teasing, insults, racial taunts and any demeaning comments about the child/youth.

Neglect

Neglect occurs when care-giving adults fail to meet the child's/youth's essential needs and withhold life necessities from a child/youth, for example food, warmth, education and medical care. However, we need to be clear and define that if care-giving adults are not financially/economically in the position to provide such necessities as food, clothing, education and medical care, this can be seen as the effects of poverty and not neglect.

Leaving children/youths that are too young to look after themselves alone or without proper supervision can also be construed as neglect.

Guideline: The rights of the Child

Furthermore it should be made clear to our child/youth members that when faced with a situation that s/he thinks is abusive/ dangerous, they have the right to:

- Trust her/his own feelings
- Expect privacy
- Withhold information that can place her/him in danger
- Refuse gifts
- Say no to unwanted touching or affection
- Say no to inappropriate demands and requests from adults/fellow peers
- Run, Scream and make a Scene
- Physically fight off unwanted advances
- Report it to an adult and ask and get help

Guideline: Anti-peer victimisation\bullying and procedure for addressing any incidents.

- Adults such as the coaches and athletes themselves should treat any report of bullying seriously.
- The adult should first listen to the child/youth and make such enquiries as may be necessary to clarify what has been happening.
- The child/youth should be assured that they have acted correctly in reporting the bullying.
- The adult should attempt to give advice on how to deal with any repeat incidents that may happen before the intimidation can be dealt with.
- An appointed adult should convene a meeting with the victim, the perpetrator and their parents/guardians to discuss the once off and/or ongoing bullying and should decide together on appropriate action.
- The appointed adult should make a written summary of the incident and the meeting and submit it to the Union Chairman and copy the Secretary General who will keep it confidential and on record for five years.
- A follow up should be held with the involved athletes a month later to ascertain whether the situation has been resolved.

Guideline: Abuse through mobile and digital technology

Many mobile phones provide the opportunity for children/youths to access the internet and social media sites. Often this is positive, but in some cases it provides ample opportunity for – and is not limited to – cyber bullying and sexting. These acts are considered abuse and will be penalised according to the procedures outlined in the Child Protection Policy and as per the South African legislation thereon.

Cyber bullying, also referred to as online bullying includes – but is not limited to – using social network sites, mailing lists or cell phones to spread malicious rumours, threatening violence, sending or posting text and/or images intended to hurt or embarrass another person or creating false profiles of a person online.

Teens and adults that engage in cyber bullying and sexting incidents will be handled by CSA in accordance with the procedures outlined in this policy and if the actions are illegal they will be reported and could carry legal consequences.

COMPETITOR - AND COMPETITION BY-LAW

NB: These rules are supplementary to the normal ICF rules for the discipline concerned and should they conflict with the ICF rules, these rules will take precedence

1. COMPETITIONS AND AGE CATEGORIES

1.1 COMPETITORS

Only members of clubs, affiliated to a Provincial Union, which is a member of CSA, International visitors, (who have proof of registration in their own country, and are registered on the CSA database for Foreign Internationals), and previously registered expat RSA citizens (now living abroad and not registered in their home countries, but registered on the CSA database as Expat Internationals), have the right to take part in official races organised by registered and recognised clubs, unions or the federation.

1.1.1 COMPETITIONS

ORGANISATION OF EVENTS

Official races may only be organised by registered and recognised clubs, unions or the federation once the required compliance acknowledgement form has been completed.

Races are to be run under the ICF racing rules

1.1.2 CRAFT

All craft used in CSA sanctioned events are to conform with the specifications, as laid out in the ICF rules.

Sit on top kayaks will be allowed if they conform to the ICF specifications, except that self bailers will be allowed.

In river marathon paddling, sit on top craft that do not comply with the ICF specifications (such as surfski's) will be allowed to be used, however, those using them for national championship events will not be eligible for prizes in any categories.

A standard Guppy class boat must not be less than 10 kilograms in weight, have a minimum width of 480mm, a maximum length of 4150mm, and have buoyancy at both ends. No small cockpits are allowed

1.2. AGE CATEGORIES

Age categories for paddlers are defined as follows:

Guppy (Competitor must compete in standard guppy class boats)
U/8 up to and including the year in which he/she turns 8 years, U/10 up to & including the year he/she turns 10 years

U/12 up to & including the year he/she turns 12years

Junior	U/14 up to & including the year he/she turns 14 years U/16 up to & including the year he/she turns 16 years U/18 up to & including the year he/she turns 18 years
Senior	Open, U/23 up to & including the year he/she turns 23 years.
35 - 39	35 – 39 commencing on 1 Jan of the year in which he/she turns 35
40 - 44	40 – 44 commencing on 1 Jan of the year in which he/she turns 40
45 - 49	45 – 49 commencing on 1 Jan of the year in which he/she turns 45
50 - 54	50 – 54 commencing on 1 Jan of the year in which he/she turns 50
55 - 59	55 – 59 commencing on 1 Jan of the year in which he/she turns 55
60 - 64	60 – 64 commencing on 1 Jan of the year in which he/she turns 60
65 - 69	65 – 69 commencing on 1 Jan of the year in which he/she turns 65
70 and older	70 and older commencing on 1 Jan of the year in which he/she turns 70

1.2.1 In the age-groups over 18 years - with the exception of the Senior class, where the medal/prize winners can come from any age group without this affecting their standings in their own age- group, medals and prizes must be awarded as per the paddler's/combination's actual age-group. If a paddler wants to race in a higher sub-class he must state this before the start and forfeit his rights in his natural class e.g. If a Master (40-45) elects to race in the Sub-Veteran (35-40) age group, he/she will forfeit their rights to awards in the Masters age-group. But if they won the race overall, they would receive the Senior medals/prizes and the Sub-Veterans medals/prizes, but not the Master's ones.

1.2.2 The junior age-groups (U18 years) shall act as the "open" class and may be won by a younger paddler/combination without this affecting their standings in their own age-group. In the younger age-groups medals and prizes must be awarded as per the paddler's/combination's actual age-group. If a paddler wants to race in a higher sub-class he must state this before the start and forfeit his rights in his natural class e.g. An U14 electing to race in the U16 age group will forfeit the right to medals and prizes in the U14 age-group, if however this U14 were to win the junior race overall, he/she would receive both the U18 and U16 medals and prizes but not the U14 ones.

2. STARTING AT SA CHAMPIONSHIPS AND MAJOR EVENTS

2.1 In SA River Championships and other major river events, where applicable, the starting arrangements should be made to suite the venue and the circumstances, in consultation with the CSA Marathon Committee and the ICF Marathon Racing rules.

2.2 Seeding for the race or the First Stage thereof in the case of a multi- stage race should be done using the National Ladder. Where appropriate, special seeding events may be held to determine starting positions within the first batch and/or rows within that batch. Juniors should be included in the general start arrangements and not started separately. Women paddlers should be seeded according to the National Ladder, and those elite Women paddlers with an Index of 120% or better, started as a second Batch. A second batch of women paddlers, with an Index of 135 or below, should be started as a fourth batch.

Those in these seeded batches may not ride the wave of any other class or category during this stage of the race. Women not selected for these seeded batches should start according to their position in the race in general and may ride the waves of other classes.

2.3 If a woman paddler, or crew, selected for the women's seeded batch elects not to start in that batch they will exclude themselves from being eligible for the awards in women's categories.

2.4 The starts of the second and subsequent stages of the race must be in the form of an elapsed time start. The time span of the start must be sufficient to cover at least the first 30 boats. The rest of the race should be started in batches, taking into account the total time achieved in the previous stage/stages.

2.5 In the second and subsequent stage starts, the women should be started according to their position in the overall race and be allowed to ride the waves of those around them.

2.6 Separate category starts must be made for SA flat water marathon events, for all age groups and both sexes. Combined starts for age- groups that race over the same distance may be made where the numbers in one group are lower than 5 boats.

2.7 The format and seeding for other races should be based on the National Grading System.

3. SEEDING

3.1 Seeding and batching for SA River Championships and all other Major River races, where seeding, or more than one start batch is required, must be done using the National Grading System for K1s and K2s. This must be updated after every designated ranking event and published in all CSA media, including the CSA website, and any other relevant websites.

3.2 Paddlers will have separate K1 and K2 Indexes within the National Grading System (NGS). For the purposes of the NGS K3's and K4's will be considered as K2's. All ages and both sexes are to be included in the same NGS.

3.3 Paddlers who have not raced in the past 12 months in either the K1 or K2 class will have a default index of 175% in that class – this includes new paddlers who have not yet raced at all.

3.4 All official races in RSA will be used in the calculation of the NGS provided that results are submitted timeously to CSA. In the case of the following Major Races the winner of the main class (K1 or K2) will receive an index of 100%.

1. SA MARATHON – Flat water (Senior Men only due to the different racing distances)
2. SA SURF SKI Championships
3. SA River Marathon in the case where it is not one of the races listed below.
4. Berg River Marathon
5. Breede River Marathon
6. Fish River Marathon
7. Lowveld Croc
8. 50 Miler
9. Vaal Marathon
10. Drak Challenge
11. Dusi
12. Umkomaas

3.5 In the minor class (K1 or K2) at these events and in both classes (K1 and K2) at all other events the ceiling Index to be taken by the winner will be determined by the highest entry index in each class. The indexes taken from the race by all other finishers will be their percentage of the winner's time in their class taking into account the ceiling Index of the winner.

3.6 On the two Ladders (K1 and K2), a paddler's current index will be the average of their best three results over the 12 months or their only three results, only two results or only result.

3.7 There shall be an aging system for older results in that at the start of the 9th month results will have 1% added to their initial value, at 10 months a further 2% will be added, at the 11th month a further 3% will be added and at the 12th month a further 4% will be added. At the start of the 13th month the result will fall away completely.

3.8 In the case of a K2 combination the sum of the entry K2 indexes of each member will be averaged to determine that combination's entry index. If one or both of the entrants has no K2 index (i.e. 175%) their K1 index will be used. If only one member has any index at all that index will be used alone. If neither of them has either a K1 or K2 index their entry index will be 175%. Each member of the crew will take the same finish index to their individual K2 index calculation at the end of the race.

3.9 Any paddler acting as a sweep or accompanying a novice may ask, before the race starts, to be designated as a sweep, and their result will be excluded from the ladder calculation.

3.10 If seeding is required which falls outside of that provided for by the National

Grading System (e.g. for a flat water marathon event), then it is to be done by the National Selectors. Unions are to submit their nomination timeously, two (2) weeks before the event.

4. K2 COMBINATIONS AT SA AND MAJOR EVENTS

4.1 It is understood that with a mixed age category team in a K2 one can paddle up in class, but never down a class.

4.2 Mixed Provincial crews (i.e. paddlers from different Unions) may compete in SA K2 marathon events, and are eligible for medal awards, but are not eligible for team points and team awards.

4.3 Mixed Provincial crews are eligible for seedings. In sprint events, mixed provincial K2 & K4 crews are allowed and points are shared between two provinces. In marathon events mixed doubles (male/female) are eligible for prizes as a mixed double and only in a male only class provided that separate start requirements do not dictate that they cannot be in both classes. If separate starts or seeding are required, the combination will be required to nominate which category they will be in.

5. ORGANISATION AND REGULATIONS FOR SA CHAMPIONSHIPS AND MAJOR EVENTS

5.1 The date and venue of SA Championship events should be announced at least six (6) months before the event is to take place. Details as per invitations in the ICF rules must be included with the entry form and sent to each union at least one (1) month before the event.

5.2 Events that are chosen as a SA Championship need to be established races with a history of being well attended.

5.3 Organizers of SA Championship events are required to submit timeously a proposed budget for the event if they wish to charge an entry fee in excess of 50% of the current senior CSA affiliation fee, per paddle, per day. Entry fees for Juniors may not exceed 2/3rds of the senior entry fee, and are recommended at 50% of the senior entry fee.

5.4 In the case of a K2 entry, the event organisers may accept the late replacement of an entrant, provided that satisfactory proof of medical illness or other unforeseen circumstance is provided in writing to the organisers. The replacement entrant must meet all the proficiency and qualification criteria. The race organisers may charge a fee not exceeding 10% of the race entry fee for accepting the change of entry.

5.5 Any Province/Club organising a South African Championship event must present results to CSA and all Unions within 48 hours following the event.

5.6 A race organiser may request a medical doctor to examine a paddler, and if the doctor's opinion is that the paddler would be at risk if he paddled, then the organisers are empowered to stop the paddler from paddling.

5.7 The venues of SA events will be decided by the CSA Board on the

recommendation of the Discipline Committees. Where appropriate, the venue should rotate around the country.

5.8 Persons must qualify to become Officials and a minimum of three (3) qualified Officials must be used at all SA Championship events. The Competition Committee for SA Championship events should be approved by the Discipline Chairman and include one member that is not from the host province.

5.9 A paddler who has not officially entered an organized race, or is not part of the organizing team, may not be present on any part of the race course for an hour before the race, and until the last paddler has completed the race. Paddlers transgressing this rule may be sanctioned by a suspension from racing for 2 months, following a disciplinary hearing.

6. COMPETITION CLOTHING AT SOUTH AFRICAN CHAMPIONSHIP EVENTS

Paddlers are encouraged to paddle in Club/Provincial colours.

7. JURY AND COMPETITION COMMITTEE

7.1 Final authority at SA events shall rest with a Jury of at least three (3) qualified members appointed by the organisers prior to the event. In so far as it is possible at SA events, all participating Provinces should be represented by one person. The Chief Official and Competition Committee are subordinate to the Jury.

7.2 In all SA events, each Province should be asked, by the host Union, to nominate a qualified Official to serve on the Jury. If no nomination is received with the entries of the Union, the host Union may nominate Officials, to bring the number of Jury members up to not less than three (3).

The jury shall:

- a) Hear any appeals which may be received and settle any disputes that may arise as a result of decisions made by the Competition Committee. Such appeals should be made in writing, with the reasons for the appeals and lodged with the Jury Chairman not later than 20 minutes after the competitor or manager has been informed of the decision and signed the receipt. A fee of R50 must accompany the appeal, which will be refunded if the appeal is upheld.
- b) If the competitor involved in the incident is still completing the course, the times for lodging an appeal shall be extended until one hour after either completing the course or withdrawing from the event.
- c) Decisions of race Juries are not subject to appeal and are final, and are subject to review only on the legal grounds upon which administrative decisions are subject to review. Any application to review must be lodged with the Secretary General of CSA within 10 calendar days of the decisions, and the decision of the CSA Board thereon shall be final.
- d) At events other than SA Championships, where no jury is in place, appeals should be considered by the province in which the event is held.

7.3 The Competition Committee, consisting of the Chief Official, the Technical Organiser and one additional Official, shall:

- a) Decide matters concerning disqualification in cases where the regulations have been broken during the competition. The decision of the Competition Committee shall be based on the ICF Rules. Penalties in accordance with the ICF Statutes may also be imposed (i.e. disqualification for a longer period than the duration of the competition in question).
- b) Before any decision is made regarding an alleged infraction of the rules, hear the opinion of the official/s who were in control of the race, if it is felt to be of importance in clearing up the alleged offence.

The Competition Committee may disqualify any competitor who behaves improperly or who, by his conduct or speech shows contempt towards the officials, other competitors or onlookers.

A protest made during a competition relating to an incident in the race must be made in writing and within one hour of completing the course, and be accompanied by a fee of R50 which shall be refunded if the protest is upheld.

8. TEAM AWARDS AND POINTS AT SA CHAMPIONSHIP EVENTS

8.1 Marathon Racing

8.1.1 Any paddler may be nominated for a team from within the categories which start together, i.e. not necessarily an open male.

8.1.2 In national events the team award will be the total time of the first four (4) nominated paddlers (K1) and the first two (2) nominated boats (K2) from each Province, irrespective of which team they were nominated for.

8.1.3 For a team to be included in the results, it must have consisted of selected paddlers at the start of the race.

8.2 Flat water (Sprint) Racing

8.2.1 Points to be awarded per boat:

* K1 - 20, 16, 14, 12, 10, 8, 6, 4, 2

* K2 - 15, 12, 10, 8, 6, 4, 3, 2

* K4 - 20, 16, 14, 12, 10, 8, 6, 4, 2

8.2.2 In events where fewer than nine (9) entrants are involved, the winner gets points equal to the number of entrants confirmed at the team leader's meeting, working from the lower end of the scale.

8.2.3 In sprint events mixed provincial K2 & K4 crews are allowed and points are shared between the provinces. The paddler with the highest points, the K1 and K2 categories will be awarded the *Victor / Victrix Ludorum* medal. The Province with the highest points including K4 points will be the winning Province.

8.3 Slalom and Wild-water Racing (ICF rules to apply)

a) Medal Issue

(At the discretion of the Discipline Committees with the attached schedule as a guide)

If a nominated provincial team or paddler does not attend the prize giving at a national or major event, the team or paddler shall forfeit the medals,

unless satisfactory prior arrangements were made with the organizing body.

b) **Anti doping**

(Per SASCOC and ICF/WADA Directives)

9. SOUTH AFRICAN CHAMPIONSHIP MEDAL AWARDS

9.1 K1 MARATHON CHAMPIONSHIPS – FLAT WATER AND RIVER

TEAM = 4 paddlers (4K1Boats)		GOLD SILVER BRONZE			
Minimum number of boats		3	5	5	(open)
Large Medals (Men and Woman)	Senior	1	1	1	Gold
Small medals	Sub Juniors U/10	1	1	1	-
Boys and Girls	U/12	1	1	1	-
	Juniors U/14	1	1	1	-
	Under 16	1	1	1	-
	Under 18	1	1	1	-
	Under 21	1	1	1	-
Small	Sub Veterans	1	1	1	-
Small	Veterans	1	1	1	-
Small	Sub Masters	1	1	1	-
Small	Sub Grand	1	1	1	-
Small	Grand Masters	1	1	1	-

9.2 K2 MARATHON CHAMPIONSHIPS – FLAT WATER AND RIVER

TEAM = 4 paddlers (2K2Boats)

GOLD SILVER BRONZE

Minimum number of boats	3	5	5	(open)
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Large Medals	Senior	2	2	2	Gold
(Men and Woman)					

Small medals	Sub Juniors U/10	2	2	2	-
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Boys and Girls	U/12	2	2	2	-
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	Juniors U/14	2	2	2	-
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	Under 16	2	2	2	-
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	Under 18	2	2	2	-
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	Under 21	2	2	2	-
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Small	Sub Veterans	2	2	2	-
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Small	Veterans	2	2	2	-
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Small	Sub Masters	2	2	2	-
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Small	Sub Grand	2	2	2	-
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Small	Grand Masters	2	2	2	-
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9.3 K4 LONG DISTANCE CHAMPIONSHIPS

		GOLD SILVER BRONZE			
Minimum number of boats		3	5	5	
Large Medals	Senior	4	4	4	
(Men and Woman)					
Small medals	Sub Juniors U/10	4	4	4	-
Boys and Girls	U/12	4	4	4	-
	Juniors U/14	4	4	4	-
	Under 16	4	4	4	-
	Under 18	4	4	4	-
	Under 21	4	4	4	-
Small	Sub Veterans	4	4	4	-
Small	Veterans	4	4	4	-
Small	Sub Masters	4	4	4	-
Small	Sub Grand	4	4	4	-
Small	Grand Masters	4	4	4	-

NB: Team medals will only be awarded if three (3) provincial teams, not necessarily from the same province, are represented in the event.

9.4 SPRINT RACING CHAMPIONSHIPS / SENIOR MEN AND SENIOR WOMEN

Large Medals		Gold Silver Bronze		
Minimum number of boats		3	5	5
K1	200m	1	1	1
	500m	1	1	1
	1 000m	1	1	1
K2	200m	2	2	2
	500m	2	2	2
	1 000m	2	2	2
K4	200m	4	4	4
	500m	4	4	4
	1 000m	4	4	4

9.5 VICTOR / VICTRIX LUDORUM AWARDS

(Determined on a Victor/Victrix Ludorum basis – all events except K4 events to count)

**9.6 SENIOR B/ UNDER 21/ SUB VETERAN/ VETERAN/ SUB
MASTER/ MASTER/ SUB GRAND M A S T E R / GRANDMASTER**

Small Medals		GOLD SILVER BRONZE		
Minimum number of boats		3	5	5
K1	200m	1	1	1
	500m	1	1	1
	1 000m	1	1	1
K2	200m	2	2	2
	500m	2	2	2
	1 000m	2	2	2
K4	200m	4	4	4
	500m	4	4	4
	1 000m	4	4	4

9.7 VICTOR/VICTRIX LUDORUM AWARDS

(Determined on a Victor / Victrix Ludorum basis – all events except K4 events to count)

9.8 UNDER 18 (JUNIORS – Boys and Girls)

Small Medals		GOLD SILVER BRONZE		
Minimum number of boats		3	5	5
K1	200m	1	1	1
	500m	1	1	1
	1 000m – U18 boys only	1	1	1
K2	200m	2	2	2
	500m	2	2	2
	1 000m – U18 boys only	2	2	2
K4	200m	4	4	4
	500m	4	4	4
	1 000m – U18 boys only	4	4	4

9.9 VICTOR/VICTRIX LUDORUM AWARDS

(Determined on a Victor / Victrix Ludorum basis – all events except K4 events to count)

9.10 SLALOM CHAMPIONSHIPS

GOLD SILVER BRONZE

TEAM = 3

Minimum number of boats	3	5	5	
Senior (men and woman) – large	1	1	1	Gold
Sub Juniors U/10 – small medals	1	1	1	-
Sub Juniors U/12 – small medals	1	1	1	-
Juniors U/14 – small medals	1	1	1	-
U/16 – small medals	1	1	1	-
U/18 – small medals	1	1	1	-
U/21 – small medals	1	1	1	-
Sub Veterans – small medals	1	1	1	-
Veterans – small medals	1	1	1	-
Sub Masters – small medals	1	1	1	-
Masters – small medals	1	1	1	-
Sub Grand Masters – small medals	1	1	1	-
Grand Masters – small medals	1	1	1	-

9.11 WILD WATER CHAMPIONSHIPS

	GOLD SILVER BRONZE			
TEAM = 3				
Minimum number of boats	3	5	5	
Senior (men and woman) – large	1	1	1	Gold
Sub Juniors U/10 – small medals	1	1	1	-
Sub Juniors U/12 – small medals	1	1	1	-
Juniors U/14 – small medals	1	1	1	-
U/16 – small medals	1	1	1	-
U/18 – small medals	1	1	1	-
U/21 – small medals	1	1	1	-
Sub Veterans – small medals	1	1	1	-
Veterans – small medals	1	1	1	-
Sub Masters – small medals	1	1	1	-
Masters – small medals	1	1	1	-
Sub Grand Masters – small medals	1	1	1	-
Grand Masters – small medals	1	1	1	-

9.12 SA SCHOOL SPRINT RACING CHAMPIONSHIPS

The SA School Sprint Racing Championships is reserved for children who are attending a recognised school, or are receiving home schooling.

Open / Under 21 / Under 18 / Under 16 / Under 14 / Under 12 / Under 10 (boys and girls)

Small Medals (29mm)		GOLD SILVER BRONZE		
Minimum number of boats		3	5	5
K1	200m	1	1	1
	500m	1	1	1
	1 000m – open and U/16 boys only	1	1	1
K2	200m	2	2	2
	500m	2	2	2
	1 000m – open and U/16 boys only	2	2	2

4. DISTANCES AT MARATHON EVENTS

The following distances are recommended for juniors and guppies

U8	-	2 – 3kms
U10	-	3 – 4kms
U12	-	4 – 5kms
U14	-	less than 10kms

These recommended distances are to be used as a guideline.

10. Event Licenses

A paddler who has previously been registered with CSA may elect to compete in one race per year without paying the full CSA and union membership fee. A surcharge of a further 50% of the race fee will be added to the race fee. This surcharge will be paid to CSA and the respective union in equal shares.

Paddlers who compete in a national championships under an “event license” will not be eligible for prizes in any category.

If the paddler wishes to register fully after they have entered a race under a day license, they will need to pay the full registration cost.

DEVELOPMENT BY-LAW

1. DEFINITION OF A DEVELOPMENT PADDLER

“A person who is from a previously disadvantaged background and is unable to partake in canoeing activities due to economical restraints”. Paddlers over the age of 18 will no longer be considered development, unless the paddler pursues representation in one of the following ICF recognised international disciplines; Marathon, Sprints, Slalom, Canoe Polo, Ocean Racing. Paddlers over the age of 18 still representing their Club, Union or Federation in one of the above disciplines, will then have to apply for fee exemption if they are still unable to financially support themselves.

2. CSA STRUCTURE

- a) Club Coach to be a member of the club committee and attend meetings.
- b) Union Co-coordinator forms part of the Union committee and attend meetings.
- c) National Development Co-ordinator should have representation on the Board, in a non-voting capacity.

3. REGISTRATION OF A DEVELOPMENT PADDLER

- a) Any paddler who shows an interest in the sport and participates in one of the development initiatives for longer than 3 months needs to be registered.
- b) Should a paddler wish to be categorised as a development paddler and gain exemption from fees the definition in .1 will serve as a guideline.
- c) Each year upon re-registration the financial position of the paddler needs to be reassessed by the registering Union. This can be done in conjunction with clubs and their coaches.
- d) There will be a minimal annual fee applicable to each development registration. R50 per Senior, R25 per Junior, Guppies U12 free in their first year – thereafter R25. This must be paid to the CSA. The onus is on the paddler themselves to pay this nominal annual fee. Clubs may however enter into agreements with the paddler and offer work or club duty in exchange for the fee.
- e) Once the paddler has reached the age of 18 years old they are no longer classed as development paddlers, nor will they qualify for fee exemption. They will pay club, Union and CSA fees like every other paddler. Clubs and Unions may enter into payment agreements with the paddler to arrange for monthly payments over the canoeing season.

- i) Should the paddler not be in a financial position to pay for the annual fees, the onus is on the paddler to write a letter of motivation to their club. They need to provide information that supports their letter of exemption.
- ii) Each paddler's submission needs to be discussed between club and their Union Co-ordinator. A final decision will be made at Union meetings.

4. DEVELOPMENT COACHES

- a) Coaches of recognised development initiatives (those currently reporting for the National Development Report) may still be classified as *development paddlers* and qualify for an exemption from Union and CSA fees for as long as they remain coaching and reporting for that development initiative and are unable to afford the fees.
- b) Coaches will enter into fixed-term contracts with their respective Unions and jointly agree upon a set job description.

5. RACE PARTICIPATION

- a) Each Union will receive an annual race participation budget from CSA. This is entirely dependent on the funding that the federation receives. This will cover race entries, travel, accommodation and food expenses. No individual's personal equipment may be covered by these funds.
- b) Each Union will need to decide how the money is spent. This should be done in consultation with clubs and their coaches. The following process needs to be followed:
 - i) A budget proposal needs to be submitted to the CSA National Development Coordinator one week before the actual event takes place.
 - ii) The names of the participants need to be submitted along with the budget. These paddlers must be CSA registered paddlers who are deemed to be true development paddlers according to the definition in 1. These paddlers also need to be reflected on their club's monthly attendance registers. In certain cases CSA may ask for selection criteria to be submitted along with the budget proposal.
 - iii) No last minute registration of paddlers will be accepted nor funded.
 - iv) The budget will then be sent for approval before any funds are actually released.
- c) Accurate record keeping (slips) needs to be kept by clubs & unions.

- d) Race reports and results as well as actual spend needs to be submitted to the CSA National Development Coordinator within 2 weeks after the race.

6. SAFETY

- a) All new participants of development initiatives need to have a signed CSA indemnity form before they get onto the water. See Annexure A.
- b) A basic swim test needs to be conducted before new paddlers are permitted onto the water.
- c) There are also CSA approved permission letters should parents need more information. See Annexure B, C, D. These are currently available in English, Afrikaans and isiZulu.

7. MONTHLY REPORTING

- a) Coaches need to keep accurate attendance registers and complete monthly report forms.
 - i) The attendance registers run from 1st – 30th/31st of every month
 - ii) Reports and registers to be sent to Union Coordinators by the 7th of the new month.
- b) Coaching allowances are paid “in good faith” on the 25th of each month, ahead of the monthly reports. Should these reports not be handed in at all, CSA reserves the right to withhold the next month’s coaching allowance until such time as the late report has been received. Payment for the late report will then only be 50% of the coaching allowance.
- c) Union Co-ordinators need to submit their monthly Union Reports by the 10th of new month.
- d) Union Co-ordinators will be paid a monthly management fee. This is for overseeing the development initiatives in their Union. All reports needs to be handed in on time.

8. NEW DEVELOPMENT INITIATIVES

- a) Any new development initiatives that would like to participate in the National Reporting system are encouraged and will have the opportunity to apply for funding after a 3 month probation period. After 3 months of accurate and on-time reporting, these initiatives then stand in line to be considered as part of their Union’s funded initiatives. They may apply for CSA financial assistance through their Union provided that the correct processes, as outlined in this document, have been followed.
- b) Existing initiatives that have failed to submit 3 consecutive monthly reports will no longer qualify for CSA funding. Should they wish to be reinstated in the National Reporting system, and

once again be eligible to receive funds, they will need to submit 2 consecutive monthly reports in order to be reconsidered.

9. EQUIPMENT

- c) Asset registers need to be compiled at the beginning of each new season, and kept updated. Coaches will earn incentives for updated registers that could earn them a bonus pay out at the end of each quarter.
- b) Before CSA issues any equipment the development initiatives need to comply with the following:
 - i) An updated Asset Register needs to be submitted.
 - ii) Equipment is currently being stored in a neat and tidy manner.

DISCIPLINARY BY-LAW

In accordance with Clause 40 of the CSA Constitution, the following by-law is adopted by the Canoeing South African Board.

This Disciplinary by-law sets out the procedure for dealing with disciplinary actions by Canoeing South Africa.

1. DISCIPLINARY MEASURES

The disciplinary measures of CSA are:-

- a) Caution
- b) Reprimand
- c) Cash fine, or admission of guilt fine
- d) Disqualification
- e) Exclusion of some or all members of a Club/Provincial Union from participation in internal competitions and SA Championship events
- f) Suspension
- g) Expulsion

1. Disciplinary measures "a-d" and "e" up to a maximum of 3 months in respect of contravention of safety regulators or abusive behaviour towards an official, may be taken by race juries as well as the Board, the Provincial Unions in respect to members of a particular province or a specific disciplinary body to deal with disciplinary matters set up by CSA or Provincial Union as applicable. Disciplinary measures e-g other than mentioned above for e may only be taken by the CSA Board. The Board shall retain jurisdiction and power to take any disciplinary measures in addition to any measures taken by the race jury.
2. Race Juries for National Championships are appointed by the Chairman of the Technical Committee from nominations made by provincial Unions, and should consist of at least three persons. Race Juries for all other events are appointed by the Organising Club or Provincial Union.
3. Decisions of Race Juries are not subject to appeal and are final, and are subject to review only on the legal grounds upon which administrative decisions are subject to review. Any application to review must be lodged with the Secretary General of CSA within 10 calendar days of the decisions, and the decision of the Board thereon shall be final.

4. Each of CSA and Provincial Union, CSA Board and CSA Technical Committees may, upon the application of any Club or Provincial Union, or upon its own initiative, initiate disciplinary procedures. Disciplinary hearings are to be conducted by a disciplinary committee of three persons, at least one of whom is a legal professional, appointed by the Board's Legal Matters representative, or the CSA president.
5. The disciplinary committee shall have the power to determine its own procedures but subject always thereto that the athlete against whom the procedures have been adopted shall have the right to be heard and shall have the right to legal representation. The disciplinary committee shall thereupon make a finding within three days of the hearing. That finding shall be final and binding, unless a complainant lodges a written appeal to the Secretary- General within two days. Upon notification of such an appeal, the Board shall appoint an Appeal Committee, comprising a minimum of three persons, all with a legal background. The decision of this Appeal Committee will be final.
6. In the event of disciplinary measures are being taken by a union the relevant union shall inform the CSA Secretary General thereof. The CSA Secretary General shall inform all Provincial Unions of the disciplinary measures taken by another union, by CSA Executive, or by any disciplinary body set up in terms of this by-law, and, where appropriate, publish this information in the federation's internal media (such as the newsletter and/or website).
7. In addition to disciplinary measures being taken by reason of a breach of the race rules or regulations, disciplinary action may also be taken on the following grounds:
 - a) Interference with, or threats or gestures against, any official or referee.
 - b) Violation by an official or referee of the Constitution and/or rules.
 - c) Any action by any member, Club or Union of CSA which is contrary to the interests of CSA.
8. Race juries may if they wish impose an admission of guilt fine (to be set at a maximum of 4 times the current CSA affiliation fee) for contravention of safety regulations or abusive behaviour towards an official. A second offence in this category within 12 months of the previous one must be considered by the relevant disciplinary body and if the competitor is found guilty a suspension of upto12 months is recommended.
9. For offences which contravene the ICF and WADA Doping regulations that take place in domestic events the following modifications to the ICF and WADA doping regulations will apply:
 - a) In the case of rule 8.1 the "Disciplinary Panel" will be a disciplinary committee set up by the Board of CSA. This disciplinary committee will make recommendations to the Board regarding the case and the penalty to be applied.

- b) In the case of appeals in terms of 13.2.2, an appeal hearing will be setup by the CSA Board. All other appeals would be in terms of the WADA Anti-doping Code.

SAFETY REGULATIONS BY-LAW

The Safety Standards set out by CSA for canoeing and for surf ski paddling shall be binding upon all paddlers taking part in events run under the auspices of CSA.

A. CANOEING

1. Proficiency tests and river competency gradings

A paddler's river competency status will be indicated on his/her computer file, maintained and updated by the union, or the federation. This is done primarily to protect novice paddlers from hazards, unknown to themselves. This way entry to higher category races will be barred until he/she meets the requirements for that event which is paddled on a particular graded section of the river.

All paddlers who wish to do an event that is deemed to be a "controlled event" are required to have done the relevant proficiency test. A flat water proficiency test for flat water races, and a river proficiency test for river races (irrespective of whether they are a fully registered member or racing under a temporary license).

The format of this test is attached at the end of this document, and is subject to change by the CSA Safety Committee.

2. Proficiency tests and river competency grading

A paddler's river competency status will be indicated on his/her computer file, maintained and updated by the union, or the federation. This is done primarily to protect novice paddlers from hazards, unknown to themselves. This way entry to higher category races will be barred until he/she meets the requirements for that event which is paddled on a particular graded section of river.

STEP ONE: The Flat water Proficiency Test

- * New paddlers are required to join a club that is affiliated to CSA, or to register with a temporary license.
- * Thereafter, they need to complete the Flat water Proficiency Test, as formulated by the CSA safety committee, before being permitted to enter a race. The proficiency test will be administered by the club safety officer.
- * A club safety officer is appointed by the club committee from applicants who have been ratified by the union safety officer. A safety officer is defined as an individual who, in the opinion

of the club committee, has the relevant knowledge and years of experience in the sport to be able to assess the capabilities of others. It is recommended that all canoeing safety officers attend a swift water rescue course.

- * Paddlers are then required to complete a minimum of three Flat- water races or club time trials, before completing the River Proficiency Test, as formulated by the CSA safety committee.

STEP TWO: The River Proficiency Test

- * Once the paddler has passed the River Proficiency test they will become CBR rated and permitted to enter both C and B Class River races.
- * The paddler will then be required to complete six C or B Class river races within 175%, (or a lower percentage, to be decided upon by the Union Safety Officer), of the winners time, before attaining an AR rating and being permitted to enter A Class River races.
- * Two of the six river races may be replaced by river trips coordinated by the club safety officer. River trips need to be held on the minimum of a B grade river, and be a minimum of 10kms long. These trips need to be done under the strict control of the signing safety officer.
- * All testing is to be done by the Club or Union Safety Officers or their designated assistants. It is recommended that all canoeing safety officers attend a "Swift Water Rescue" course. The tests, as set out in the CSA Safety Handbook are to be strictly adhered to and conducted in a formal and responsible manner.
- * The signing Safety Officers are to monitor the new paddlers' progress through the 6 races prior to the attaining of an AR rating and to advice on a balance of events graded from easy to difficult.
- * If the Safety Officer is not satisfied with the paddler's progress they may intervene via their Union to delay the attaining of the AR status until the required skills have been acquired by the paddler.
- * AR rated paddlers must have completed a minimum of three A Class races before being permitted to enter A+ Class races.
- * A paddler will never lose their AR rating. After an absence of three years a CBR rated paddler will lose their race credits and have to complete all three C or B class races again before attaining an AR rating.

- * In these rules the front and back paddlers in a K2 are treated equally. In order for a multi-day race to count as a qualifier the full race must be completed, but when completed, each day will count as a qualifying race.

River section ratings

These are listed in the CSA Safety Handbook. Notwithstanding these river section ratings the following races have an A Class rating:- Berg Marathon, Fish Marathon, Vaal Marathon, 50 Miler, Dusi Marathon, Drak Challenge, Orange River Marathon.

SAMSA

SAMSA (South African Maritime Safety Authority) is the body which governs all aspects of safety on our oceans and waterways.

There are a number of relatively stringent requirements within the SAMSA regulations pertaining to safety with regard to small craft such as the surf skis we paddle. Many of the requirements would be onerous and impractical for us.

CSA has applied for, and been granted, the status of "Authorised Agent" by SAMSA.

This means that we have a degree of self-regulation when it comes to arranging events, and do not have to abide by the SAMSA requirements. This dispensation, however, only applies to what is termed a "controlled event".

As per the following correspondence from SAMSA;

"One of the functions of an authorised agency is to grant approval for the hosting of 'controlled events' in terms of Regulation 33, quoted below:

"33 Exemption in respect of controlled events;

- (1) *Subject to sub regulation (2), the owner and skipper of a vessel that participates in an approved controlled event in the Republic or in the territorial waters of the Republic are, in respect of such vessel and for the duration of the event, exempt from these regulations.*
- (2) *Application for the approval of a controlled event must be lodged with the Authority or the relevant authorised agency not later than 10 days before the intended date of the event, unless waived by the Authority or authorised agent and must be accompanied by full details of the event and of the rules and manner of supervision, including safety measures, to be applied and by the other particulars that the Authority may require.*
- (3) *The Authority or authorised agency may extend a standing*

approval under sub regulation (2) for any controlled event subject to such conditions as are considered appropriate by the Authority or authorised agency and may at any time on reasonable grounds revoke such approval”.

“Controlled event” means a competition, event or regatta organised by a governing body or authorised agency, or a club or an organisation affiliated with a governing body, and includes:-

(a) activities to prepare for the event that take place at the venue for the event and during the times specified by the organiser of the event;

and

(b) practice for the event under the supervision of a coach or an official approved by a governing body or authorised agency, or a club or organisation affiliated with a governing body.

“Authorised agency” means a governing body, club or organisation designated under Regulation 30(1).

The participants in an ‘approved controlled event’ are not required to comply with the requirements of the regulations, since the approved alternative arrangements are considered to be equivalent. You have previously stated that CSA has an active calendar of races held on varying grades of inland waters and at sea. In many instances it is neither practicable nor necessary that participants comply fully with the requirements of the regulations, since adequate alternative arrangements have been put in place for safety. These alternative arrangements are sanctioned by yourselves, being the governing body for the sport.

CSA has negotiated with SAMSA that we are not required to apply for the recognition of each event individually, but that our calendar will suffice. To this end, we have incorporated all race series, time trials, and formal training sessions into the calendar.

It must be appreciated that paddlers will only be able to take advantage of the benefit of the SAMSA dispensation when they are taking part in a “controlled event”. Outside these events, individual paddlers are subject to the SAMSA requirements.

This also means that CSA does not have the authority to enforce the By-laws as set out in the CSA Safety By-laws outside of a controlled event. However, individual clubs are at liberty to enforce whatever rules they wish.

3. EQUIPMENT

Kayaking Jackets

The term “kayaking jacket” or “Personal Floatation Device” (PFD) is adopted in place of life jacket or buoyancy aid.

The PFD must conform to EN ISO 12402-5 (Level 50) (A request will be submitted to SAMSA requesting a 5 year moratorium on the implementation of this condition from the 26th of January 2015).

- It must be able to float a weight of 6.15kgs.
- It must carry the appropriate labelling.
- It must be in sound condition.
- It must not be loose fitting
- Shape and design of the jacket must allow freedom to twist and lean the torso.

The wearing of a PFD is compulsory at all river races held under the auspices of CSA.

It is not compulsory to wear a PFD at flat water marathon and sprint events if a motorized safety boat is on the water for the duration of the event.

Although the wearing of a PFD is encouraged at all times, a club safety officer may determine that they will not be necessary at certain club controlled events, such as training events and time trials.

Helmets

Helmets must have the following characteristics;

- Must fit securely on the head without moving.
- Must have a chinstrap.
- Must protect the forehead, temples and back of head.
- Foam must line the inside of the helmet.
- The harness must be strong.
- The helmet must be made of polypropylene or polyethylene, or suitable material.
- Holes may be moulded into the helmet for ventilation.

Craft

All craft must have a minimum of 10 litres of buoyancy in both the front and back, whether in rivers or on flat water. The buoyancy must be affixed to the boat and cannot be loose.

“Sit on top” craft need to have a manufacturer’s sticker attesting to the fact that the required amount of buoyancy is present.

4. EVENT ORGANISER

Organisers of canoe races need to comply with the following requirements when organizing a race:-

- Ensure that all SAMSA documentation with respect to the race has been completed.
- Ensure that the arrival and parking area is safe.

- Ensure that the people who are taking the entries for the race have the necessary data to enable them to determine whether paddlers are qualified to compete, and that the By-laws in this regard are adhered to.
- Ensure that the club safety officer or similarly qualified official is in attendance to examine craft for buoyancy and to ensure that paddlers are wearing PFD's.
- Ensure that marshals are in attendance at all manmade obstacles and other danger points.

B. SURF SKI

5. THE PADDLER

Before any paddler can take part in a CSA sanctioned event, they need to be a registered member of a club that is affiliated to CSA, or an international paddler who can provide proof that he/she is a registered member of a canoe club in his/her home country.

All paddlers who wish to do an event that is deemed to be a "controlled event" are required to have done a basic surf ski proficiency test, as formulated by the CSA Surf Ski Committee.

The format of this test is subject to change by the CSA Surf Ski Committee.

The SAMSA dispensation was given on a number of conditions. One of these conditions is that each club needs to have a safety officer. It is the responsibility of the safety officer to conduct the proficiency tests. As with canoeing, the proficiency test needs to be reflected on the national database.

Once a paddler has completed a basic proficiency test, he/she is at liberty to enter "Inshore" races sanctioned by CSA. The organisers of individual races are, however, also at liberty to enforce whatever additional safety measures that they deem appropriate for their race. A race organizer is at liberty to increase the safety requirements over and above those demanded by CSA, but can never decrease the requirements.

The safety requirements for paddlers in a CSA sanctioned "controlled event" are as follows;

a) Inshore Races

Inshore races are races that are held within 500 metres of the shoreline. They are characterized by protected starts/finishes, shorter distances (normally under 10kms), and are usually held on an "out and back" course.

Minimum Requirements:

- Having passed the basic surf ski proficiency test, administered by the club safety officer.

- A club safety officer is appointed by the club committee from applicants who have been ratified by the Surf Ski Committee and the Union Safety Officer. A safety officer is defined as an individual who, in the opinion of the club committee, has the relevant knowledge and years of experience in the sport to be able to assess the capabilities of others.
- The wearing of a PFD (that conforms to EN ISO 12402-5 {Level 50}) The PFD must be able to float a weight of 6.15kgs. The PFD must carry the appropriate labelling.
- A leash if the wind (or predicted wind) is over 10 knots. The leash needs to be in sound working order, and must be attached to the body and to a safe point on the craft, preferably the foot strap.
- The CSA number of the paddler of the craft to be affixed to the craft on either side of the front deck.

b) **Open Ocean Races**

Open Ocean races are usually held from point to point, as opposed to “out and back”. They are usually much longer races. Participants sometimes paddle much further out at sea. Many races have challenging surf conditions for starts and finishes.

Minimum Requirements

- The written acknowledgement by his/her club safety officer that he/she is competent to paddle in open ocean races.
- The wearing of a PFD (that conforms to EN ISO 12402-5 {Level 50}), and has the following characteristics.
 - It must be able to float a weight of 6.15kgs.
 - It must carry the appropriate labelling.
 - It must be bright in colour (preferably luminous). A bright coloured “visibility vest” may be worn over a Conforming PFD that is not bright in colour.
 - It must be in sound condition.
 - It must have the name of the paddler reflected on it.
 - It must have enough pocket space to accommodate the required safety devices
- A leash if the wind (or predicted wind) is over 10 knots. The leash needs to be in sound working order, and must be attached to the body and to a safe point on the craft, preferably the foot strap.
- The CSA number of the paddler of the craft to be affixed to the craft on either side of the front deck.
- A cell phone with enough airtime, a fully charged battery, the race emergency number loaded, in a waterproof pouch,

housed in a pocket of the PFD.

- A tracking device. (The surf ski committee of CSA has endorsed the SafeTrx tracking system as the “system of choice”. Most race organisers will insist on its use. However, SafeTrx is not mandatory and race organisers are currently at liberty to allow other tracking devices or cell phone apps). The tracking device needs to be housed in a pocket of the PFD, and may not be attached to the craft. If the tracking device is incorporated within the cell phone, then only one device will need to be carried.
- A minimum of 30% of the deck of the ski must be covered in a bright coloured paint or a bright coloured (preferably luminous) decal. Or, 1000mm of the nose and tail of the ski must be painted a bright colour, preferably red or orange).
-

6. THE EVENT ORGANISER

Organisers of surf ski races need to comply with the following requirements when organizing a race:-

- Ensure that all SAMSA documentation with respect to the race has been completed.
- Ensure that the arrival and parking area is safe.
- Ensure that the people who are taking the entries for the race have the necessary data to enable them to determine whether paddlers are qualified to compete, and that the By-laws in this regard are adhered to.
- Ensure that the club safety officer or similarly qualified official is in attendance to ensure that paddlers have all of the equipment as listed above.
- Ensure that a thorough race briefing is held, and that paddlers are well aware of potential obstacles and dangers, and are able to identify the finish.
- Ensure that there are adequate standby emergency vehicles, boats and aircraft for the class of race.
- Ensure that the finish of the race is clearly marked.
- Ensure that an accurate pre and post race count of paddlers is done.
- Have a detailed emergency plan.

SAFETY HANDBOOK

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FOREWORD

For thousands of active paddlers in South Africa, the attraction of the sport includes the exhilaration of running rapids, surfing waves, and mastering the dangers and fears that the rivers and oceans holds in store. The element of danger is inextricably linked to the pleasure derived from the sport. However it also makes safety, and the management of all aspects relating to it, a primary responsibility of each and every individual, as well as the various tiers of the sport's administration.

Canoeing South Africa (CSA) is the federation that is the governing body for competitive canoeing in South Africa. CSA is designated as an Authorised Agency in terms of regulation 30 of the Merchant Shipping (National Small Vessel Safety) Regulations 2007, as amended.

The purpose of the designation as an authorised agency is to entrust CSA with responsibility to diligently and faithfully perform certain functions in the best interests of their sport and its members.

The CSA objectives include the need to obviate the inherent danger involved in canoeing and it is in this respect that they have published their Safety Regulations By-law. The by-law specifies that the safety standards are set in the CSA Safety handbook and highlights certain other issues related to boating safety.

The CSA Safety handbook lays out the management of all aspects related to canoeing safety. The by-law and handbook are the basis of the SAMSA delegation of authority as an Authorised Agent.

This handbook sets out the responsibilities of the Federation, Union, Club and individual, as well as elaborating on equipment and techniques that will make the sport as safe as possible. It also embraces the relevant proficiency tests required, and is aimed at any paddler who is taking part in a paddling discipline, as defined in the CSA constitution, which include, flat water marathon, river marathon, ocean racing (surf ski), sprints, slalom, canoe polo, wild water, and freestyle.

South Africa is blessed with countless fantastic rivers, and a superb coastline. Our adventurous spirit has resulted in us being a leading nation in river marathon paddling, as well as surf ski paddling (Ocean Racing). Much of this safety manual will concentrate on these two disciplines, but the basics can be applied to all of the other disciplines as well.

The CSA constitution provides for:

- a) One safety officer at Federation level (FSO)
- b) One safety officer at Union level (USO)
- c) One safety officer at Club level (CSO)

It is the responsibility of these safety officers, and all paddlers in general, to ensure that the relevant safety rules and regulations are abided by.

This handbook is dedicated to the men and women who have lost their lives practicing the sport they love.

CHAPTER 1

FLAT WATER AND RIVER PADDLING

People are attracted to the sport of paddling for a number of reasons. More often than not, due to watching races at venues or on TV, or through friends.

Due to the fact that the sport takes place in water, there are safety issues that need to be considered before one embarks on their first paddle.

1. BEFORE GOING FOR YOUR FIRST PADDLE

Most active clubs in the country have a beginner program. If there is a club in your area, make enquiries as to how you can join this group. If there is not a club in your area, obtain assistance from an experienced paddler. A non-negotiable requirement before one starts to paddle is the ability to swim.

Before a paddler is allowed to enter races, there are a number of proficiency tests that need to be undertaken. The first is the basic flat water proficiency test. These tests are conducted by the club safety officer. Once the candidate has passed the flat water proficiency, he/she will be allowed to enter flat water races.

If the paddler wishes to enter river races, he/she will need to pass a river proficiency test, which is also conducted by the club safety officer.

2. EQUIPMENT CHECK

When starting to paddle, the most important consideration with regard to equipment is the choice of the most appropriate craft to match the paddler's ability. Many new paddlers make the mistake of choosing a boat that is far too unstable for them. This results in a lot of frustration and much falling out. Remember throughout your paddling career that if you cannot use all of your energy to make the boat move forward, you are in a boat that is too unstable for you.

Once you have made your choice of craft, there are a number of fundamental checks that you need to make.

Check that your craft has buoyancy firmly fitted into the nose and tail so it does not become dislodged in the event of a swim or during a portage.

Check that the footrest position is suitable for your legs (knees should be slightly bent). Adjust seat.

Check that the rudder system is in operating order.

Ensure that the paddle is the correct length for you.

If you are to wear a splash cover, ensure that the release strap is fitted and the splash cover fits the canoe tightly across the deck.

Check the boat for holes or cracks.

3. STARTING TO PADDLE

Place your boat on the water.

Kneel down on land side facing the way that the canoe is pointing. Remember that the seat is toward the back of the cockpit. Place paddle within reach.

Reach down with the canoe side hand and hold the front of the cockpit.

Place the land side hand firmly on the landing and do not move it.

Place the kayak side foot in the boat, central and as far forward as the cockpit hole will permit. Steady the boat by transferring all your weight onto this foot.

Place other foot directly behind the first foot to enter the kayak and maintain a crouch position.

Sit down and slide one or both legs forward into front end of canoe.

Sit down into the kayak and place hands on both sides of the cockpit, lift body and adjust position by wriggling back into the seat. A capsized results if off-centre push is used.

Adjust the splash cover, rear first, front next, sides last. Release strap must be outside ready for instant use.



4. BE COMFORTABLE

Before starting to paddle it is essential to be comfortably set up in the boat. Legs should be bent at the knees at an angle of 120- 130°. A rough guideline is for the top of the knees to be roughly 10 centimetres above the cockpit line. The feet touching the footrest usually lie at about 50 to 60° from the bottom of the boat. A comfortable seat is also necessary to allow for good rotation. If a T-bar steering mechanism is being used, it is useful to have a pull strap or bar over both feet to facilitate better leverage from the legs during rotation.

5. POSTURE

Sitting correctly in the boat is important. Normally the body leans slightly forward (5-10°), and the back is kept relatively straight or with a slight outward curvature near the base of the back. It is necessary to lean slightly forward for better reach and to combat the inertia of the boat. Over leaning, however, compresses the diaphragm making breathing difficult, as well as reducing rotation ability.

6. CAPSIZE PROCEDURE

In spite of following all the rules and theory, you are going to “swim”. You should learn how to handle capsize with the least harm coming to you and your boat.

On flat water

If your splash cover has not come loose during the capsize, pull it loose from the side of the cockpit rim, and kick yourself out of the boat, all the while holding on to your paddle with one hand.

Grab the boat and flip it up as quickly as possible, (in hazardous situations it may be better to leave the boat upside down and concentrate on yourself). In K1 / K2 racing kayaks you can slip the paddle into the cockpit, to enable you to use both hands to swim the canoe to the bank.

In a plastic kayak you must use your hands to push yourself out of the boat.

If a second paddler is nearby he can hold the boat and allow the swimmer to get in the boat (on flat water). The person in his boat paddles alongside the capsized boat. He places his paddle across his cockpit and behind the cockpit of the other boat. Grab the paddle and the back of the cockpit of the other boat with both hands, leaning onto the other boat. The person swimming can easily climb into his boat and paddle to the side.

In a rapid

Your first priority is to ensure that you are in no immediate danger and then ensure your partner is safe. In a capsize situation the boat will automatically fill up with water making it heavy and cumbersome to handle. A capsized boat in a flowing river runs the risk of wrapping around an obstacle and it needs quick action to alleviate a potential wrap. On capsizing, exit the boat as quickly as possible. This means that the spray deck must be released from the cockpit. To do this the side of the spray deck and not the tag in the front must be released

first. To release the front of the spray deck means having to pull forward and up – this is not always possible when capsized – so pull the spray deck off the side and then the front.

Get to the upstream side of the canoe and swim it through the rapid steering from the back. Position yourself so that you can see downstream. Staying downstream of the canoe puts you at risk of being pinned between the boat and an obstacle in the river. If possible the canoe can be turned the right way up but don't waste energy trying this if it is too difficult.

Keep the canoe straight, if it is at right angles to the flow straighten it. In a doubles combination do not have one paddler on the front and the other on the back – control the boat from the back only. When some element of control has been reached look for the nearest eddy or beach where the boat can be landed, assess any possible risks – some of the best wraps occur when the paddler has reached 'safety'. At no time try to stand up when swimming in fast flowing water.

7. SWIMMING

Swimming is a fact of canoeing; sooner or later you will swim and it is critical to know and follow the correct procedures. Take Note: Do not lie back and wait to be rescued – help yourself.

In rocky shallow rivers:

- a) Stay upstream of the canoe, if necessary push away from it or guide it from behind. Lie on your back looking downstream keeping your hips and feet near the water surface.
- b) Do not allow the canoe to obstruct your view. Swim for the bank using both arms and legs. *Never try to stand up in fast flowing water.

In deep water with large waves:

Stay with the boat for as long as possible remaining on the upstream side of the boat ensuring you can see clearly downstream. Select a bank / eddy and swim for it steadily and purposefully. If separated from the boat use a front crawl and be determined to make it. *Never try to stand up in fast flowing water.

Defensive swimming vs. aggressive swimming:

A defensive swim is used when the swimmer lies on his back keeping hips and feet near the water surface. The arms can be used to "steer" through the rapid. Aggressive swimming is employed by the swimmer when trying to reach the bank or an eddy using the crawl technique.

Look for eddy currents to break into. These offer sanctuary from the fast flowing mainstream and allow the swimmer a chance to get to the bank. Once the swim is under control actively look for eddies that will offer a respite. These techniques need to be practiced. The probability of a swim is very high and the only way to avoid possible injury or death is to adhere to the correct swimming technique.

*Attempting to stand in swift flowing water deeper than the knee can lead to a foot becoming trapped on the riverbed. This entrapment coupled with the fast

flowing water can push the trapped paddler over and with nothing to support himself on drowning is likely. The risk of a foot entrapment is enhanced when wearing running shoes. These are flexible and act as a wedge when forced into small gaps – it cannot be stated enough – never try and stand up in fast flowing water.



8. EMPTYING THE CANOE

There are a variety of methods to empty the canoe. Ensure that the seams of the boat are still intact before placing too much strain on them when lifting a boat full of water. The simplest method of emptying is to turn the boat upside down and let all the excess water drain out, then lift the boat by the tail or nose and drain out the balance of the water. If the boat is in the water push down on the tail or nose so the water drains into the submerged end. Then lift and tilt the boat at an angle to allow the water to drain out the cockpit. Repeat until the boat is empty. In the case of a K2 each end of the boat is held and alternately lifted until the water has drained out. If you have to empty the boat often because of capsizing, you will get very tired. Recognize the symptoms and react accordingly i.e. take a break!



Re-entry from knee-deep water (close to riverbank)

- a) Choose a spot out of the current – stand between the bank and the boat.
- b) Place the paddle in the canoe-side hand, offset towards the bank and behind you.
- c) Place this hand at the rear middle of the cockpit.
- d) Place the thumb under the cockpit rim and fingers over the shaft of the paddle to lock it in position. Rest the paddle (extended side) on

- the bank.
- e) Put the canoe-side leg into the cockpit.
 - f) Slide the behind over the cockpit rim. This will require a transfer of balance from the foot on the bottom of the river, to the hand on the kayak and paddle. Drop down on to the seat.
 - g) Release your grip on the rear of the cockpit and bring round to the front.
 - h) Adjust your position in the canoe by wriggling into a level position, leg trailing, holding paddle in both hands.
 - i) Lift the other leg into the canoe and adjust your position again. Fit splash cover on with paddle on your lap, or held by a 'vasbyt' in the mouth, or by making contact with the bottom of the river with the paddle in one hand.

Re-entry in deepwater

At some stage, every paddler falls out in deep water and needs to get going again quickly.

Without a foothold it is almost impossible without assistance. Solo re-entry requires practice and a fairly strong deck. The boat is floating level with the water right way up – swim to the rear end of the boat with paddle near; pull yourself onto the deck with legs dangling on either side until you reach over the cockpit. Keeping a low profile, get your bottom over the seat by bringing the legs forward and dropping down into the seat all in one movement. Place legs inside and retrieve your paddle.



9. SAFETY EQUIPMENT

Always ensure that your kayaking jacket (PFD) and helmet are in your kit bag at every event. Race organisers have the right to make helmets or kayaking jackets compulsory at the last minute.

Kayaking Jackets

Technically, a life jacket is the name given to the horseshoe-shaped flotation device issued on board ships. These are tied around the torso, and designed to keep you floating face upwards (even when unconscious) and are not suitable for canoeing.

The following has been adopted by CSA:

The term “kayaking jacket” or “Personal Floatation Device” (PFD) is adopted in place of life jacket or buoyancy aid. The PFD must conform to EN ISO 12402-5 {Level 50}. (SAMSA has granted a 5 year window period, from the 26th of January 2015, for this condition to be compulsory) In the interim, the following characteristics must be displayed;

- j) It must be able to float a weight of 6.15kgs in water.
- k) It must carry the appropriate labelling.
- l) The stitching buckles, covering material and flotation must be in good condition.
- m) It must not be loose fitting.
- n) Shape and design of the jacket must allow freedom to twist and lean the torso.
- o) Closed cell foam, or beaded flotation must be evenly distributed front and back, (flotation may also occur on the sides). A waist tie using a quick release buckle or draw cord must feature on the jacket.
- p) Head movement and visibility must not be impaired or obstructed by the jacket even when swimming.

Helmets

Recommended features:

- q) Must fit the head perfectly, i.e. not wobble on one’s head, and must have a chinstrap.
- r) Must protect the forehead, temples and back of head.
- s) Foam must line the inside of the helmet.
- t) The harness must be strong.
- f) The helmet must be made of polypropylene or poly-ethylene, or suitable material.
- g) Holes may be moulded into the helmet for ventilation.

Boat Buoyancy

A minimum of 10 litres of buoyancy firmly fixed in each end of the kayak is mandatory. Wine Bags, balls, polystyrene blocks and 2 litre bottles are not acceptable unless they are tied in – e.g. in an orange pocket which is tied into the craft. Airbags shaped to fit into the kayak are strongly recommended. The 10 litre limit is the absolute minimum – paddlers are recommended to use substantially more buoyancy to limit the risk of boat damage in a capsize; (buoyancy assists a boat to ride higher on the water surface in the event of a capsize reducing the risk of a wrap, it also makes it easier to free a boat that has been pinned on an obstacle). Polystyrene pillars are incorporated into most new boats that are purchased. They not only provide buoyancy, but much needed structural support as well.

If a “sit on top” kayak is being used, it must have a manufacturer’s sticker affixed to the craft attesting that the required amount of buoyancy is present, front and back.

Spray Decks

Must be stretched flat across the cockpit lips, and fit tightly, but with grab handles

for quick release. Shoulder straps prevent the spray cover from slipping down around the legs when inadvertently taking a swim. Shoulder straps for neoprene spray decks are not mandatory.

Thermal Clothing

In cold climates, such as the Cape, the wind chill factor can be extremely dangerous. Thermal vests and gloves and paddling jackets are recommended. Lightweight chill cheaters are most effective at overcoming the wind-chill factor. It is recommended that shoes are always worn on marathon-type races. This is because shoes prevent heat loss, and are essential in the unplanned case of having to walk out of a river valley. Head gear in the form of a buff or beanie to reduce heat loss is recommended.

Drinking Systems

There are a variety of drinking systems on the market. Some are designed to hang in the boat (usually from the back deck, just behind the cockpit). Some are designed to be carried on the body. Many of the new drinking systems are incorporated in the kayaking jacket.

Quantities of drink should be planned to last for the specific event. Do not run out of liquid – it is potentially dangerous. A generally accepted rule is one must drink 250ml every half hour in a race situation and every 15 minutes on a very hot day.

If a separate drinking system is worn, it should be worn on the outside of the kayaking jacket, not the inside. Systems worn inside the kayaking jacket render the jacket bulky and reduce the effectiveness of the jacket. The drinking system must fit comfortably – avoid loose fitting systems that could snag. Some systems are designed to tear apart under pressure should they become snagged.

Throw Ropes

Must be readily accessible and a minimum of 20 metres long, with non-sinking rope and a brightly coloured buoyancy bag which is weighted to maximum of 200 grams. Kayak to swimmer rescues require considerable skill. The correct use of ropes requires training.

Under no circumstances should ropes be tied off unless a quick release mechanism is used. Never tie a knot in the end of a rope used for throw bagging. It is highly recommended for each craft to carry a throw rope.

Sweep Boats

Suggested requirements are:

- a) Simple, rugged and stable design of kayak, equipped with:
- b) Throw ropes (20m + bags), slings, duct tape, whistle, spare paddle, karabiners.
- c) Extra water supply
- d) Mini first aid kit
- e) Knife and small saw
- f) Space blanket
- g) Red cross on white background sheet

- h) Cell phone in a dry bag if reception is available on route (additional items for specific terrain may be added).

10. RIVER CLASSIFICATION AND PADDLER PROFICIENCY RATING

Proficiency ratings have been introduced by CSA to cover the safety aspect of who may or may not paddle in the more dangerous events on South African waterways. All rivers and marinas have been classified as F, C, B, A, or X for paddling in Kayaks. Where a stretch of water has been classified with a “+” symbol, this refers to isolated obstacles that exceed the overall grading of the river. These obstacles are identified in the river gradings, and will be highlighted in race brochures, pre-race briefings, race maps, and should ideally be clearly signposted, indicating the portage route, well in advance of the obstacle (example “Fish B+ - Keith’s Flyover, Cradock Weir”) It is imperative to note that the difficulty grading of any stretch of water can be significantly affected by unusually high or low water levels, as well as factors such as cold, rain, sleet, wind, mist and fog. The presiding safety officer is entitled to revise the river grading appropriately, and apply restrictions to entry, in these circumstances.

CSA River Classifications (note that changes in water level will affect the classification of A, B and C class rivers e.g. upper Umgeni at 20 cumecs = B class)

Class F – Flat water, no discernible flow e.g. Marina da Gama Midmar Dam or Victoria Lake.

Class C – Flowing gently, some small rapids (class 1 and 2), and possibly reed channels and/or tree blocks e.g. Albert Falls weir to Bluegums (Umgeni) or Klip from Henley to Confluence.

Class B – Steady flowing water, with some technical spots that require significant manoeuvring, but seldom exceed class 3 rapids. e.g. Campbells farm to Dusi Brige (Umsindusi), Breede, Barrage to Parys(Vaal).

Class A – Technical, consistent wild water, with class 3 or 4 rapids, difficult access, may contain technically difficult obstacles such as weirs e.g. Tugela, Umko, Lowveld Croc.

Class X – Extreme, class 4 and 5 rapids, for very competent plastic kayak paddlers only e.g. Thrombosis Gorge, Deepdale to HellaHella or Ndedema Gorge.

Modified International Scale of River Difficulty (open ended)

CLASS 0: Flat stationary water – no waves.

CLASS 1: Moving water with a few riffles and small waves – few or no obstructions.

CLASS 2: Easy rapids with waves up to a metre high and wide clear channels that can be seen without scouting. Some manoeuvring is required to avoid obstacles.

CLASS 3: Rapids with high, irregular waves (above 1m) would likely swamp an open canoe. Has narrow channels and has some drops causing turbulence that may require complex manoeuvring and even scouting from the bank.

CLASS 4: Long difficult rapids with constricted passages that require precise manoeuvring in very turbulent water. Scouting from the bank is often necessary and the conditions make rescue difficult. Paddlers in kayaks should be able to successfully execute a ferret roll.

CLASS 5: Extremely difficult, long and very violent rapids with large drops and highly congested routes that nearly always require scouting. Rescue conditions are difficult and there is a significant risk to life in the event of a mishap. Gradient is steep (1 in 20 up to 1 in 10) with large stoppers. Bomb-proof roll is essential!

CLASS 6: The difficulties of class 5 carried to the extreme of navigability, nearly impossible and very dangerous. For teams of experts only, after close study and all precautions taken. Generally a very steep gradient of more than 1 in 5 with a large number of stoppers.

11. READING THE RIVER

River paddling is an exhilarating experience however to be successful you need to understand the water and exercise caution. The water in a river is relatively predictable in its behaviour, making it possible to read and assess how and where to run a rapid.

12. RIVER TYPES

Pool-drop vs. continuous rivers

A pool drop river typically comprises a pool of water followed by a rapid and these are mostly raced by canoeists. In contrast a continuous river offers no pools, just a constant gradient. Boulder gardens – Sections of river strewn with boulders of various sizes that make navigation technically difficult.

Gorges vs. flood plains

Gorges are steep sided valleys that contain the river. Should the water level rise, the velocity increases and escape is extremely difficult. A floodplain does not contain the river, allowing rising water to flood outwards.

Waves and holes

a) Laterals

Also known as diagonals these are waves that lie at an angle across the main flow of the water. Often powerful enough to deflect a boat off its line.

b) Stopper waves (aka “holes”)

Stoppers fall into two categories:

- i) Those, in which circulation is mostly on the surface, (hole on the left, photo below). The surface stopper is fairly powerful but just below the turbulent surface is a strong uninterrupted flow of water downstream. This lower current will carry a boat or swimmer clear of the wave.



- ii) Those, in which circulation extends deeply below the surface, (hole on the right, photo above).

The deep, circulating stopper is usually found at the base of waterfalls, weirs, and pour-overs - anywhere where waterfalls vertically into a deep plunge pool. Characteristic of these is a long boil line, (water flowing back towards the drop), with bubbles and boils rising to the surface. Avoid these at all costs.

Smaller stoppers on Grade 2 rapids are not bad but the Grade 4 stopper really stops the boat. The boat is held firmly and the nose rises and the tail sinks, sometimes resulting in a "tailwalk". It is essential to keep on paddling through the waves. There is a distinct feeling of horror on meeting one's first real stopper because it appears to hover overhead, and then the temptation to stop paddling and hold the paddle high is very strong.

Resist, and paddle hard. As the stopper buries you place the blade over the face of the stopper wave and pull the boat forward and out the stopper.

Really big stoppers are best avoided by just clipping the edge, but taking care not to move over into the curling eddies which then pulls one out to the side.

c) Standing waves and wave trains

A series of waves, usually where a fast flowing current of water is slowed by a pool. Standing waves can vary in height.

d) Troughs and crests

A wave train consists of troughs, the base of the wave, and crests, the top of the wave. A swimmer flushing through a wave train can become disorientated and usually tries to breathe on the crest. Breathing should be timed in the trough as the swimmer will wash through the crest and swallow water.

Downstream “V’s”

The most basic form of a rapid is found where the current is accelerated and the tongue of fast water forms a long “V” pointing downstream. The still water on each side of the “V” is known as an eddy. It is important to be able to identify the downstream “V” shape as this indicates where the deep clear channel is. On simple low-grade rivers rapids are usually well marked by a single “V” but the more difficult rapids may have more than one “V”. The paddler must then choose a route that will connect them in a sequence that will guide him through without mishap. Note the downstream “V” between the 2 holes in the previous photo.

Within the “V” a line of waves may form. These standing waves in fuller faster flowing water may reach a critical height at which point they break and tumble down the face. On a rapid it is possible to find solid, unbroken standing waves and steeper sided waves with foaming breaking crests.

Eddies

As the energy levels of a river increase so the calm water of an eddy responds by moving in the opposite direction to the stream. Eddy currents may run in a horizontal or vertical plane.

Horizontal eddy currents may be found:

- a) Behind exposed obstacles.
 - b) Behind hidden obstacles.
 - c) Where a fast moving flow of water enters a still area of water.
 - d) On the inside of a bend where the fast water runs on the outside.
- * Eddies are used to break out of currents, to scout rapids, to set up rescues or to provide signals to approaching paddlers.
 - * Eddies are one of the most important features of a river.
 - * Vertical eddy currents may be found behind covered obstacles like weirs.
 - * Eddy being used to retrieve aK2



13. RIVER LEFT VS RIVER RIGHT

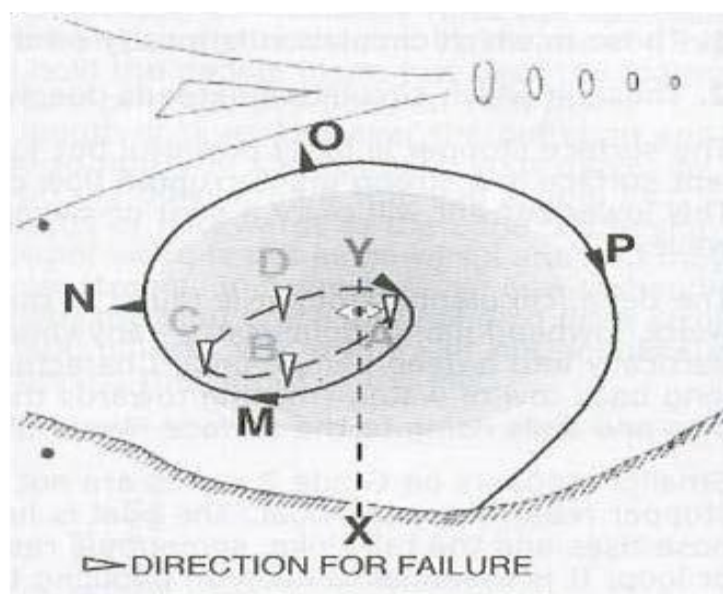
When scouting or describing a rapid the international term “river left” or ‘river right” is used to clarify the left or right side of the river. “River left” refers to the left hand side of the river as the water flows downstream and “river right” refers to the right hand side.

Always use these terms when describing a rapid or obstacle in a river.

14. WHIRLPOOLS

Eddies will form whirlpools if the conditions are right. Look out for a whirlpool in a river which is wider than average at some point, where the fast moving water is offset to one side and the backwater is wide and deep.

The “eye” of the whirlpool will move around a centre. It is not normally a dangerous phenomenon and whole kayaks are not swallowed up! One may paddle across them with not more than a sudden change of direction as the eye is crossed. Danger does exist when a swimmer is trapped in one of these “jailhouse eddies”. It is more powerful than an average swimmer and it needs a simple drill to break out of it.



The proper way in which to tackle whirlpools as a swimmer is to swim away from the eye of the whirl until free from the pull of the current. At Y one swims in the direction of the black arrow. At M the eye of the pool is directly behind and the aim is upstream of X. At N the direction is directly upstream and the eye of the pool is directly behind the swimmer. At O the swimmer is heading directly away from X and by now well out of the centre of the whirl. At P the pull of the whirl is so slight that he may now start to follow a curving path in towards the point of landing, probably slightly downstream of X.

15. HAZARDS

Weirs and pour-overs

Weirs are dangerous. Always scout them first to see how big the slot is and how wide and powerful the boil line is. The weir presents a level obstacle to the water that sweeps over it in a straight line and down into the slot; this is followed by the stopper wave, behind which is the boil line that flows back into the slot. Water in this vertical cycle is returned from a fair distance downstream depending on several factors i.e. the depth of water, the gradient and the general speed of the river flow. In a slow moving pool you could be sucked back upstream from .5 metres away. This return flow is known as the boil line.

Water flowing down a river is not consistent, and flows occur in surges. Weirs slow the flow of water removing the surging action of the current. This consistent flow over the wall of a weir ensures that the boil line flows back in a consistent action, this factor coupled with the fact that the base of weirs are usually locked off adds to the danger of weirs.



Natural weirs and pour-overs occur at ledges and large rocks and the vertical eddy which lies below them can be equally dangerous, but more to swimmers. Most natural hazards are not locked off as is the case with a weir, and the surging action of the current means that the holding potential is also eased, thus an escape route may exist when the holding action weakens.

In the event that a paddler does not manage to paddle through a hole and is held sideways in the slot, as in a weir, all is not lost. Immediately raise the upstream edge of the boat by leaning downstream and by means of a high brace support stroke hold the paddle blade just over the foamy curling return wave. One can hold this position with minor adjustments for any length of time. However the buffeting and noise is disorientating so now you should make your move. By taking small strokes on the downstream side you should inch your way across forwards or backwards to the edge of the slot to locate a point where the stopper wave is not as powerful and you may fight your way out downstream. In order to learn how to handle a hole or weir slot, learn the high brace and hanging draw stroke and then find a tiny little natural weir with a slot not deeper than 10 cm and practice running the length of the slot.

Weir Slot, No Boat

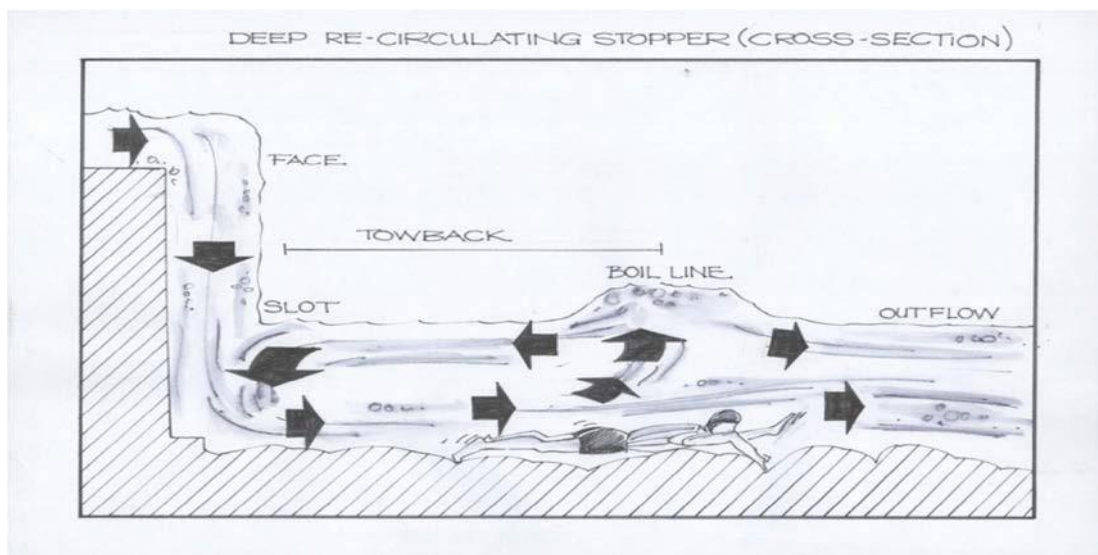
This is an unpleasant situation and it does not usually last very long. The power of the water leaves you almost helpless and the roaring turbulence confuses you. One minute you are on the surface and the next you are being tumbled back into the slot and then dragged under by a tearing shaking force that you cannot match.

Do not panic. Keep your cool. There is a way out. If caught in the boil line when you reach the surface take a breath and another and swim hard into the slot where the down-flow of the water over the weir meets the stopper, attempt to dive right down as if you were trying to touch the riverbed. Stay relaxed and down as long as possible and then let your kayaking jacket bring you back to the surface. Get your bearings and check that you are not being sucked back.

Some authorities advocate removing the kayaking jacket before diving down into the downstream flow. Leave the kayaking jacket on at all times – never remove it. Practical experience indicates that speed is everything – you need to break that deadly cycle.

Furthermore the downstream flow is not very deep under the surface – about the same depth as the bottom of the slot and it possible to be flushed out beyond the boil line.

SELF RESCUE FROM A BOIL LINE BELOW WEIR



NEVER REMOVE KAYAKING JACKET in this situation.**Strainers**

Any obstacle that allows water to flow through but will retain larger objects can be referred to as a strainer. The most common are trees but also include fences, cables, and ropes. Strainers are deadly and should be avoided. Trees usually collapse into the river on the outside of the bend where the erosive forces are greatest. When negotiating a bend stay on the middle or river right line to avoid possible strainers. Tree block = strainer.

A swimmer heading for a strainer should actively swim hard towards the strainer and before impact lift themselves up and out the water to reach for a branch that is situated above the water. From this position they can either hang on till rescue arrives or pull themselves out the water. A passive swim into the strainer will result in the swimmer being sucked under the water by the current and increase the risk of becoming entangled in branches beneath the water.

Siphons

Associated with boulders and rocky rivers where water flows through a gap between or under the rocks. The upstream side of the siphon is an area of high pressure and a person or object will be sucked into the siphon and held there if the space is small. Rescuing a person from a siphon is extremely difficult due to the high pressure zone. Siphons can be detected by the presence of small whirlpools on the upstream side of a rock or sucking sounds, but generally siphons can be difficult to detect.

Undercuts

Normally occur where high banks or rocky cliffs have been eroded by the river. Undercuts can vary in width and in fuller rivers are difficult to detect. Stay away from cliffs or banks that drop directly into the river particularly on the outside of corners. A swimmer or boat with a paddler washed into an undercut may find themselves in a cavern of which the only way out is to swim towards the light. A paddler in a boat may become pinned in an undercut.

Manmade hazards

Weirs – these have been discussed but exercise extreme caution when negotiating weirs.

Bridges – for some reason attract boats to attach themselves and wrap around their columns.

Low level bridges – these are usually constructed using pipes or box culverts. Debris has a habit of jamming in the pipes or culverts creating a strainer. Approach these hazards with extreme caution many a paddler has inadvertently been sucked into the pipes or culverts. The current

flowing through these is very powerful and has been known to suck paddlers and boats through after paddlers have innocently pulled alongside to climb onto the roadway. STAY AWAY!

16. RIVER RESCUE TECHNIQUES

In order to make a contribution to the community of river users paddlers need to acquire just a few basics of several skills;

- a) Pay attention to those around you – if someone is struggling, ask if you can help.
- b) If you are paddling with a partner you have a responsibility to him or her. Try not to get separated and keep track of where he or she is at all times.

WHEN TROUBLE ARISES, ASSESS THE RISK. There are too many documented cases where the rescuer has become a victim. Consider low risk rescues vs. high risk rescues.

Low risk = rescuer on the bank talking to victim;

High risk = rescuer entering the water to assist victim. Learn to use the following:-

- a) Throw bag and rescue ropes.
- b) Useful knots e.g. figure of eight; fisherman's knot
- c) Karabiners (screw gate) and cow tails (tow-line).

17. PRINCIPLES OF RESCUE

Establish an incident leader/commander to take control of the situation.

Assess the situation and the possible risks to rescuers and then set up the rescue ensuring that the rescuers will not be placed in danger.

Upstream spotter – place a person upstream to divert boats or close off the river to protect the rescue operation.

Downstream rescue – place a rescuer downstream particularly if there are other hazards below.

Low to high risk rescues: verbal – talk to the victim and instruct them what to do; bank rescue – from the bank; boat – rescuers use a boat to assist the victim and lastly; swimmer – rescuer enters the water. The latter two techniques increase the risk to the rescuer.

Rescue priorities: Prioritise in order of sequence self; group; victim – the rescue must not place rescuers in jeopardy.

Assess the victims behaviour – are they in/out of control of their emotions; an out of control victim will not comply with instructions and will hamper rescue efforts.

The only time a rescuer enters water as a first priority is when faced with an unconscious victim.

Using a throw bag

Choose the location carefully. Assess the downstream area for possible hazards and ensure that as the rescuer you have a suitable point to anchor yourself on.

When the swimmer approaches you get their attention – if they are not aware of you they will not see the rope – shout “ROPE” and once the victim has your attention throw the rope hard aiming for the head. Use an overhand or underhand throw.

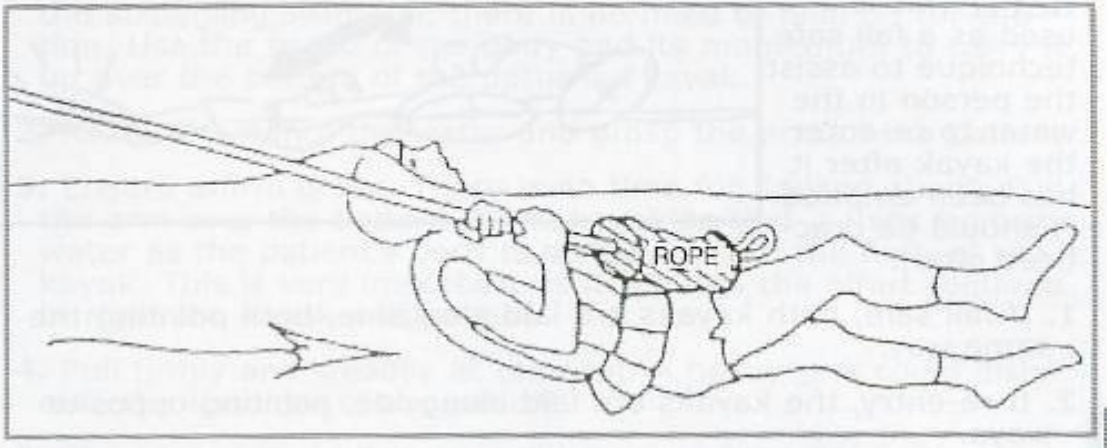
Always leave 2 or 3 metres of rope spare – DO NOT anchor the rope to anything. Once the victim has the rope brace yourself and pendulum the victim into the bank. Take care not to be pulled into the river by the tension on the rope. Ensure that the victim is safely to shore.

A swimmer that is being rescued by a rope should always place the rope on the opposite shoulder to the bank that the rope has been thrown from; i.e. left shoulder if the rope is thrown from the right bank.

Remain on your back face up holding the rope with both hands and let the rescuer do the work. DO NOT wrap the rope around an arm or tie a knot.

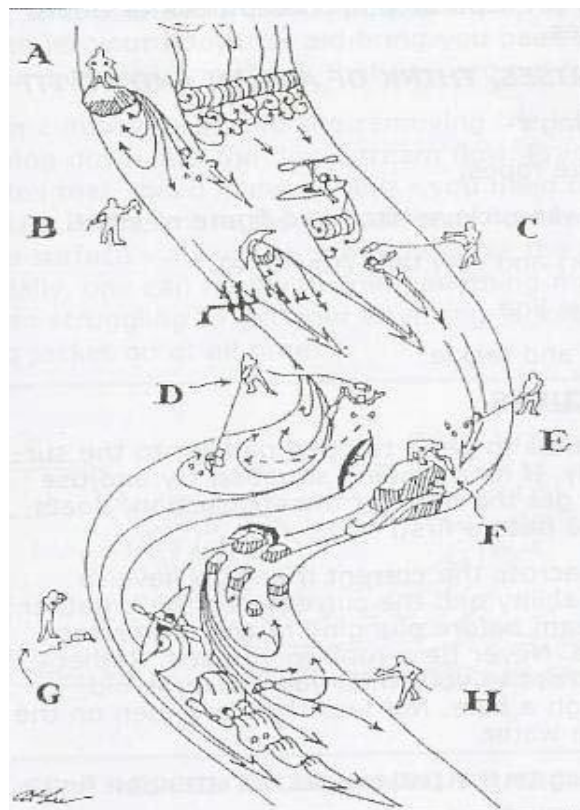


THE CORRECT WAY TO HANG ONTO A THROW LINE



Suitable rescue stations

- A - Opposite a keeper hole or washing machine
- B - Opposite an eddy
- C - Below a stopper wave.
- D - On the inside of a corner.
- E - Before a dangerous obstacle.
- F - Above a siphon or undercut rock.
- G - Photographer at big waves with throw bag at his feet.
- H - At an eddy opposite big waves.



Wading

A very simple technique that can be set up without equipment. One person up to many people can be used to reach a victim trapped in a river. The only limiting factor in this technique is water depth, as soon as the rescuers reach waist depth and deeper it will fail.

Single rescuer

A single rescuer can wade out to a victim using his paddle as an anchor. Facing upstream the blade of the paddle is angled so as to limit resistance from the current, the paddle blade is wedged on the river bed and the rescuer is able to lean into the current on the paddle.



Two rescuers

A pair of rescuers can wade into the river by holding onto the shoulder straps of each other's kayaking jackets. Each takes a turn to move while they use each other for support against the current.



Three rescuers

The three rescuers hold onto each other to form a circle and manoeuvre into the river whilst supporting each other. For this to work it is critical for the rescuers to have located a firm footing before moving.

Multiple rescuers

With this technique any number of rescuers can form a wedge to wade into the river. Usually the biggest person is placed at the head of the wedge facing upstream. He is supported from behind by two rescuers who in turn are supported by three, in turn by four ... and so on forming a very powerful wedge.

When rescuing a victim using this technique the rescuers will work from the upstream side of the victim, in this way an eddy is formed for the victim and the strength of the current is reduced. With the multiple rescuer wedge, this eddy is significant and 3 or 4 rescuers can work without hindrance from the current.



18. BOAT AND SWIMMER RESCUE

These rescue techniques require equipment and training and a very brief explanation is given. These techniques are used for retrieving victims that are either foot or boat entrapped and the victims cannot be rescued by the wading technique.

The principles are the same in that a boat or swimmer is lowered on a single or V lower (2 ropes) to the victim from upstream. The rescuer on the boat or swimmer uses hand signals for the personnel on the ropes to guide him onto the victim. Knowledge of knots and the ability to put this together quickly, is necessary for this technique to be successful. A rescue PFD with a quick release buckle is essential; this allows the swimmer to be able to release the rope in case things go wrong.

19. FOOT OR BOAT ENTRAPPED VICTIM

The first priority in this situation is to ensure that the victim is able to breathe. In most cases a foot entrapped victim will have created an eddy on their downstream side and an approach to the victim can be made from this position by either, ferry gliding or breaking into the eddy, two basic canoeing techniques.

For a foot entrapped victim the most practical is to leave the boat for them to use as a support to hold themselves upright. In these cases the victim seldom has the good fortune to have something to support them; a paddle may also work. Foot entrapped victims have to be removed from the upstream side – i.e. they must go out the way they went in.

Running shoes are the prime reason paddlers become foot entrapped in a river. The shoe is pliable and will compress and expand trapping a victim's foot in a gap between rocks. It is for this reason that standing up in a flowing river is not recommended.

A boat entrapped victim will usually be caught on an obstacle in the river, such as a rock. The rescuer needs to get onto the rock from behind the rock on the downstream side of the victim and work on freeing them from this position. If the victim is caught on a bridge column the rescue is complicated as in most cases the only approach will be from above.

Never attempt to swim onto the victim from the upstream side – it will only make the situation worse.



20. VICTIM IN A WEIR

Self-rescue from a weir was discussed earlier but where a victim cannot free themselves rescuers need to assist. The easiest and safest is to throw the victim a rope and pull him to safety. To assist the victim to locate the rope and add to the buoyancy of the rope a kayaking jacket can be attached to the rope.

Due to the aerated water the victim will be struggling to stay afloat. If an inflatable croc is handy this can be thrown in for the victim to hold onto or a large block of buoyancy from a canoe.

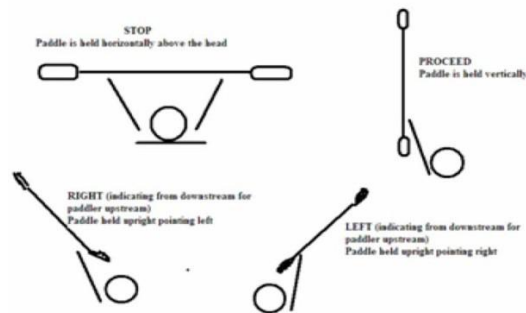
If the river is narrow enough a rope can be thrown across the weir slot to a rescuer on the other side, a kayaking jacket fed onto the rope and when the victim has hold of the rope the two rescuers walk downstream pulling

the victim free. Never send a swimmer on a rope into this situation.

It is a natural human reaction to want to assist another person who is in distress. When encountering a situation on the river always assess the risk to yourself before reacting. It was mentioned earlier but must be mentioned again – a rescuer with every good intention can easily become a victim because they did not assess the risk.



21. HAND SIGNALS



Use a paddle to signal to other paddlers

22. PROFICIENCY TESTS AND RIVER COMPETENCY GRADINGS

A paddler's river competency status will be indicated on his/her computer file maintained and updated by the union. This is done primarily to protect novice paddlers from hazards, unknown to themselves. This way entry to higher category races will be barred until he/she meets the requirements for that event which is paddled on a particular graded section of river. Each club is encouraged to take novice paddlers on trips to improve their river proficiency. New paddlers must enquire about trips and attempt to participate – it is the best way to learn how to negotiate a river.

Step 1: The Flat water Proficiency Test

A novice paddler, joining a club for the first time, will be required to pass flat water Proficiency Test before receiving a flat water rating

enabling him/her to enter races on dams and marinas only. The test may be overseen by the Club Safety Officer.

The paddler's progress along the learning curve is not aided by compressing all the tests into one session and therefore it is desirable and necessary for him/her to complete at least 3 flat water races or time trials (where results are recorded) before undergoing the River Proficiency Test

Step 2: The River Proficiency Test

Before entering any river races the paddler must prepare to be tested for the RPA (River Proficiency Award). The examiner is either the CSO or a suitably qualified deputy. On successful completion of the test, the paddler will be awarded a CR river competency rating, which will entitle that athlete to enter any CR rated river race.

The paddler progresses at his/her own pace through various grades of river difficulty as follows;

- a) Completes 3 C" grade races upgraded to "BR" competency level, and may enter a "B" grade event
- b) Completes 3 "B" grade races – upgraded to "AR" competency level, and may enter an "A" grade event

Flat water Proficiency Test

Aim

To provide the CSO or Club captain with an assessment of the new member's position on the learning curve- which aspects of kayaking need attention. Beginner coaching courses or individual assistance must be provided until the novice is deemed fit to enter flat water events. Even if the novice is obviously capable there should be no exceptions.

Theory

Sample Questions:

- a) You have capsized. What is the first action?
- b) Describe what you do next.
- c) Your paddle is floating away. What do you do?
- d) Describe the recovery /support stroke
- e) What is the difference between a life-jacket and a buoyancy aid?
- f) When should a paddler wear a helmet?
- g) Name four items of clothing that you should consider putting on before paddling.

Practical Test (this may on flat water)

Candidates must present themselves with kayak, paddle and

buoyancy aid. CSO to check equipment before allowing them on the water.

Candidates must successfully perform each skill- up to three attempts permitted.

1. Launch kayak – must be floating next to bank. Balance and paddle away with strong rhythmic strokes.
2. Paddling style – correct entry and exit of blade- correct width of grip.
3. Demonstrate emergency stops, support strokes, steering strokes and ability to reverse.
4. Demonstrate ability to deal with waves and turbulence.
5. Carry out deliberate capsize-release splash cover- grab boat and retrieve paddle- swim boat to shore and demonstrate emptying procedure.
6. Demonstrate ability to paddle not less than 2 km without a rest.

River Proficiency Test

Aim

To provide an “encouragement” or motivation to the beginner and provide him/her with some forewarning of the hazards encountered in events on rivers.

EXAMINER: CSO

Test /Theory

Sample Questions: (candidate to answer 10)

- a) What is the minimum amount of buoyancy permitted in the kayak?
- b) What circumstances dictate that helmets and personal buoyancy must be worn?
- c) When may one not have a drinking system with you?
- d) Describe the dangers of trees, weirs, holes and turbulence.
- e) Where does one find an eddy? Describe two kinds.
- f) Describe the correct way to swim down a rapid sans boat.
- g) What should you do before negotiating an unknown weir or rapid?
- h) What is a weir slot? Describe it.
- i) What is the signal on a river for DANGER- STOP!
- j) Why is it important to travel together as a group when tripping?
- k) What is the effect of wind on a dam? Where is its effect lessened? What is the effect on a paddler?
- l) Before you attempt to negotiate a grade 3 rapid what should you be able to do?
- m) What is the correct rescue sequence when a situation arises? Equipment, Self, Victim, Group

Practical

Ideally test should be taken in a slalom type kayak but circumstances may dictate otherwise. Test must be on moving water. Circumstances vary but it is envisaged that the test must be conducted on a suitable stretch of water.

EXAMINER: Club safety officer. Candidates must present themselves fully equipped for inspection before going on the water.

Candidates must demonstrate the following skills:

- a) Drawing stroke sideways in both directions- kayak remains straight paddle upright and fairly deep in water.
- b) Low tidemark turn- paddle dragging flat on surface but behind and deck slanted towards paddle- reverse sweep to upright position.
- c) Breaking into faster current- facing upstream – downstream lean must be evident.
- d) Negotiate a bend where the current flows under trees. Deal with turbulence on the eddy line (between slack water and the current)
- e) Negotiate a small rapid selected to demonstrate paddler's choice of a good line, and to recover from a bad line.
- f) Deliberate capsize – collect boat and paddle and swim to bank – empty kayak and re-enter. Selection of good spot to land on is important.

NOTE: The examiner's selection of a suitable deepwater section is also very important.

At the end of this test the examiner is asking himself the question- is this paddler advanced enough to manage races on his own on "C" class rivers? If so then the award of a RPA certificate is appropriate.

23. THE ROLE OF THE CLUB SAFETY OFFICER

Safety officer – club level – Duties and responsibilities.

A club safety officer is appointed by the club committee from applicants who have been ratified by the union safety officer. A safety officer is defined as an individual who, in the opinion of the club committee, has the relevant knowledge and years of experience in the sport to be able to assess the capabilities of others. It is recommended that all canoeing safety officers attend a CSA recognized swift water rescue course.

Induction of novice paddlers

The CSO should hold a series of graduated self- improvement exercises. These may take the form of planned coaching sessions if the numbers warrant it, or may be informal. The CSO should enlist whatever expert assistance he may need, e.g. St. John's ambulance for first aid and CPR courses.

The CSO is the obvious authority to consult on the suitability of the various kayaks, which the beginner paddlers may use.

The CSO must arrange for the testing of beginners for their proficiency tests (examples follow) and act as examiner. The CSO must sign the certificates at the back of this book verifying the successful completion of each proficiency test and river competency upgrading. Where a race entry form requires verification of an athlete's river competency, the CSO must sign the designated section.

Monitor observation of safety rules

- a) All club activities (time trials, trips and races) are governed by the CSA safety rules. In particular the CSO must ensure that the following rules are applied.
- b) All craft must contain a minimum of 10 litres of buoyancy fixed into each end and all paddlers/competitors must wear an approved kayaking jacket at all times while on the water.
- c) All CSA sanctioned kayaking jackets must pass certain design criteria, (refer to chapter 2), the most important of which is that the garment must support a minimum 6kg lead weight. (Union Safety Officers may sanction random tests at races in conjunction with the organising club).
- d) Helmets are mandatory for all A+ class rivers. Unions may motivate a case for this rule to be waived for specific events.
- e) Performance enhancing substances are banned. Information on banned drugs is always available through the Canoeing South Africa office, or the Institute for Drug Free Sport's website. (www.canoesa.org.za).
- f) No registered paddler may use a particular section of river or waterway while an event is in progress if he/she is not part of such event.
- g) Non-competitors in an event who withdraw for whatever reason must notify the timekeeper or an official.
- h) Abuse of race officials is not permitted. Procedures for protests are always available at all races.
- i) Paddlers in small or keyhole cockpit kayaks must wear helmets and kayaking jackets at all times on the water.
- j) Paddlers who act as sweeps at the back of the field must operate as a group of never less than three.
- k) If race conditions are such that certain grades of paddlers are precluded from racing by the club safety officer, no appeal or objection is permitted.
- l) Any section of river which is graded "A" may not be paddled without helmets and kayaking jackets.

NOTE: The CSO should remember the safety of many is his concern. His actions may not be popular but he must always show that he has the courage of his convictions.

In conjunction with club captain and coach organise skills improvement clinics E.G. basic first aid, rescue techniques, self-rescue, paddling strokes, slalom and river craft.

Take a pro-active part in the organisation of all club events organised under the auspices of CSA. The CSO should always be an ex-officio member of the race organising committee which is tasked with the following:-

- a) Arrange for medical personnel and equipment.
- b) Arrange for an effective communication system.
- c) Arrange for a recce of the course and if possible remove hazards or at least mark them.
- d) Arrange for rescue personnel and equipment at known hazardous points.
- e) Arrange for patrol craft on dams with special attention given to backmarkers.
- f) Arrange for suitably qualified sweeps to follow the field, (each must have minimum 5 years paddling experience). A minimum of three is the rule.
- g) Check that all authorities that are affected are notified, e.g. SAPS, PROV TRAFFIC, FARMERS, WATER AFFAIRS, CHIEFS and CONSERVATION OFFICIALS. Warning signs to motorists to be aware of spectator traffic must not be overlooked
- h) Check that there will be boat pounds and a proper check of safety equipment at the start of the race.
- i) Check that there are checkpoints [on long races] where, if necessary, paddlers are taken off the water for their own well-being.
- j) Obtain an up to date weather report.
- k) Have a contingency plan should water levels be higher than normal.

On the day of the race

If conditions are hazardous the CSO must exclude those classes of paddlers who are at risk.

At the finish / overnight stop

Obtain the sweeps report for assessment. Check that allowing for notified withdrawals all paddlers who started the race have been accounted for. In the event of a missing paddler a deadline must be set after which time a search must be initiated.

As can be seen from the above guidelines the Club Safety Officer has become an important official upon which the development of our sport largely depends. He / She have more than mere policing duties and should promote the concept of safety in as many ways as possible.

Canoeing South Africa

Candidate:

K1

K2

Basic Proficiency Test

DoB:

The aim of this test is to satisfy the testing official that the candidate has attained the level of proficiency required to participate in Flat Water events.

Unless and until this test has been completed, the candidate will not be allowed to enter such events.

CSA No.:

Club:

1	Theory Test (Interview)		Comments	OK? Yes/No
1	What are the criteria for selecting a boat for yourself for the river?			
2	What is the minimum amount of buoyancy required in a kayak?			
3	What basic safety equipment should you always take with you to a canoe race?			
4	What is the difference between a life jacket and a PFD?			
5	What should you do before setting out in your canoe?			
6	You have capsized – what is your first action?			
7	Describe the support / recovery stroke			
TESTED BY:			Date:	
2	Practical Test	What should be shown	Comments	OK? Yes/No
	<i>Candidates must be in full kit</i>	<i>Boat, paddle, splash cover, buoyancy aid</i>	<i>Equipment must be checked by examiner</i>	
1	Launch the Kayak	<ul style="list-style-type: none"> ➤ Must be floating next to the bank or jetty ➤ Get into the kayak correctly handling the paddle ➤ Put splash cover on, maintaining balance ➤ Paddle confidently away 		
2	Paddling style	<ul style="list-style-type: none"> ➤ Correct width of grip ➤ Correct paddling position ➤ Correct entry and exit of blade 		
3	Demonstrate skills	<ul style="list-style-type: none"> ➤ Emergency stops ➤ Support strokes ➤ Steering strokes ➤ The ability to reverse 		
4	Carry out a deliberate capsize	<ul style="list-style-type: none"> ➤ Release splash cover ➤ Retain paddle ➤ Retrieve boat and turn it upright ➤ Swim to shore ➤ Demonstrate correct emptying procedure 		
TESTED BY:			Date:	
3	Basic Swimming Test	100m basic swim test, without a PFD and kit and without putting feet down.		
TESTED BY:			Date:	
Swim Test with Paddling Kit		100m with full paddling kit and paddle, but no PFD.		
TESTED BY:			Date:	

ACCEPTED BY:

CLUB SAFETY OFFICER:

Date:

UNION OFFICIAL:

Date:

Certificate awarded:

Union updated:

CSA updated:

TEAR-OFF RECEIPT

Canoeing South Africa		BASIC PROFICIENCY TEST		Testing fee R50
The Club Safety Officer hereby confirms that the Candidate below has successfully completed all four sections of the Basic Proficiency Test and that the test result sheet has been duly completed, signed and submitted to the union Registration Officer.				
CANDIDATE:		Club:		
CLUB SAFETY OFFICER:		Date:		

Basic Proficiency Test

The aim of this test is to satisfy the testing official that the candidate has attained the level of proficiency required to participate in Flat Water events.

Unless and until this test has been completed, the candidate will not be allowed to enter such events.

1	Theory Test (Interview)	What should be covered
1	What are the criteria for selecting a boat for yourself for the river?	<ul style="list-style-type: none"> ➤ Hull shape – water line — the wider the water line, the better the balance; the narrower, the faster the speed ➤ Hull shape – rocker — the more rocker, the better the steering; the less rocker, the better the slip riding ➤ Seat height — the lower, the better the balance; the higher, the better the leverage ➤ Steering — pedals, better for nippy turns; t-bar, better for straight-line speed and power ➤ Rudder — tail rudder for rivers; under-stern for sprints and flat water marathon ➤ Comfort on long distance — have you done at least a time trial
2	What is the minimum amount of buoyancy required in a kayak?	<ul style="list-style-type: none"> ➤ 10 litres each, fore and aft
3	What basic safety equipment should you always take with you to a canoe race?	<ul style="list-style-type: none"> ➤ Buoyancy aid ➤ Thermal clothing ➤ Repair kit (duct tape etc) ➤ Drinking system ➤ In KZN, a helmet?
4	What is the difference between a life jacket and a PFD?	<ul style="list-style-type: none"> ➤ LJ designed to keep you alive, and float you face up even when unconscious ➤ PFD only helps you swim (must float 6 KG dead weight, no loose straps)
5	What should you do before setting out in your canoe?	<ul style="list-style-type: none"> ➤ Check all your kit ➤ Boat (buoyancy, functional steering, no leaks etc) ➤ Tighten wing nuts ➤ Functional splash cover ➤ Good paddle ➤ Bottle and juice
6	You have capsized – what is your first action?	<ul style="list-style-type: none"> ➤ Pull splashcover off and get out of the cockpit ➤ Hold onto your paddle ➤ Turn the boat over as soon as possible ➤ Hold onto the boat in the wind ➤
7	Describe the support/recovery stroke	<ul style="list-style-type: none"> ➤ Brace stroke ➤ Slap support ➤ Planning on the surface

Canoeing South Africa

Candidate:

DOB:

K1

K2

River Proficiency Test

CSA No.:

The aim of this test is to satisfy the testing official that the candidate has attained the level of proficiency required to participate in B-Grade River events.

Unless and until this test has been completed, the candidate will not be allowed to enter such events.

Club:

1	Theory Test (Interview)		Comments	OK? Yes/No
1	What circumstances dictate that helmet and buoyancy aid must be worn?			
2	Describe the dangers of trees, weirs, holes and turbulence.			
3	Where does one find an eddy? Describe two kinds.			
4	Describe the best way to swim down a rapid without your boat.			
5	What should you do before negotiating an unknown weir or rapid?			
6	What do you do if you get caught in a "washing machine"?			
7	What is the signal on a river for DANGER - STOP?			
8	Why is it important to travel as a group when tripping?			
9	What is the effect of wind? Where is its effect lessened? What is the effect on a paddler?			
TESTED BY:			Date:	
2	Practical Test	What should be shown	Comments	OK? Yes/No
	Candidates must be in full kit	Boat, paddle, splash cover, buoyancy aid	(Equipment must be checked by examiner)	
1	Drawing strokes in fairly deep water	<ul style="list-style-type: none"> ➤ In both directions ➤ Kayak must remain straight and paddle upright 		
2	Ferry-glide across flowing water, facing upstream and downstream	<ul style="list-style-type: none"> ➤ Must not lose or gain ground ➤ Read the current correctly ➤ Good rudder control — particularly when facing downstream 		
3	Use an eddy to exit fast flowing current	<ul style="list-style-type: none"> ➤ Facing downstream ➤ Upstream lean must be evident 		
4	Break out into fast flowing current	<ul style="list-style-type: none"> ➤ Facing upstream ➤ Downstream lean must be evident 		
5	Emergency stop in flowing water	<ul style="list-style-type: none"> ➤ Facing downstream ➤ Good rudder control 		
6	Negotiate tight corner (preferably S-bend)	<ul style="list-style-type: none"> ➤ Approach — hugging the inside ➤ Correct exit / crossover without spin-out 		
7	Negotiate a bend where the current flows under trees	<ul style="list-style-type: none"> ➤ Ducking and bracing ➤ Leaning into tree ➤ Retaining hold on paddle 		
8	Negotiate a small rapid	<ul style="list-style-type: none"> ➤ Choice of good line 		
9	Carry out a deliberate capsized	<ul style="list-style-type: none"> ➤ Release splash cover and retain paddle ➤ Retrieve boat and turn it upright ➤ Swim to shore and empty boat efficiently ➤ Launch again, facing upstream 		
TESTED BY:			Date:	

ACCEPTED BY:

CLUB SAFETY OFFICER:

Date:

UNION OFFICIAL:

Date:

Certificate awarded:

Union updated:

CSA updated:

TEAR-OFF RECEIPT

Canoeing South Africa		RIVER PROFICIENCY TEST		Testing fee R100
The Club Safety Officer hereby confirms that the Candidate below has successfully completed the River Proficiency Test and that the test result sheet has been duly completed, signed and submitted to the Union Registration Officer.				
CANDIDATE:		Club:		
CLUB SAFETY OFFICER:		Date:		

River Proficiency Test

The aim of this test is to satisfy the testing official that the candidate has attained the level of proficiency required to participate in B-Grade River events.

Unless and until this test has been completed, the candidate will not be allowed to enter such events.

1	Theory Test (Interview)	What should be covered
1	What circumstances dictate that buoyancy aid and helmet must be worn?	<ul style="list-style-type: none"> ➤ Dangerous river conditions, as determined by the organisers / safety officer ➤ A-Grade races (by KZN standards)
2	Describe the dangers of trees, weirs, holes and turbulence.	<ul style="list-style-type: none"> ➤ Unlike rocks and solid obstacles, trees and bushes strain the water and do not deflect it. Unless evasive action is taken, the boat can get sucked in and the paddler can be trapped ➤ Weirs may have sharp edges, lurking obstacles below and a "suck back" which may be difficult to escape from ➤ Holes have vortexes — which, like a weir, may have a suck back. ➤ Turbulence knocks the boat abruptly in various directions, causing instability.
3	Where does one find an eddy? Describe two kinds.	<ul style="list-style-type: none"> ➤ Behind rocks, corners and other obstacles around which water flows — "horizontal" ➤ Behind rocks and weirs over which water drops — "vertical"
4	Describe the best way to swim down a rapid sans boat.	<ul style="list-style-type: none"> ➤ On your back, with your feet facing downstream, floating as close to the surface as possible.
5	What should you do before negotiating an unknown weir or rapid?	<ul style="list-style-type: none"> ➤ Scout it out on foot
6	What do you do if you get caught in a "washing machine"	<ul style="list-style-type: none"> ➤ Take a deep breath when you get the opportunity ➤ Keep your PFD on. ➤ Leave your boat and paddle ➤ Swim upstream towards whatever is causing the "washing machine". ➤ Swim down with the undertow and then away from the boil line. ➤ Make your way out of the river on the closest bank
7	What is the signal on a river for DANGER - STOP?	<ul style="list-style-type: none"> ➤ Upper arms out sideways, lower arms up vertically, holding a paddle (if you have one) — like if you are testing the position of your hands on the shaft!
8	Why is it important to travel as a group when tripping?	<ul style="list-style-type: none"> ➤ If you get into trouble, there is someone there to help,
9	What is the effect of wind? Where is its effect lessened? What is the effect on a paddler?	<ul style="list-style-type: none"> ➤ Makes waves and creates chop ➤ There is less wind in the lee of a bank, and amongst trees or near the reeds ➤ Wind can introduce a wind chill factor, it has the potential to increase the fatigue if you are paddling against it, and can sometimes lead to tendonitis because the paddle is gripped so much more tightly

CHAPTER 2

OCEAN RACING (SURF SKI)

FOREWORD

Over the past couple of Decades, Surf Ski Racing, or Ocean Racing, as it is referred to by the ICF, has grown from a fledgling sport into a major discipline in the ICF.

Historically, in this country, surf ski races have been restricted to qualified lifesavers that have had to pass a surf proficiency exam before they were allowed to race. The opening up of the discipline to all paddlers has dramatically increased the popularity of surf ski paddling. However, it has also brought with it a number of challenges. People with very little, or no, knowledge of the ocean are able to enter races.

One of the major attractions of Ocean Racing is “downwind” racing. The exhilaration of harnessing the power of the ocean and to surf down large open ocean swells, sometimes for hundreds of metres, is difficult to describe to those who have never experienced it. Being able to develop a degree of expertise in this field can result in one being competitive, and beating opponents who are far fitter.

Downwind racing, by definition, is an extreme sport. It requires extreme conditions before it can happen. For many of the expert surf ski paddlers, the bigger, the better.

Many of the new age paddlers have limited knowledge of the ocean, and have a tendency to overestimate their capabilities.

We also live in a country which has a sometimes very hostile and unpredictable ocean. These factors place us at risk. To this end, CSA has put together this surf ski safety manual, ostensibly to protect us from ourselves. It is the first time that CSA has had a chapter in the safety manual devoted to surf ski paddling. So, in all likelihood, it will be a “work in progress” for a few years.

A big thanks to Mike Raubenheimer, for his efforts in putting the majority of the material together, and to Nikki and Dawid Mocke for their input.

- The manual is divided into three chapters.
- The first chapter describes the relationship of CSA with SAMSA.
- The second chapter is aimed at the individual paddler.
- The third chapter is aimed at the event organizer.

CHAPTER ONE

1. SAMSA

SAMSA (South African Maritime Safety Authority) is the body which governs all aspects of safety on our oceans and waterways.

There are a number of relatively stringent requirements within the SAMSA regulations pertaining to safety with regard to small craft such as the surf skis we paddle. Many of the requirements would be onerous and impractical for us.

CSA has applied for, and been granted, the status of “Authorised Agent” by SAMSA.

This means that we have a degree of self-regulation when it comes to arranging events, and do not have to abide by the SAMSA requirements.

This dispensation, however, only applies to what is termed a “controlled event”.

As per the following correspondence from SAMSA;

One of the functions of an authorised agency is to grant approval for the hosting of ‘controlled events’ in terms of regulation 33, quoted below.

33. Exemption in respect of controlled events

- (1) Subject to sub regulation (2), the owner and skipper of a vessel that participates in an approved controlled event in the Republic or in the territorial waters of the Republic are, in respect of such vessel and for the duration of the event, exempt from these regulations.
- (2) Application for the approval of a controlled event must be lodged with the Authority or the relevant authorised agency not later than 10 days before the intended date of the event, unless waived by the Authority or authorised agent and must be accompanied by full details of the event and of the rules and manner of supervision, including safety measures, to be applied and by the other particulars that the Authority may require.
- (3) The Authority or authorised agency may extend a standing approval under sub regulation (2) for any controlled event subject to such conditions as are considered appropriate by the Authority or authorised agency and may at any time on reasonable grounds revoke such approval.

“Controlled event” means a competition, event or regatta organised by a governing body or authorised agency, or a club or an organisation affiliated with a governing body, and includes:-

- (a) Activities to prepare for the event that take place at the venue for the event and during the times specified by the organiser of the event; and
- (b) Practice for the event under the supervision of a coach or an official approved by a governing body or authorised agency, or a club or organisation affiliated with a governing body;

“Authorised agency” means a governing body, club or organisation designated under Regulation 30(1);

The participants in an ‘approved controlled event’ are not required to comply with the requirements of the regulations, since the approved alternative arrangements are considered to be equivalent. You have previously stated that CSA has an active calendar of races held on varying grades of inland waters and at sea. In many instances it is neither practicable nor necessary that participants comply fully with the requirements of the regulations, since adequate alternative arrangements have been put in place for safety. These alternative arrangements are sanctioned by yourselves, being the governing body for the sport.”

CSA has negotiated with SAMSA that we are not required to apply for the recognition of each event individually, but that our calendar will suffice. To this end, we have incorporated all race series, time trials, and formal training sessions into the calendar.

It must be appreciated that paddlers will only be able to take advantage of the benefit of the SAMSA dispensation when they are taking part in a “controlled event”. Outside these events, individual paddlers are subject to the SAMSA requirements.

This also means that CSA does not have the authority to enforce the By-laws set out in the CSA Safety By-laws outside of a controlled event. However, individual clubs are at liberty to enforce whatever rules they wish.

We can only ask that common sense prevails and that all paddlers take the necessary safety precautions even if they are not taking part in a controlled event.

Any tragedy or disastrous event will have a negative effect on our sport, even if it takes place outside an organized event. The media does not differentiate when they report on these matters.

CHAPTER TWO

2. THE PADDLER

Before any paddler can take part in a CSA sanctioned event, they need to be a registered member of a club that is affiliated to CSA, or an international paddler who can provide proof that he/she is a registered member of a canoe club in his/her home country.

In order to encourage participation, some unions have allowed the issuing of a “day permit” for shorter inshore races. This, however, cannot be a permanent arrangement, and paddlers are allowed a maximum of 3 races under this temporary license, and then, only for short, inshore races. Under no circumstances will a paddler with a temporary license be allowed to enter an open ocean race.

All paddlers who wish to do an event that is deemed to be a “controlled event” are required to have done a basic surf ski proficiency test. The format of this test is attached at the end of this document, and is subject to change by the CSA Surf Ski Committee.

The SAMSA dispensation was given on a number of conditions. One of these conditions is that each club needs to have a safety officer. It is the responsibility of the safety officer to conduct the proficiency tests. As with canoeing, the proficiency test needs to be reflected on the national database.

A club safety officer is appointed by the club committee from applicants who have been ratified by the CSA Surf Ski Committee and the union safety officer. A safety officer is defined as an individual who, in the opinion of the club committee, has the relevant knowledge and years of experience in the sport to be able to assess the capabilities of others.

Once a paddler has completed a basic proficiency test, he/she is at liberty to enter “Inshore” races sanctioned by CSA. The organisers of individual races are, however, also at liberty to enforce whatever additional safety measures that they deem appropriate for their race. A race organizer is at liberty to increase the safety requirements over and above those demanded by CSA, but can never decrease the requirements.

If you are a complete novice it is advisable to attend a few lessons at one of the many surf ski schools, or to seek advice from more experienced paddlers in your club.

The safety requirements for paddlers in a CSA sanctioned “controlled event” are as follows;

Inshore Races

(Inshore races are races that are held within 500 metres of the shoreline. They are characterized by protected starts/finishes, shorter distances (normally under 10kms), and are usually held on an “out and back” course.)

Minimum Requirements

- a) The wearing of a PFD (that conforms to EN ISO 12402-5 {Level 50}) (SAMSA has granted a 5 year window period, from the 26th of January 2015, for this condition to be compulsory). In the interim, the following characteristics must be displayed:
 - It must be able to float a weight of 6.15kgs.
 - It must carry the appropriate labelling.
 - It must be bright in colour (preferably luminous).
 - The stitching buckles, covering material and floatation must be in good condition.
 - It must not be loose fitting.
 - Shape and design of the jacket must allow freedom to twist and lean the torso.
 - Closed cell foam, or beaded flotation must be evenly distributed front and back, (flotation may also occur on the sides).
 - A waist tie using a quick release buckle or draw cord must feature on the jacket. A crotch strap is advised.
 - Head movement and visibility must not be impaired or obstructed by the jacket even when swimming.
 - It must have the name of the paddler reflected on it.
 - It must have a pocket on the chest so that the tracking device can be accommodated.
 - It must have a second pocket where a cell phone can be accommodated.
 - It must have a small pocket where a whistle can be accommodated.
- b) A leash if the wind (or predicted wind) is over 10 knots. The leash needs to be in sound working order, and must be attached to the body and to a safe point on the craft, preferably the foot strap.
- c) The CSA number of the paddler of the craft to be affixed to the craft on either side of the front deck.

Open Ocean Races

c) Open Ocean Races

Open Ocean races are usually held from point to point, as opposed to “out and back”. They are usually much longer races. Participants sometimes paddle much further out at sea. Many races have challenging surf conditions for starts and finishes.

Minimum Requirements

- The written acknowledgement by his/her club safety officer that he/she is competent to paddle in open ocean races.

- The wearing of a PFD (that conforms to EN ISO 12402-5 {Level 50}, and has the following characteristics.
 - It must be able to float a weight of 6.15kgs.
 - It must carry the appropriate labelling.
 - It must be bright in colour (preferably luminous).
 - It must be in sound condition.
 - It must have the name of the paddler reflected on it.
 - It must have a pocket on the chest so that the tracking device can be accommodated.
 - It must have a second pocket where a cell phone can be accommodated.
 - It must have a small pocket where a whistle can be accommodated.

- A leash if the wind (or predicted wind) is over 10 knots. The leash needs to be in sound working order, and must be attached to the body and to a safe point on the craft, preferably the foot strap.

- The CSA number of the paddler of the craft to be affixed to the craft on either side of the front deck.

- A cell phone with enough airtime, a fully charged battery, the race emergency number loaded, in a waterproof pouch, housed in a pocket of the PFD.

- A tracking device. (The surf ski committee of CSA has endorsed the SafeTrx tracking system as the “system of choice”. Most race organisers will insist on it’s use. However, SafeTrx is not mandatory and race organisers are currently at liberty to allow other tracking devices or cell phone apps) The tracking device needs to be housed in a pocket of the PFD, and may not be attached to the craft. If the tracking device is incorporated within the cell phone, then only one device will need to be carried.

- A whistle. Of the variety that can operate while wet.

- Brightly coloured clothing, including a hat (if worn), preferably luminous.

- A minimum of 30% of the deck of the ski must be covered in a bright coloured paint or a bright coloured (preferably luminous) decal. Or, 1000mm of the nose and tail of the ski must be painted a bright colour, preferably red or orange).

- A bright coloured decal on the back of each blade of the paddle.

Often many of us head out into the ocean outside of the safety of an official race. The safety protocol for these paddling sessions should include all of the minimum requirements of an official race. In addition to these requirements, we should consider the following;

- a) Before you leave shore, gain access to the weather predictions for the duration and location of your paddle (via websites, radio, TV, etc.)
- b) Understand your level of proficiency, and don't go out in conditions that are beyond them.
- c) Paddle the appropriate craft for your skill level.
- d) Ensure that you are 100% capable of remounting your ski in all conditions, whilst wearing your safety gear.
- e) Do regular checks on your equipment to ensure that there is less of a chance of equipment failure.
- f) Wear the appropriate clothing for the conditions. Bear in mind that in extremely cold water conditions the chances of survival, if forced to swim for a protracted period of time, are not good.
- g) Never paddle on your own in the open ocean.
- h) Have a rescue plan. It is pointless having a cell phone, flares, whistle, etc. if you have absolutely no idea of who to contact and who will come to your rescue if you get into trouble. If you are paddling close to a major city or town where there is a NSRI station, make sure that you have their number. If not, ensure that you have made arrangements for some other agency, such as the local ski boat club or lifesaving club (with a IRB).
- i) Practice remounting your ski, whilst wearing your PFD, in all conditions. Also whilst wearing your leash.
- j) Always let someone know what time you leave, where you are going, and what time you should return. Let them know when you return. If you are in a group and you decide to turn back, let someone know.
- k) Make yourself and your ski as visible as possible.
- l) Not every paddle is a race. More experienced paddlers should sometimes take the selfless route and keep a watchful eye on the less experienced.
- m) Always stay well clear of shipping.
- n) Consider making your CSA race number much larger than required and out of a luminous material, to assist with getting your 30% coverage.

CHAPTER THREE

THE EVENT ORGANISER

3. EVENT PLANNING

Surf ski racing is not for the faint hearted and sea conditions are indeed challenging at times, but the ever present factor of danger in this sport must be diluted with careful safety planning.

In planning an event, race organizers must take into account certain factors prior to race day to facilitate as much pre event safety as possible. Leaving even the smallest unimportant detail out of the equation, can be the Achilles heel of race day, subjecting organizers to embarrassment or worse.

Factors to consider:

- c) Calendar-conflicting, events-political, gatherings, beach usage, sardine run
- d) Availability of role players including adequate well trained race committee organizers, general beach helpers, clean up team, data capture and record clerks.
- e) Access to race venue, road changes, keys for facilities including communication points, toilets, first aid stations, rescue storage areas, fuel bunkers, rescue craft shed.
- f) Safety briefs to race committee, safety supervisor, water rescue teams including IRB crews, beach safety personnel, medics and data capture clerks.
- g) Planning of anticipated entrants relative to safety equipment, safety manpower, communication lines and triage emergency in the case of multiple injury.
- h) System of numbering competitors. Be it on person in ink, craft numbers and policy of visual craft identification from air including rescue boats and skis.

An oversight in pre event planning can lead to acute embarrassment by not thinking ahead or in extreme situations poor foresight can lead to serious injury or worse. Consider environmental factors prior to race day, look at weather charts, tides, projected wave heights, approaching cold fronts and known areas of poor sea surface visibility due to fog.

It is futile to have the insight, pre event awareness and not apply due consideration timeously. Situations that lead to safety concerns during an event that were perhaps preventable by thorough pre event safety planning, can lead to questions being asked of the race committee.

4. STANDARD OPERATING PROCEDURES

A successful event requires a set of Standard Operating Procedures, a step by step guide of what to do, when to do it and what will happen if it is not done.

Race organizers have to think not only about the administration, marketing, sponsorship, prize money and logistics, but also the nagging worry should something go wrong. The sea is not a stable playing field. Mother nature plays a vital role in the conditions in which surf ski paddlers compete and unlike a rugby pitch, the playing field of surf ski paddling moves, breaks, washes, traps, suffocates, blows and tosses wildly. From a safety perspective these factors must be taken into account. Accidents will happen, paddlers will lose their craft, injuries will be inflicted and environmental influences will create hazardous conditions.

To manage an event with these known factors, race organizers have merely to acknowledge the situation and have a set of SOP's in place.

- **Manpower** on race day is determined by the equation of competitors likened to distance, course layout and known environmental factors. Is there sufficient knowledgeable manpower to provide for a safe event? Races in the Cape can be more challenging to the safety committee than an inshore race in the Durban bowl. Out of line of site competitors are spread over a long distance in a downward race and hence race organizers need to apply their minds and ensure adequate manpower is available for safety procedures. Qualified lifeguards adept at surf rescue techniques must be on hand at start and finish.
- **Water borne rescue craft** include jet skis, inflatable rescue boats and larger deep sea patrol vessels. All are able to respond quickly in emergencies and have the ability to rescue the paddlers if not the craft. Personnel manning such rescue craft must be suitably trained in surf rescue, have in depth knowledge of the race layout, possible hazards and quick evacuation routes. On board equipment must include knife, flare, signalling mirror/plate, floatation device e.g. torpedo buoy, tow rope, radio communication, adequate fuel reserves and dedicated call sign. In the case of many rescue craft being on the water during a race, it is imperative that the craft are clearly numbered to enable visual identification from air rescue support.
- **Procedure for patrolling** races by surf rescue craft should take into account high risk identification. This entails having at least one rescue craft staying with the back markers, those who are less experienced than front runners. This is not to say that incidents cannot happen in the front of the field and obviously draws race organizers to the fact that multiple rescue craft are essential.
- **Airborne support** plays a high tech role in event safety. Helicopter rescue support can cover vast tracts of the course layout speedily and give race organizers an eye in the sky vantage in searching for a lost paddler.

However, there are limitations, one of which is cost and unless the aircraft is sponsored, this does become a prohibitive facility.

Helicopter rescue support has to be in communication with race

organizers and or rescue boats on the water. However mobile phone communication in a speeding boat and a helicopter flying with doors off, does not work. The other means of communication is hand held radios. These need to be preset on certain channels, approved under the Telecommunication Act, and once again becomes logistically difficult.

Therefore it is important that in the pre planning stage of long distance and uneven shoreline races (Cape) that rescue teams agree on a system of communication. If mobiles are to be used, then a method of procedure needs to be set up. All parties can check SMS on the minute to see if an emergency has been called and written directions broadcast. Stop and talk procedure to form part of the SOP to allow clear and concise communication without engine interference.

Call signs and numbered rescue vessels will facilitate specific caller and receiver identity.

Race organizers have to understand the limitations of helicopter support. In certain situations the paddler cannot be airlifted out of the water and a rescue support boat has to expedite the surface recovery. Lifting a paddler in a static strop (no winch) will require the paddler hanging in a harness dangling below the helicopter while traversing kilometres to the beach. Only more powerful helicopters have winch lifting capability to recover the patient into the machine.

The advantages of having airborne support certainly outweigh the disadvantages and can direct rescue boats, cover grid patterns to search and offer pin point accuracy in rescue situations.

Recent events have highlighted the importance of air borne support, and the increasing restrictions in sourcing rotary aircraft, or their limited availability, has seen the use of fixed wing aircraft play a role, and very effectively, in as much as spotting and directing rescue boats through the use of GPS coordinates. The cost factor of fixed wing aircraft for example a Cessna 172 compared to Bell Jet Ranger 206 or even a super light Robinson 22 is weighted favourably on the side of the fixed wing.

A lot of emphasis is been placed on this aspect of safety and for good reason. In two of the last Surf Ski World Championships held off Durban, the race safety team resorted to air borne support and in both events, the effectiveness in rescuing paddlers proved to be invaluable.

- **Rescue Equipment** for safety personnel in carrying out their tasks are listed below:
 - Floatation devices e.g. torpedo buoys to rescue separated paddler and surf ski
 - Knives on boats for cutting skis from shark nets or other snares
 - Towlines and rope on support vessels
 - Spinal board on beach for wave impact emergencies
 - Full medical trauma bag
 - Whistles
 - Hand held radios and cell phones

- **Communications** in house and external lines. In house communications are those linking race organizers, safety personnel and the command post or JOC. These include hand held radios on shared frequency, cell phones and line of site short distance two way radios. Rescue boats and allied support vessels should have water proof radio and cell phone covers and have clearly identified call signs. Call signs are to be made known to all prior to the event and be listed on paper and issued to all involved. External lines of communication are land lines close at hand to the rescue convener and can be utilized in the event of battery failure in radios and cell phones and when circumstances warrant an increased level of activity in a rescue situation. The most frustrating element of communication is the lack thereof. Be it weak lines of communication due to distance, atmospheric conditions and poor signal, the end result is unclear interpretation that can lead to safety issues, losing paddlers and even false alarms. Each and every race day is different and therefore race organizers need to do as much preplanning with testing reliable means of communication to ensure a reliable communication link is in place.
- **Joint Operations Command (JOC)** centre where decisions are made regarding the race, competitors, safety and communication base is set up. The JOC should be a land based facility with land lines, electricity for charging batteries, visual observation outlook of sea and weather conditions and be complete with a log book or similar recording notebook. Time date and weather conditions are to be recorded, time of start, entry numbers and craft numbers. Paddlers entered must provide next of kin contact numbers for emergencies on their entry forms and this info must be at hand at the JOC. Officials at the JOC must be empowered to make critical decisions in the event of an emergency and hence a direct link between safety officials and race management has to be monitored by the JOC. The importance of a JOC is only valued when a race experiences safety issues. Information has to be carefully logged, detailing times, position, content of communication and decisions made. After an incident has occurred, there will be questions that will need to be answered. When, why and what. Race organizers who correctly set up a working efficient JOC will have no problems dealing with an enquiry and will be able to deal with emergencies and the ramifications of a “post-mortem”
- **Officials in charge of an event must be identified** to paddlers and their support crews Too often there is a casual appearance, no name tags and no clear indication of what role they play in the event. Safety officials must wear uniforms and be clearly identified as such. By the same token those in control of the race must wear the appropriate attire and conduct themselves in such a manner as being responsible for the safety of the paddlers and success of the event.

5. DECISION TIME

- The **pressure from competitors** on race officials, on whether to

run an event if dangerous surf conditions prevail, if adverse weather warnings are present, and if there is insufficient safety personnel/equipment, can sway an otherwise logical decision. Despite the challenge of taking on the sea at its wildest and coming through unscathed is indeed the basis of many an after event story. The reality is that race officials have a responsibility for the safety of all entrants and not the few. Numbers of paddlers are growing and the majority are not all exceptional surf ski paddlers, with knowledge and experience behind them. The average paddler relies on the careful planning and decision making process of the race director and safety officials.

- A number of factors contribute to the event organiser's decision whether to hold the event or to cancel/postpone it. If conditions are challenging, an alternative option would be to restrict those allowed to start to a certain grade of paddler. Unfortunately, a grading system has not been developed yet for this purpose. A surf ski grading system would be difficult to formulate, as race times do not give one an indication of a paddlers' ability in challenging conditions. Factors that should be taken into account when deciding to proceed with the start of an event include the following:-

Water Temperature: The time that a person can survive if forced to swim is very dependent on the temperature of the water. Hypothermia will manifest itself in a very short space of time in cold water, whereas a paddler could survive for days in a warm sea.

Wind Speed: The speed of the wind makes conditions more challenging. Not only does it have the propensity to increase the swell size, it also makes balancing in one's ski and holding onto one's paddle more difficult. Trying to remount a ski in a strong wind can also be quite daunting. The wind speed for the entire window period of the race needs to be taken into consideration. Information should ideally be taken from a number of weather forecasting agents when making a decision.

Surf Conditions: Many of our coastal races rely on launches from exposed beaches where the surf conditions can be hectic. Large waves and rip currents can quickly result in an emergency situation. A deep water start gives competitors more of a chance of a successful launch, and allows the inshore rescue team more time to rescue individuals.

Swell Size: Once a paddler has launched successfully, he/she may be faced with extremely large open ocean swells that may make paddling exceptionally dangerous.

Currents: Open Ocean currents need to be factored in.

Fog: In some parts of the country the possibility of fog settling over the race course is a distinct possibility.

- Ideally, some sort of chart should be formulated, incorporating all of the above factors. This would give event organisers a more objective decision making tool. Fortunately, most of our races are organized by responsible and experienced surf ski paddlers. The decision to go, or not to go is made using their own knowledge, experience, and usually the advice of other knowledgeable paddlers.

- Late afternoon races sometimes finish in twilight or even in the dark. Consideration to the timing relative to the start time and available light has to be taken into account. Back markers who finish last are inevitably weaker less experienced competitors and hence their slower pace. These are the paddlers who have to be followed by rescue craft and inshore rescue boats in fading light. Failing to start on time and within an allowed time frame of daylight, can lead to frantic events by safety personnel **searching in the dark** for outstanding competitors.
- The start is no doubt viewed by paddlers as a critical opportunity to make a yard or two on competitors and sometimes caution is thrown to the wind in order to get ahead. From a safety perspective the start is of high priority. Breaking waves, chance of collision and injury to paddlers has to be taken into account. Depending on the volume of paddlers, the chances of an incident is relevant. Surf conditions dictate the type of start, be it **beach, shallow water or deep water line start** all have various peculiarities and safety officials need to be alert. Breaking waves require a team of surf lifeguards with rescue torpedo buoys, inshore rescue boat and beach controller on standby to assist with an overturned trapped paddler or in the event of a head injury provide quick response in accordance with their relevant training and qualification. The thinking that a start is a non-event regarding safety is one which clearly needs to be addressed. Rescue equipment on site at the start should include spinal board, oxygen, first aid bag, marine stinger treatment and qualified lifeguards are to be equipped with rescue torpedo buoys, whistles, inshore rescue boat and towlines.

Adequate spacing of competitors between start beacons allows for ease in start situations. Closely packed in paddlers lead to collisions, the odd head smack and in large surf, serious injuries can occur. The tendency for event organisers should be towards having a deep water start if the surf conditions are challenging. Not only from a safety perspective, but from a financial one. Modern day composite surf skis, used by many competitors, are extremely expensive. Much of the carnage at the start of a race is caused by collisions with other competitors. This can be obviated with a deep water start.
- Other factors that an event organizer needs to consider are the following;
 - An accurate count of paddlers who actually start the race
 - A list of competitors names, together with their corresponding craft number and their emergency cell number (the number of the cell phone that they will be carrying with them is often different to the number that they have put on their entry form). This list needs to be reconciled at the end of the race to ensure that everyone is accounted for.
 - A “funnelled” entrance into a start area with safety checks done in a controlled manner.
 - More time allocated for pre-race checks, briefing and setup.

- An appropriate and pre planned window period to begin a search after an expected arrival time.
- Rescue and safety personnel having the authority to prevent a paddler from continuing a race when it is apparent that they are struggling and compromising the rescue plan.
- Contemplate a staggered start where the slower paddlers go off first, in order to compress the field.
- Explain the end point to the paddlers in detail, and ensure that it is clearly marked and visible, even if a paddler is far out to sea.

6. RESCUE PROCEDURES

In the event of a full blown emergency in a mass rescue situation, or a one off single rescue, the intended result is a successful rescue. Factors influencing a rescue are numerous, and as part and parcel of the planning strategy of the safety team, these factors have to be considered, discussed and worked through to form a structured safety plan prior to race day.

The **worst case scenario has to be considered**, thus setting up a Plan A, B and C strategy.

Plan A is a well-run successful race with no rescues; no first aid cases, no loss of craft and 100% finish of the field. Very few surf ski races enjoy this status quo. There are withdrawals, bail outs and when the sea or weather dictates, the proverbial can and will happen.

This is when **Plan B** comes into effect and safety officials and race committee go on alert and have to up their game. This can mean a first aid case or deteriorating weather and due concern is warranted.

Plan C is the worst case scenario whereby there are multiple injuries, missing paddlers and extreme weather and surf conditions. Perhaps the event should not have even started but that is not the point at this stage. That can be debated at the post event debrief. The urgency now is rescue, recovery and first aid treatment of competitors.

In planning, the safety team has a basic minimum to work on, and this is the absolute minimum for any surf ski race. This includes qualified manpower, rescue equipment and communication means.

In house contained rescue situation

This situation can be attended to by the race safety team and requires no secondary assistance from other rescue agencies and is structured as follows:

- First awareness information of a problem
- Log time of first awareness call
- Clarify and confirm details of informer
- Determine whereabouts, exact location of problem and nature thereof
- Evaluate seriousness and level of urgency of problem
- Commence with rescue procedure taking into account

- relevant hazards for both victim and rescue personnel
- Establish clear open lines of communication between race JOC and rescue/safety teams.
- Log time of commencement of rescue and detail info of victim, probable cause
- Log weather conditions and surf state
- In the event of deep water rescue involving in shore rescue boats, offer back up in the form of radio support and land based support on the nearest beach.
- Second rescue boat to be advised to be on standby to assist.
- Keep radio and or cell phone communication lines open and dedicated to rescue until all clear is given.
- Advise first aid team to be on standby at JOC to offer medical support.
- Request update on rescue from safety team and log info at JOC
- Request medical status of victim and advise first aid team
- If patient in serious state of injury contact advanced medical support in the form of ambulance or paramedics to respond to recovery site where patient will be returning with rescue team.
- If patient stable and not in need of first aid treatment, report withdrawal to data collection at finish site
- Check with safety team if all in order and revert to regular observation status

A race of greater stature, involving larger numbers of competitors and over long distances, will require pre planning, inviting a number of independent and provincial rescue organizations to be on standby in the event of a mass rescue or uncontained emergency situation.

In the event of such an emergency being declared, the race safety director will call upon rescue organizations for assistance and this decision has to be made after careful consideration and analysis of the existing situation, but also be made early into the emergency situation, to avoid unnecessary delay and allow for prompt response. Prior to the race, the committee will have had several safety meetings with all role players, explaining the course layout, expected number of competitors, expected wind direction and weather conditions. Map of course relative to coastline and placement of patrol vessels in grid form to be copied and handed to all parties. Radio and cell phone communication numbers, call signs and contact procedures will have been exchanged and duly recorded by the safety director.

Mass rescue/declared emergency rescue situation

- First awareness information of a problem
- Log time of first awareness call
- Clarify and confirm details of informer
- Determine whereabouts, exact location of problem and nature thereof

- Evaluate seriousness and level of urgency of problem
- If serious, declare emergency and proceed to Plan C
- Alert NSRI, SAPS Search and Rescue and call upon aerial support
- Request assistance at JOC from race committee to man radios and additional telephones and mobile phones.
- Inform local paramedic unit to be on standby
- Detail last known location of incident or missing paddlers
- Prepare search pattern for aircraft using last known location
- Request data of finishers versus outstanding paddlers overdue to determine severity of missing paddlers
- Inform all safety/rescue boats of situation and determine their proximity to incident site
- If spread over vast distance create structured net of support boats to work their zone for search and recovery
- Log all pickups, state of rescued paddlers and time and location
- In the event of poor aerial communication, establish direct telephone link with airport control tower and relay info via ATC
- Log paddlers race numbers and names if possible and relay to data collection at race finish for collation
- Once all victims are secured determine medical condition and advise back up medical support if required
- Check log/record of notes and fine tune for post-race debrief
- Advise all rescue boats and crew to stand down
- Advise ATC of rescue status and result
- Advise aircraft of rescue status and result
- Inform race director of status quo

In South Africa a typical safety pre-race meeting will include the following role players.

Basic minimum for inshore short distance surf ski races:-

- Lifeguard beach crew with team leader for start and finish, minimum four equipped with rescue torpedo buoys, box line and spinal board.
- Inshore rescue boats with qualified surf rescue lifeguards x 2boats
- Medical personnel on beach with trauma bag and oxygen resuscitation equipment
- Race safety director

Long distance offshore surf ski races:-

- All the above plus
- NSRI local representative
- SAPS Search and Rescue
- Helicopter Rescue (Vodacom Netcare 911)

- Ski Boat Club liaison officer (deepwater monitoring offshore)

It is advisable to establish contact with a local flying club and determine who can be contacted for a light fixed wing should helicopter assistance not be forthcoming on race day. As mentioned, fixed wing operations are equal to the task and can provide quick and effective aerial spotting platforms in the absence of helicopters. All aircraft have GPS and can direct rescue boats to specified coordinates.

Furthermore, experienced race safety officials will have had many dealings with the various rescue organizations, and be on first name terms with the respective agencies. To this end it is worthwhile and beneficial for CSA to work closely with lifesaving clubs, NSRI, Helicopter Rescue agencies and SAPS Search and Rescue. When the time comes for a mass rescue and declared emergency, it is heartening to know that there is a team of professional well trained and experienced rescue personnel behind the scenes.

7. PERSONAL SAFETY

Personal safety is the responsibility of the individual, and race committees will clearly spell out the safety rules prior to the start of the event. All competitors are bound by their entry to comply with such rules and are compelled to oblige. All it takes is one competitor to ignore race rules and create a situation hazardous for rescue personnel due to one's foolhardiness that could lead to a disaster. It has been proved beyond doubt that visual contact at sea is very difficult at best and when it comes to finding a lost soul isolated in a vast ocean, those little safety items become absolutely vital for rescue and recovery.

Tests undertaken in the Cape show how difficult it is to spot a paddler from the air from 500m and with certain colour skis, the task becomes even more difficult. The use of a simple **whistle** when lost in the fog becomes one's only hope and yet it is a super lightweight lifesaving device carried by few competitors if any.

PFD'S are compulsory at all CSA sanctioned events. These are indeed lifesaving devices and accordingly play a role not only in floatation but also provide a jacket to house other essential items including flares, whistle and if required cell phone in water proof cover.

Flares, if used by competitors in a number of recent off shore events may well have saved considerable expense and searching by rescue teams who spent two hours looking for lost paddlers. Small pencil flares are light weight and are very effective, despite their quick span of burn. In rough sea conditions it becomes difficult to spot a 6 metre ski from 300 metres away, at sea level. The small pencil flare will allow rescue boats to find the distressed paddler much quicker than hit and miss searching.

Tests also reveal the benefit of brightly coloured craft. White skis are not as visible as orange, red or yellow and with the added confusion of breaking white water crests, white skis become well camouflaged.

The lifesaving benefit of being attached to one's ski is unquestionable. In very strong winds it is common knowledge that an untethered ski will tumble across the sea like a petal floating on the wind. A simple **leash** attached to the paddler allows for obvious contact being maintained and also creates a more visible object in the event of assistance being required. Some wind-blown craft have been discovered washed ashore 50 km from point of separation. In these cases competitors are adrift and if conditions have warranted such a parting of a paddler and ski, then the very same conditions of wind chopped sea will again lessen the chances of a quick rescue. Visual spotting of a man's head in white water surf is very difficult even from aerial support. Therefore the wearing of a leash has immense safety benefits and a regulation which CSA promotes strongly.

Communications in the form of a small **cell phone** carried in a water proof bag in a lifejacket pocket can be a lifesaver in the event of broken rudder 5 km out or worse still a broken boat. No paddler is keen to float about as shark bait. A simple cell phone call would assist in speedy rescue and this was the scenario off the coast of KZN when a broken rudder led to a distressed paddler calling for assistance.

There are apps, such as **Endomondo**, that allow accurate tracking on a smart phone. Telling someone where and when you will be paddling, will allow them to accurately track your progress, or locate you if you have not arrived at your stated destination on time.

Nowadays, many paddlers make use of a **GPS** for training and racing purposes. This useful tool can also act as an invaluable piece of safety equipment. Not only can you give rescuers an exact location by giving them GPS coordinates, but it can also point you in the right direction if you happen to lose sight of land, due to distance or fog.

Knowledge of coastal waters is also a personal safety responsibility and can help the competitor to make competitive and safe decisions regarding race lines, wave selection and geographical formations. It pays dividends to garner knowledge on the race circuit or route to be followed so as not to overshoot or take the wrong line and end up on a reef.

Surf sense is taken for granted. However the basic skills in understanding breaking waves, rips and water movement are critical to inshore race advantage and of course safety. Not knowing when to take a break at the start can lead to an embarrassing spill or a nasty bang on the head. Whilst many of the top competitors are surf lifesavers, the bulk of surf ski paddlers do not come from a lifesaving or surfing background and hence have to learn the ropes when it comes to surf knowledge and as a result rely on race safety officials and organizers for their own safety.

It is a pre requisite that all competitors can **swim**. Despite this assumption, race organizers must be careful in not taking this for granted and it is advisable that entrants are duly cautioned on entry forms on their own levels of aquatic proficiency.

8. POST EVENT DEBRIEFS AND DATA CAPTURE

The object of the debrief is to record in its freshest form, the A to Z of what transpired in the event, be it a simple successful race with no incidents or a tainted, incident filled race with extreme weather conditions and soon.

Points to cover at the “debrief” include but are not limited to:

- Number of rescues and nature thereof
- SAMSA controlled event report
- Number of withdrawals
- First aid cases and the severity thereof
- Course layout relative to safe paddling, e.g. reef transverse, placing of turn cans in breaking zone and clear observation thereof
- Rescue equipment or first aid supplies used and the replacement thereof
- Inshore rescue boat activities and method of patrol
- Fuel utilized
- Communication means utilized and clarity of communication
- Start time relative to late afternoon races and daylight time left at race end
- Weather conditions and tides
- Wind direction
- Surf conditions including wave size and currents
- Maintenance of rescue equipment, cleaning and correct storage thereof
- Radio battery recharging including loud hailers

The administration aspect of results and accurate placing of competitors at the finish line is all important to entrants and justifiably so. This is a component of the debrief process not only for the point mentioned above, but also from a safety stand point relative to numbers out and numbers in. Many a time the safety officials rely on data of finishers to determine how many are in the field and still yet to finish and in poor visibility conditions this information will be relayed to rescue boats on the water. Therefore the correct and accurate capture of competitor’s race numbers at the finish line is vital from a safety perspective. Ideally a laptop with a team of recorders logging craft/competitors race numbers as they cross the line will ensure such data is captured on the spot and give safety officials immediate info on outstanding paddlers. In the event of a competitor not crossing the finish line and bailing somewhere along the route, the race number obviously is not recorded and hence poses a problem. This entrant is therefore deemed to be still paddling or has disappeared.

It is the responsibility of the competitor to promptly inform race officials of the withdrawal, give the reason and location. Data recorders note the race number as DNF and inform safety officials. As part of the pre-race briefing to competitors it must clearly spelt out that this process of reporting in must be adhered to otherwise a lengthy and costly search and rescue exercise gets underway in vain.

Surf conditions play a vital part in each competitor's strategy and while some revel in huge surf and gale force downwind gusts, there is a limit to allowing an event to get underway if extreme surf conditions prevail. Race committees need to know the borderline and to what extent a race is deemed to be challenging or unsafe. Only history and knowledge of what has gone before will allow an experienced safety director to make a call on whether to start an event or not. Therefore accurate recording of wind velocity, wave size and sea state will enable a data base to be kept and used as reference for future events and give officials a yardstick to make judgment calls. Furthermore should a race end up in a mitigated disaster a race committee who referred to a data base of similar conditions, and made a decision based on recorded data, cannot be chastised for making poor uneducated decisions.

A complete data base also helps in the event of an investigation into a serious accident or injury and the committee who keep accurate records will always be viewed upon in a different light.

The debrief, therefore, is not a casual informal chat, but should be taken seriously as an integral part of the future development of the sport.

9. CASUAL OR INFORMAL PADDLING

Short distance close inshore sessions are by and large safe excursions and are of little concern from a safety perspective. The concern however arises when long distance individual training sessions are conducted with absolutely no consideration for safety. Even with three or four singles leaving together, the small field soon spreads out over a considerable distance, and even a loud shout for help will go unheard. Too many times such sessions end with paddlers completing the session straddled over a fair distance and many minutes apart. No plan for safety was made and no safety equipment was carried, least of all a PFD.

All said and done the intention of this guideline is to promote a safe, yet challenging environment in which to compete. The sea is no rugby field of rock solid boundaries. It is an ever changing, unstable and sometimes dangerous stage on which to contest. Not many sporting codes have to contend with such environmental challenges and still pit one's skill and fitness against fellow competitors. Accidents no doubt will happen, as they do in every challenging or extreme sport. However if CSA has taken the necessary steps to place safety as a primary consideration, then it has set the standard worldwide as a responsible administrator. The sport is growing and as more and more novices take to the surf, the implementation of ground rules is pivotal for safe competition.

With this in place surf ski paddling will go from strength to strength.

CANOEING SOUTH AFRICA SURFSKI PROFICIENCY TEST

This test includes both a theory and practical test. The aim of this test is to satisfy the testing Safety Official and Canoeing South African (through the relevant union) that the candidate has attained the level of proficiency required to participate in ocean surfski events. Unless, and until this test has been completed, the candidate will not be allowed to enter such events.

As the candidate, please complete the following details:

Name: _____ Date of birth: _____

Contact number: _____ Email: _____

CSA number: _____ Club: _____

Safety Official: _____

If under 18 years old:

Name of guardian / parent: _____ Contact: _____

Signature of guardian / parent: _____

Please note: If candidate is a complete novice paddler, the CSA Indemnity document is to be provided and attached to this document.

Section 1:

Candidate to sit with the safety officer for a **theory lesson** where all relevant theory is covered and discussed to prepare the candidate for ocean surfski recreational paddling, training and races. All aspects of this Surfski Proficiency test will be discussed and covered to prepare the candidates. Safety Officer will show the candidates how to download, set-up their profile and use a safety app e.g. SafeTRX. Also recommended to provide the candidate with a relevant emergency contact for their local beach.

Section 2:

Candidate to complete the Theory Test as listed below:

Theory Test (Interview)		Comments	OK? Yes/No
1	What are the criteria for selecting a ski for yourself?		
2	Describe how you would assess and judge the area and various weather conditions at your selected paddling venue.		

3	According to the CSA safety bylaws, what safety procedures are to be followed when going paddling or when participating in a race?		
4	What safety equipment should you take with you to a ski race and when going paddling?		
5	What should you check before setting out in your ski?		
6	You have fallen off your ski. Describe how you get back on.		
7	What is the difference between a life-jacket and a buoyancy aid?		
8	It is a requirement that surfski paddlers first pass a swimming test. Are you confident that you are a competent swimmer in the ocean with or without a PFD? (swim test to follow regardless)		
9	In an emergency, you are out at sea and have broken a paddle / lost your ski, what should you do?		
<i>TESTED BY:</i>		<i>Date:</i>	

Section 3: Complete 3 a) or 3 b)

3. a) Swim test Proof:

If you can provide proof of a swim test requirement, or proof of previous test, please complete and tick relevant option below:

Proof of previous swim test	Yes or N/A
Currently signed off by club safety officer - proof letter must be attached to this document	
Surfski proficient on the DotCloud system	
Have achieved a Nipper Level\JLA - proof letter must be attached to this document	
Have a signed letter from swim coach - proof letter must be attached to this document	
Other, explain:	
None of the above? Complete the Surfski Proficiency Swim Test (see section 3. b)	

3. b) Practical swim test:

Candidate to swim two tests.

Test 1: Candidate to swim (without a PFD) through the surf out to a buoy, turn the buoy, and swim back to the beach. The buoy is to be placed outside of the backline or approx. 100m from the beach to keep test standardized.

Test 2: Candidate to swim (wearing a PFD) through the surf out to a buoy, turn the buoy, and swim back to the beach. The buoy is to be placed outside of the backline or approx. 100m from the beach to keep test standardized.

Swim Test 1 completed and passed	YES	NO
Swim Test 2 completed and passed	YES	NO
Tested by:	Date:	

Section 4: Surfski Proficiency Practical Test

Candidate must be in full paddling kit and have all necessary equipment with them. This includes: appropriate bright colours on ski, CSA number bright paddling clothing; brightly coloured PFD; paddle; appropriate craft; leash; cell phone and cell phone dry bag; hydration container.

Practical Test		What should be shown by candidate:	Comments	OK? Yes/No
1	Get ski down to waterline and be ready to paddle.	<ul style="list-style-type: none"> ➤ Confidently handle a ski by <ol style="list-style-type: none"> 1. Picking it up and carrying on hip or shoulders 2. Dragging along the beach 3. Correct placing on the beach with regards to wind direction ➤ Demonstrate efficiency with the following safety equipment: craft, paddle, juice container, buoyancy aid, leash, cell phone pouch. Must display the following: <ol style="list-style-type: none"> 1. Attaching equipment correctly 2. Confidently demonstrating use of equipment 		
2	Paddling style	<ul style="list-style-type: none"> ➤ correct width of grip ➤ correct paddling position ➤ correct entry and exit of blade 		
3	Demonstrate paddling skills	<ul style="list-style-type: none"> ➤ Paddling from the shore to backline by timing a lull ➤ Paddle around a buoy ➤ Remount: Falling off deliberately and successfully getting back on from both the left and right side ➤ Paddle from backline to shore by catching and riding a wave (or 		

		attempting to)		
	Demonstrate paddling and control skills	<ul style="list-style-type: none"> ➤ Paddling from the shore to backline by punching through some waves ➤ Paddle around a buoy ➤ Paddle from backline to shore in between waves (i.e. not catching a wave or get caught by waves) ➤ In shallows demonstrating bracing skills by broaching on a foamy <ol style="list-style-type: none"> 1. Putting both legs over the side 2. Brace towards the wave by "catching" the top of the wave with the paddle 		
TESTED BY:			Date:	

Thank you for completing the Surfski Proficiency Test. Should the Safety Officer believe the candidate has sufficiently completed and executed both the theory and the practical test as listed above, the Surfski Proficiency test is awarded and signed off below.

Safety Officer to complete:

Candidate name: _____ Safety Officer Name _____

Place: _____ Date: _____

Surfski Proficiency Awarded (please tick):	YES	NO
If NO, please explain:		
Union updated:	CSA updated:	

Safety Officer Signature: _____

SELECTION PROCEDURES BY-LAW

1. DESCRIPTION

This By-law governs the selection of Athletes to Canoeing South Africa teams in each of the Disciplines and must be read in conjunction with the relevant Selection Criteria Supplement applicable to each Team.

2. DEFINITIONS

Athlete	means a person who has notified CSA in accordance with this By-law that she/he wishes to be considered for selection in a squad and/or team under this By-law.
Discipline	means the canoeing discipline
Secretary General	means the Secretary General of CSA.
Selected	means the Athlete has been chosen by the Selection Panel to be a member of the relevant squad, and or team, as set out in this By-law.
Selection Event	means an event designated as such for the purpose of assisting in the selection process for a Team.
Selection Panel(s)	means the panels of persons determined under clause 4 and who on behalf of CSA select Athletes in the relevant teams in accordance with this By-law.
Selection Procedures By-law	means the By-law adopted by the CSA Board that governs the selection of Athletes to Canoeing South Africa Teams

3. CHANGES TO THIS BY-LAW

The CSA Board may change this By-law or the selection criteria for any team from time to time, provided that it shall provide as much notice of such change as is possible to all affected provinces and Athletes.

CSA will take reasonable steps to give notice to Athletes affected by any amendments and/or supplements to this By-law. It is the responsibility of the Athlete to nominate an address for communications in the application form completed under Clause 5.1(d), and to keep CSA notified of any change to that address (including where the Athlete is away from home for any purpose such as competition or training).

Apart from any other steps CSA may take, CSA will be deemed to have complied with this clause if CSA posts written notice to the address last

notified to CSA by the Athlete.

4. SELECTION PANELS

Subject to Clauses 4.2, 4.3 and 4.4, there shall be a Selection Panel for each team to be selected. The Selection Panel shall be appointed by the discipline committee and ratified by the CSA Board, and comprise at least three persons, which may (but need not) include the national coach of the relevant Discipline.

Additional member(s) may be appointed by the CSA Board to any of the Selection Panels if it considers it appropriate to do so to ensure adequate skills and experience.

The relevant Discipline Committee of CSA may direct any member of a Selection Panel to vacate the relevant Panel for such period as considered appropriate where the Committee considers, in its sole discretion, the Panel member has an association with an Athlete which may give rise to a question of bias or conflict of interest in the selection process.

Where any member of the Panel advises the Secretary General that she/he considers she/he is unable to meet his/her responsibilities under this By-law, or the Discipline Committee makes a direction under Clause 4.3, the Discipline Committee will recommend to the CSA Board a replacement to assume that member's role on the Selection Panel.

5. PROCESS FOR SELECTION

To be eligible for selection under the By-law, all Athletes must first:

- Satisfy CSA that she/he meets or will meet the ICF's eligibility requirements (if any), and
- Satisfy CSA that she/he is a financial member of a Canoe Club affiliated as a member of CSA, and
- Not have any outstanding accounts with CSA that are in arrears, and
- Complete and sign the applicable nomination form, including the acknowledgement that she/he will abide by the CSA Team Members By-law, and
- Return all of the items above to CSA by no later than the applicable closing date as specified in each of the Schedules to this By-law.

If an Athlete is selected to a squad and/or team under this By-law, the Athlete acknowledges and agrees that:

The CSA Team Member By-law immediately comes into full force and effect in respect of that athlete.

She/he may be subject to drug testing by the South African Institute for Drug Free Sport and/or ICF if so requested, and comply with both the CSA's and ICF's Anti-Doping By-law, and she/he must maintain a

designated level of fitness determined by CSA, and standard of competitiveness prior to the relevant event for which she/he has been selected.

Failure to comply with any part of clauses 5.1 or 5.2 may result in the Athlete not being eligible for selection.

The decisions of the Selection Panels shall be final.

The Selection Panels will determine selections by such date as is set out in the selection criteria for each team to be selected.

6. SELECTION CRITERIA

The CSA Board will approve Selection Criteria for each team or squad to be selected in the discipline concerned.

If a paddler has an injury and/or illness, which may impact on his or her performance in the trials, then the paddler should submit a supporting medical report or certificate to either, the convener of selectors, the discipline chairman or the Secretary General of Canoeing South Africa *prior* to the trial. Should the injury or illness occur on the day of the trial then the convener of selectors, the discipline chairman or the Secretary General of Canoeing South Africa should be notified prior to the start of the trial and supporting documentation should be submitted on the first working day after the trial. In such instances the convener of the selectors reserves the right to refer the paddler to a CSA nominated medical officer in the paddler's province or the province hosting the trial.

In all selections to which this By-law applies the criteria to be applied by the Selection Panel for the relevant Team is that set out in the relevant Selection Criteria Supplement as approved by the CSA Board.

7. SELECTION WITHDRAWAL

An Athlete who is selected under this By-law may be withdrawn from the squad/team if she/he:

- Breaches or fails to comply with this By-law.
- Breaches or fails to fulfil a requirement of the ICF Anti- Doping Policy.
- Breaches or fails to comply with the CSA Team Member By-law.
- Brings CSA or the sport of canoeing into disrepute.
- Has an illness or injury which in the relevant Selection Panel's opinion prevents the Athlete from meeting the overall principles of selection as set out in the applicable selection criteria.

Any selected Athlete may be withdrawn by CSA if any of the grounds in clause 7.1 occur. CSA shall notify the Athlete in writing of the alleged breach or grounds upon which it is proposed that she/he be withdrawn. The Athlete shall be given a reasonable opportunity (not being less than seven days) to provide reasons why she/he should not be withdrawn.

A selected Athlete may withdraw his/her selection by giving notice in writing to the convener of selectors of the discipline concerned.

If a selected Athlete is withdrawn from selection, the Selection Panel may consider another Athlete.

8. NOTIFICATION

All Athletes seeking selection under this By-law shall be notified by the convener of selectors that they have or have not been selected for a squad and/or team (as the case may be) by email or mail to the address specified in the completed application form as soon as practicable after the Selection Panel has made its decision. The convener of selectors may also advise the selected Athletes of their selection in person.

Any public announcement of any selections will be made by the President of CSA, or his/her nominee.

For the purposes of any appeal, relevant notice must be in writing. Written notice is deemed to have been received immediately when handed directly to the Athlete or 7 days from the time of posting.

9. APPEALING DECISIONS

The decision of the selectors is final, and no correspondence on selections will be entered into by the individual athlete or their Unions. The only avenue for appeal open to an athlete is in the alleged case of a procedural irregularity. This appeal must be addressed in writing to the Chairman of the discipline concerned, within seven (7) days of the date of the alleged irregularity.

The chairman of the discipline concerned will deal with the appeal within seven (7) days of receipt of the appeal, and inform the athlete, as well as the Secretary-General, of the outcome of the appeal. If the athlete feels that his appeal is not fairly heard by the chairman of the discipline concerned, the athlete may take the appeal to CSA. The decision of the CSA Board on the issue will be final.

10. INTERPRETATION

Unless the context otherwise requires, the terms used in this By-law shall have the same meaning as in CSA's Constitution.

No particular part of the selection criteria set out in a Selection Criteria Supplement shall be weighed more or less significantly by reason only of the order in which that part appears in that supplement.

SEXUAL HARASSMENT POLICY AND PROCEDURE GUIDELINE

1. Introduction

Canoeing South Africa (CSA) is committed to providing training and competitive environment which is free of harassment, to promote and advance sound and productive training and participative relations and mutual respect among athletes. CSA believes that the dignity of all is to be respected and protected.

2. Purpose

The desired outcomes of this policy are to create awareness of sexual harassment, to eliminate sexual harassment within CSA, to provide a guide on how to deal with sexual harassment and prevent its recurrence. Having a Sexual Harassment Policy and Procedure will lead to the creation of a training and participative event space that is free of sexual harassment, where all members of CSA respect one another's integrity and dignity, their privacy, and their right to equity in the sport of canoeing.

Core Elements of Laws on Sexual Harassment in Sport Laws on sexual harassment should be extended to apply to sporting activities, if not already covered through general non-discrimination laws or through employment, education, or goods and services legislation.

Laws on sexual harassment in sport should draw on the general principles for sexual harassment legislation, while taking special account of: The varied environments in which women and girls participate in sport.

The fact that sexual harassment can be perpetrated by coaches, other athletes, or other parties involved in supporting and training athletes; and the special power dynamics between athletes and coaches.

Prevention

Because of the power dynamics between coaches and athletes, as well as the high stakes for many student and professional athletes whose sporting activities are integrated with many other aspects of their lives, such as work and education, sporting organizations should take the following steps to prevent and address sexual harassment:

- Develop policies and procedures for the prevention of sexual harassment and abuse;
- Prepare and implement codes of ethics and conduct for coaches, whether they work with adults or children;

- Monitor the implementation of these policies and procedures;
- Evaluate the impact of these policies in identifying and reducing sexual harassment and abuse;
- Provide training on how sexual harassment and sexual relationships can negatively influence coach-athlete relationships;
- Develop complaint procedures that ensure privacy;
- Protect legal rights of athletes and coaches, and protect against retaliation;
- Screen all applicants for coaching staff and volunteer positions;

3. Objective

The objectives for developing this document are:

- To eliminate acts of sexual harassment at CSA;
- To provide appropriate procedures to deal with instances of sexual harassment;
- To prevent the reoccurrence of sexual harassment;
- To encourage and promote the creation of a sports federation free of sexual harassment, in which employers, employees and athlete's respect one another's dignity and integrity, their privacy and right to equality;
- To deal with sexual harassment in a sensitive, prompt, unbiased and confidential manner;
- To ensure that neither the aggrieved nor the alleged harasser are victimised in any way by either management, coaches, event managers;
- To prevent all athletes, to request, accept or compel any managers or other athletes, to engage in sexual activity in return for benefits (albeit training, team inclusion, prize money, promotion, service benefits or any other tangible or intangible benefits);
- To guarantee training security and training related benefits of the grievant; &
- To ensure that all athletes are conversant about sexual harassment and its consequences.

4. Scope

This Policy is intended to guide the federation and all athletes. The harassers and victims of sexual harassment may include:

The Board Members, Committee members, employer, managers, supervisors, employees, job applicants, athletes, suppliers, contractors, others having dealings with CSA;

Non- members who are victims of sexual harassment may lodge a grievance with CSA if the alleged harasser is a member of CSA *where* the harassment has taken place in the in the course of the harasser's participation in a CSA event or in the course of CSA sanctioned training

5. Definition of Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and

mutual.

Sexual attention becomes harassment if:

- The behaviour is persisted in, although a single incident of harassment; and/or
- The recipient has made it clear that the behaviour is considered offensive; and/or
- The harasser should have known that the behaviour is regarded as unacceptable.

Sexual harassment in the sporting environment is a form of unfair discrimination on the basis of sex and/or gender and/or sexual orientation which infringes the rights of the complainant and constitutes a barrier to equity in the sports arena. Sexual harassment in the Canoeing environment will not be permitted or condoned.

6. Test for Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of an athlete and constitutes a barrier to equity in the canoeing arena, taking into account all of the following factors:

- Whether the harassment is on the prohibited grounds of sex and/or gender and/or sexual orientation;
- Whether the sexual conduct was unwelcome;
- The nature and extent of the sexual conduct; &
- The impact of the sexual conduct on the athlete.

7. Factors to Establish Sexual Harassment

7.1 Harassment on a prohibited ground

- The grounds of discrimination to establish sexual harassment are sex, gender and/or sexual orientation; &
- Same-sex harassment can amount to discrimination on the basis of sex, gender and sexual orientation.

7.2 Unwelcome conduct

- There are different ways in which an aggrieved person may indicate that sexual conduct is unwelcome, including non-verbal conduct such as walking away or not responding to the harasser;
- Previous consensual participation in sexual conduct does not necessarily mean that the conduct continues to be welcome;
- Where a complainant has difficulty indicating to the harasser that the conduct is unwelcome, such complainant may seek the assistance and intervention of another person such as a co-athlete, coach, counsellor, human resource official, family member or friend.

7.3 Nature and extent of the conduct

7.3.1 The unwelcome conduct must be of a sexual nature, and includes physical, verbal or non-verbal conduct.

- The physical conduct of a sexual nature includes all unwelcome physical contact, ranging from touching to sexual assault and rape, as well as strip search by or in the presence of the opposite sex;

- Verbal conduct includes unwelcome innuendos, suggestions, hints, sexual advances, comments with sexual overtones, sex-related jokes or insults, graphic comments about a person's body made in their presence or to them, inappropriate enquiries about a person's sex life, whistling of a sexual nature and the sending by electronic means or otherwise of sexually explicit text; &
 - Non-verbal conduct includes unwelcome gestures, indecent exposure and the display or sending by electronic means or otherwise of sexually explicit pictures or objects.
- 7.4 Sexual harassment may include but limited to, victimisation, *quid pro quo* harassment and sexual favouritism.
- Victimisation occurs where an athlete is victimized or intimidated for failing to submit to sexual advances;
 - *Quid pro quo* harassment occurs where a person such as an coach, committee member, member of management or co-athlete, influences or attempts to influence an athlete / non-athlete participation circumstances (for example inclusion in team, meal benefits, training, discipline, or other benefits) by coercing or attempting to coerce an athlete/ non-athlete to surrender to sexual advances. This could include sexual favouritism, which occurs where a person in authority in the canoeing arena rewards only those who respond to his or her sexual advances.
- 7.5 A single incident of unwelcome sexual conduct may constitute sexual harassment.
- 7.6 Impact of the conduct
The conduct should constitute an impairment of the athlete's dignity, taking into account:
- The circumstances of the athlete; and
 - The respective positions of the athlete and the harasser in the canoeing federation.

8. Guiding Principles

CSA *aims* to create and maintain a sporting environment in which the dignity of athletes is respected. The climate in the canoeing arena should also be created and maintained in which victims of sexual harassment will not feel that their grievances are ignored or trivialised, or fear reprisals. Implementing the following guidelines can assist in achieving these ends:

- All members of CSA are required to refrain from committing acts of sexual harassment;
- All members of CSA *have* a role to play in contributing towards creating and maintaining a sporting environment in which sexual harassment is unacceptable. All should ensure that their standards of conduct do not cause offence and they should discourage unacceptable behaviour on the part of others;
- *CSA Management* (executives, committee members) should attempt to ensure that persons such as athletes, suppliers, job applicants and others who have dealings with the federation, are not subjected to sexual harassment by the *CSA Management* or its employees;
- *CSA Management* is required to take appropriate action in accordance with this policy, when instances of sexual harassment which occur within

the federation are brought to their attention or acts thereof have been witnessed.

9. Procedures for dealing with Sexual Harassment cases

This procedure is clear on how to deal with sexual harassment and ensures the resolution of problems in a sensitive, efficient and effective way. Complainants in sexual harassment matters have the right to follow the procedures in the policy and CSA will take appropriate action.

9.1 Reporting Sexual Harassment

- 9.1.1 Sexual Harassment forms part of Discrimination and is included in the Employment Equity Act. Section 60 (1) of the EEA provides that conduct in contravention of the EEA must immediately be brought to the attention of the employer.
- 9.1.2 In instances of sexual harassment, the word “immediately” shall mean as soon as is reasonably possible in the circumstances and without undue delay, taking into account the nature of sexual harassment, including that it is a sensitive issue, that the complainant may fear reprisals and the relative positions of the complainant and the alleged harasser in the federation.
- 9.1.3 Sexual harassment may be brought to the attention of the federation by the complainant or any other person aware of the sexual harassment, for example a friend, colleague or human resources official acting on the request of the complainant, where the complainant has indicated that she/he wishes the federation to be made aware of the conduct. However, where the sexual harassment is of a particularly serious nature, the complainant should be encouraged to inform the federation.

9.2 Obligations of the Federation

When sexual harassment has been brought to the attention of the federation, CSA *will*:

- 9.2.1 Consult all relevant parties;
- 9.2.2 Take necessary steps to address the complaint in accordance with the Amended Code of Good of Practice on the Handling of Sexual Harassment Cases in the Workplace and this policy; &
- 9.2.3 Take the necessary steps to eliminate the sexual harassment.

9.3 Advice and Assistance

- 9.3.1 A complainant of sexual harassment may require advice and assistance, including counselling.
- 9.3.2 CSA *will* designate a person outside of line management whom victims may approach for confidential advice and/or counselling. Such a person:
- Could include persons employed by the company to perform inter alia such a function, a trade union representative or co-athlete, or outside professionals;
 - Should have the appropriate skills and experience including counselling and labour relations skills;
 - Should be properly trained and given adequate resources; &

- The company will also appoint an independent external person that victims can approach if they are not comfortable with the designated internal person: AJ Human Resources Consultants – 082 687 2120 will serve that purpose.

9.4 **Advising the Complainant of CSA Procedures to Deal with Sexual Harassment**

9.4.1 When an incident of sexual harassment is brought to the attention of CSA, *CSA will:*

- Advise the complainant that there are formal and informal procedures which could be followed to deal with the problem;
- Explain the formal and informal procedures to the complainant;
- Advise the complainant that he/she may choose which procedure to be followed by the federation, except that in certain limited circumstances the federation may follow a formal procedure if it's found that there is a significant risk of harm to other persons in the canoeing arena even if the complainant does not wish to do so;
- Re-assure the complainant that he/she will not face any adverse consequences if he/she chooses to follow either the formal or informal procedure;
- Advise the complainant that the matter will be dealt with confidentially if the complainant so chooses;
- In the case where the act of sexual harassment constitutes a crime, the federation should advise the complainant that they have the right to lay a complaint with the South African Police Services; &
- Assess the risk of recurrence, of further physical / emotional / reputational risk, and remove the complainant or the alleged harasser from the situation.

9.5 **Informal Procedure**

9.5.1 A complainant of sexual harassment may choose to follow either of the following informal procedures:

- The complainant or another appropriate person will explain to the alleged harasser that the conduct in question is not welcome, that it offends the complainant, makes him/her uncomfortable and that it interferes with his/her athletic performance; or
- An appropriate person approaches the harasser, without revealing the identity of the complainant, and explains to the alleged harasser that certain forms of conduct constitute sexual harassment, are offensive and unwelcome, make athletes feel uncomfortable, and interferes with their athletic performance.

9.5.2 *CSA will* consider any further steps, which can be taken to assist in dealing with the complaint.

9.6 **Formal Procedure**

As per the Amended Code of Good Practice of Handling Sexual Harassment Cases in the Workplace. The Formal procedure for dealing with Sexual Harassment will constitute that of a Grievance Procedure, however this will be a one-level procedure for confidentially purposes.

- 9.6.1 The employee will raise his/ her grievance verbally and in writing using the Grievance form with the designated person,
- 9.6.2 In the event of an athlete having a complaint against the designated person, he/she must approach the external designated person or the federation directly for the purpose of resolving the grievance.
- 9.6.3 The designated person/ external designated person/ federation will investigate the matter;
- 9.6.4 During the investigation the alleged harasser will be suspended on full pay (if applicable);
- 9.6.5 Depending on the outcome of the investigation, disciplinary action will be taken;
- 9.6.6 In the event the aggrieved person believes that that matter has not been satisfactorily resolved by the internal procedures outlined above, the aggrieved person may refer the dispute to the Department of Sport & Recreation similarly, an alleged harasser of sexual harassment may refer a dispute arising from disciplinary action taken by the Federation to the Department of Sport & Recreation ;
- 9.6.7 It is a disciplinary offence to victimise or retaliate against a complainant who in good faith lodges grievance of sexual harassment;
- 9.6.8 Similarly, it is a disciplinary offence for any athlete to lodge a malicious complaint of sexual harassment, as a means of retaliation or settling another grievance of sorts.

9.7 **Disciplinary Sanctions**

Sexual harassment is a very serious offence. As a first offence, depending on the severity can lead to a suspension from the sport or banning from the sport.

Every sexual harassment case will be investigated to assess the severity of it and the required sanction:

- 9.7.1 A suspension can be issued for non-continued minor instances of sexual harassment;
- 9.7.2 Banning may ensue for continued minor instances of sexual harassment, as well as for serious instances of sexual harassment.

10. **Confidentiality**

- 10.1 CSA *and* its employees will ensure that grievances about sexual harassment are investigated and handled in a manner that ensures that the identities of the persons involved are kept confidential;
- 10.2 In cases of sexual harassment, management, employees, and the parties concerned will endeavour to ensure confidentiality in the disciplinary inquiry. Only appropriate members of management as well as the aggrieved person, representatives, alleged harasser, witnesses and interpreter if required should be present in the disciplinary inquiry;
- 10.3 In severe cases, the victim may be allowed to testify into a camera with an intermediary, especially if this is aligned with the further protection of the alleged victim's dignity and psychological well-being;
- 10.4 CSA *will* disclose to the complainant, the harasser and/or their representatives, such information as may be reasonably necessary to enable the parties to prepare for any proceedings in terms of this code.

11. **Amendments to this Procedure**

This procedure may be amended by the Federation, provided that the procedure is not in conflict with the provisions of the Amended Code of Good Practice on the Handling of Sexual Harassment Cases in the work place.

GRIEVANCE APPLICATION FORM

Name of Aggrieved Employee (if this is a collective grievance, attach a list of the names of all aggrieved employees)		
Job Title		
Department		
Name of Superior with whom Grievance has been Lodged		
Representative's Name		
Date Grievance Lodged:		
Nature of the Grievance:		
Solution Proposed by Aggrieved Employee:		
Date:		
Signature of Aggrieved Employee:		
Date:		
Signature of Superior:		

TEAM MANAGERS MANUAL



AMENDED JANUARY 2019

*Canoeing South Africa PBO18/1/113/1305
63 Norrie Avenue
Durban North
Durban
South Africa,
Tel: 083 263 1927
Email: sg@canoesa.org.za*

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1. **Media & Promotions**

Media Releases
Social Media

2. **Reports**

Pre-Tour / Competition Reports
During Tour / Competition Reports
Post-Tour / Competition Reports
Disciplinary Reports

3. **Medical Services**

Drug Testing
The South African Institute for Drug Free Sport
Sanctions
Inadvertent Doping
Colds, Flu or Hay-Fever
Clearance time for banned stimulants
Asthma Medications
Food Supplements and Herbal Products
Cannabis
Therapeutic Use Exemption(TUE)

1. INTRODUCTION

This handbook has been issued as a comprehensive guide with which to assist Team Managers in planning and executing the successful participation of South African Canoeing teams in international competitions.

Although this document has largely been adapted from those that have been issued by other National Federations, its contents aims to cater to the specific circumstances that remain applicable to South African Canoeing.

It is important to note that, although this document serves as a guideline to all Team Managers, all considerations need to be made in close consultation with the Canoeing South Africa Secretary General, to ensure that all decisions are made in keeping with the overall principles and capacity of the Federation.

2. STRUCTURE

Board of Directors

Canoeing South Africa is governed by a Board of Directors that is elected at the Annual General Meeting and includes the nominated Chairpersons of each affiliated Union.

The CSA Board is principally tasked with the governance and strategic direction of CSA, including the management of its international responsibilities and disciplinary procedures.

A full list of the current CSA Board members can be found at: <http://www.canoesa.org.za>

Correspondence to the Board should be addressed to:

Canoeing South Africa PBO 18/1/113/1305
 sg@canoesa.org.za
 Tel: +27 83 263 1927

3. Canoeing South Africa Management

CSA employs one part time and one full time staff member.

Secretary General Colin Simpkins sg@canoesa.org.za	The Secretary General is responsible for the overall efficiency and effectiveness of all CSA operations and works closely with Technical Committees, the Financial Controller to ensure the successful administration of those areas.
Financial Manager Walter Ulrich finance@canoesa.org.za	The Financial Manager is responsible for overseeing CSA's financial activities and maintaining all financial accounts and records for the organisation.

4. OVERVIEW

Below is a summary of the responsibilities of various Canoeing South Africa Officers and Team Officials.

It is mandatory that all positions of team manager are advertised by the respective discipline committees. The selection of the manager should be undertaken by the discipline committee. The committee will recommend the successful applicant to the board for approval.

When the Coaches and other officials have been appointed, the Team Manager should form a close association with them to enable preparations and arrangements to be carried out as smoothly as possible. In consultation with the Secretary General and the Chairperson of the relevant standing committee, an agreement should be reached on the division of responsibilities among all officials. Where necessary, the Team Manager should delegate certain duties to individuals and the responsibilities of each official should be conveyed to team members.

Once elected the Team Manager becomes a member of the relevant standing committee for the duration of his/her duties.

The Team Manager remains accountable to the Canoeing South Africa Secretary General and should keep the Secretary General and standing Committee Chairperson informed of the progress of tour arrangements and of any changes which may occur.

5. SUMMARY OF RESPONSIBILITIES

5.1 Secretary General

The Secretary General is responsible for:

The overall management and control of Canoeing South Africa, including all South African Teams;

- The formulation and implementation of policies that are designed to successfully achieve the mission and objectives of Canoeing South Africa outlined in the CSA Constitution.
- Assist the Team Manager in the planning of the tour by ensuring that all information regarding relevant timelines for entries, accommodation and all necessary payments thereof are made available to the Team Manager and are met in goodtime.
- The delegation of responsibility to various staff and officers as is deemed appropriate.

5.2 Team Manager

The Team Manager is responsible for:

- Working closely with Canoeing South Africa to define clearly the duties and responsibilities of all team officials, and in particular with the CSA Secretary General and the relevant Standing committee Chairman regarding all aspects of the team/tour;
- To supervise the co-ordination of clothing, equipment, finances, transportation and accommodation;
- To co-ordinate all efforts to meet the needs of athletes, coaches, officials and to minimize problems before tour and on tour;

- To liaise between event organising committees, the coach and the team;
- To liaise with the media before and throughout the tour; and
- To lead the Canoeing South Africa delegation and meet all protocol responsibilities while on tour.

6. FINANCIAL MANAGEMENT

6.1 General

The Team Manager is accountable to Canoeing South Africa for the monies allocated and available in the Team budget, and has an obligation to ensure that all monies are efficiently and effectively committed. Team Managers have authority to spend monies in line with their budgets, but expenditure beyond these limits will require a budget revision, which must be approved by the CSA Financial Manager and CSA Secretary General.

All finances must pass through Canoeing South Africa bank accounts and are subject to an annual audit.

Team Managers should contact the CSA Secretary General and Financial Manager as soon as possible following their appointment to discuss the financial aspects of the tour.

Complete records of all transactions must be kept and presented to the CSA Financial Manager at the end of the tour or as and when requested.

6.2 Athlete Membership Fees

It is important that all athletes are fully paid members of Canoeing South Africa as these monies pay for the administration fees and insurance.

6.3 Budget

In the fortunate event that a budget is available, the following will apply:

- Budgets for all programs of Canoeing South Africa, including the operations of Canoeing South Africa Team Tours must be approved by the Board of Directors.
- Team Managers must not commit to expenditure of funds that have not been provided for in this Team Budget.

To enable approval by the Board and incorporation in the overall Canoeing South Africa budget, Team Operational Budgets need to be prepared by the relevant Team Manager in consultation with the CSA Secretary General and Financial Manager as early as possible - if possible prior to the selection of athletes. These budgets will form the budget outline for the year and be shown on all budgets vs. actual reports.

The budget break down requires operating a comprehensive spreadsheet of revenues and expenses for which a template can be provided by the CSA

Financial Manager.

These procedures are important to enable the close monitoring of actual expenditure and performance against budget and significant variances (< or > 5%) will require program explanations.

6.4 Payment of Expenses (Pre & On-Tour)

Team Managers are required to consult the CSA Financial Manager to co-ordinate the most effective means of arranging the payment of pre and on-tour expenses.

- Payments to be effected by CSA direct to the supplier must be supported by an invoice in the name of Canoeing SA at its current address. This is especially important when it comes to foreign invoices as Canoeing SA's bankers cannot effect forex transfers unless these invoices are in the name of Canoeing SA.
- It is also important for the team manager to note that forex payments often require a number of days to be processed through the banking system.
- Payments to be refunded to the team manger and/or athlete need to be supported by valid documentation/invoices in the name of the team manager/athlete.
- CSA may make use of currency cards that are issued in a team manager's name and that are then loaded with the budgeted foreign currency required prior to the start of a tour. All payments made using the currency card must be supported by supplier vouchers/slips.

6.5 Receipt of Income

Unless otherwise discussed, the position of Team Manager is on a voluntary, non-remunerable basis.

6.6 Agreements /Contracts

A contract is a legally binding agreement between two parties, in this case, Canoeing South Africa being one party to the agreement, and a person or persons or an entity (i.e. company or another institution) which has the legal capacity to enter into a contract being the other. The CSA Secretary General should be advised in the event of a contract being required for any purpose.

Signatories for Contracts or Agreements

Where a contract of agreement requires the Canoeing South Africa logo to be affixed, the authority to affix the logo must be approved by the CSA Secretary General.

In all cases it is important to ensure that the signatory has corporate responsibility and is authorised to sign on behalf of Canoeing South Africa, but the terms of the contract must always be checked by the CSA Secretary General.

7. TEAM UNIFORM

Official Supplier – Track suits, etc.

If the budget permits, the costs for the team uniform/kit may be refunded to an agreed limit within the budget for each athlete.

Use of the Protea Emblem

The Protea is the emblem for Canoeing South Africa's National teams that will be receiving Protea Colours and is therefore only for use in those teams according to the following stipulations:

- Only teams recognised and approved by SASCO may be permitted to use the Protea Emblem.
- Permission, where granted, will allow the Protea to be displayed by representative sports persons on their competition and dress uniforms and by accompanying officials on their dress uniforms.

8. COMPETITION INFORMATION

Information received by Canoeing South Africa regarding competitions will be forwarded immediately to the relevant standing committee chairman and if appointed, the relevant team manager.

Managers should note that competition entries, accreditation and accommodation procedures adhere to a strict timeline and that these must be adhered to well in advance to avoid problems and penalties from the organisers. It is therefore, recommended that once appointed the Team Manager contact the organisers directly as soon as possible, in consultation with the secretary general.

8.1 Competition Entries

The CSA Secretary General is required to endorse the entries to competitions and all team selections must be approved by CSA Board.

8.2 Membership

All athletes have to be current financial members of Canoeing South Africa for the whole duration of the tour. Athletes have to be aware that the membership season changes over at the beginning of April.

If they are not current financial members before they leave for their trip, they WILL NOT be allowed to compete.

9. TRAVEL

9.1 Air Travel Policy

Should Canoeing South Africa appoint an official travel agent it will be compulsory to make use of this agent as they will be briefed on the specific needs of CSA teams and will have a contractual commitment to them. The Team Manager must check whether such an agreement already exists before making any travel arrangements.

9.2 Bookings

Bookings should be made as soon as possible.

If a team is travelling soon after their selection event then provisional bookings can be made using the names of those athletes who have been nominated to the team in order to secure the best priced flights. These names can then be confirmed / cancelled immediately after the team has been announced.

10. MARKETING AND SPONSORSHIPS

The CSA Secretary General is responsible for all marketing and sponsorship programs with Canoeing South Africa. Team Managers **MUST** discuss all sponsorship approaches with the Secretary General prior to any proposals being distributed.

All Team documentation must acknowledge the support of the National Lotteries Commission and when necessary, any other relevant institutions such as the Department of Sport and Recreation South Africa - Logo's are available and must be obtained from the CSA Secretary General.

11. RISK MANAGEMENT

11.1 Behaviour Protocol

All members of Canoeing South Africa are obliged to behave in a proper manner and to the absolute satisfaction of Canoeing South Africa, and in particular the Team Manager.

The standard of behaviour of each team member will be assessed not only in terms of their obligations under the Team Membership Agreement, but also in light of the following values (adapted from the Australian Olympic Committees Athlete's Commission).

11.2 Athletes Code of Ethics

As a participant in any activity held by or under the auspices of Canoeing South Africa, an athlete must meet the following requirements in regard to their conduct during any such activity or event:

- Respect the rights, dignity and worth of fellow canoeists, coaches, officials and spectators.
- Refrain from conduct which could be regarded as sexual or other harassment towards fellow canoeists and coaches.
- Respect the talent, potential and development of fellow squad members and competitors.
- Care and respect the equipment provided to you as part of your program.
- Be honest and sincere with your coach regarding any illness or injury and your ability to train fully within the program requirements.
- Conduct yourself in a professional manner relating to language, temper and punctuality.
- Maintain high personal behaviour standards at all times.

- Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
- Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

12. TEAM MANAGERS & BEHAVIOUR PROCESS

Team Managers are responsible for the behaviour of the athletes and officials within their team. This responsibility commences as soon as athletes and officials are selected to the team. Team Managers are expected to promptly advise each of their team members of the standards of behaviour required and to ensure that there are no misunderstandings as to Canoeing South Africa's expectations in this regard. Team Managers will remain responsible for each team member until they conclude their involvement in the team.

During team tours/camps, and as appropriate according to their competition schedule, Team Managers will:

- Schedule a daily meeting of the team;
- Ensure they know the whereabouts of their team members at all times;
- Arrange social occasions for the team; and
- Monitor the behaviour of team members, especially in the Team accommodation to ensure that no disturbance is created for other Team members.

Team Managers must promptly report to the CSA Secretary General all incidences of failure to observe the required standards of behaviour. Failure to do so will itself be unacceptable behaviour by the Team Managers.

Team Managers may give the CSA Secretary General a recommendation as to the sanction to apply in particular cases.

Each Team Manager is authorised to act in accordance with the Team Members By-Law in determining the sanction to be applied to any Team Member who breaches the required standard of behaviour whilst part of a national team. The Team Members Agreement allows the following in the event of any breach:

Where a Team Manager believes that a team member ought to be expelled from the Team then the matter should be referred to the CSA Secretary General. If complaints are received about a team member's behaviour, the members Team Manager will be asked to investigate the matter and report all details to the Secretary General, who will ensure that all complainants will receive a response and a determination.

12.1 Examples of Required Standards of Behaviour

Team Accommodation

All team members will respect the privacy and comfort of their fellow Team members and other residents, in particular those team members and residents still involved in competition.

They must comply with the directions of their Team Manager and other Team Management.

Venues

Team members will respect the authority of officials from the South African team, the ICF and must behave with decorum and dignity.

Alcohol

As a requirement of the Team Member By-Law, Team members under the age of 18 years are not permitted to consume alcohol whilst on team tour.

The primary role of the Team Members is to perform to the best of their ability at the event for which they were selected. Consumption of alcohol must not detract from this performance. Therefore, Team Managers may determine a policy to apply to their team or individual team members in this regard.

Whilst acknowledging that team members will want to celebrate after completing their competition (s), team members must not allow their behaviour to be adversely affected by alcohol or become unruly or cause offense to others.

The practice of a "Fines" evening in which team members are made to consume alcohol is strictly prohibited.

All Team members are expected to counsel and assist their fellow team members to prevent inappropriate behaviour before it happens.

Public Behaviour

When in public whilst a member of a National Team, especially when dressed in elements of the Team uniform, team members should display politeness and general courtesy to all members of the public.

Team members should be accommodating within reason for all requests for autographs and must be especially attentive to and supportive of requests from children.

Media Conferences / Interviews

When being interviewed by the media, Team members are expected to be polite, punctual and courteous.

Team members should be honest in their answers.

Uniforms

At Team functions, team members are to wear the Team uniform, unless

otherwise advised.

Team members are similarly required to wear formal Team clothing during pre-arranged interviews.

Damage to Property

Any Team member who damages or contributes to damage to property in a competition venue must report this to his / her Team Manager.

Team members will be responsible for the cost of repairing the damage they have caused.

Team members are to be reminded that any damage to property, either in or outside competition venues may be subject to litigation or criminal prosecution and that they are personally responsible for any damage to property they may cause.

Police

If an incident involving the police occurs, Team members must advise their Team Manager. As soon as a Team Manager is aware of such an incident, they must advise the CSA Secretary General immediately and provide a report in writing as soon as possible.

12.2 Athlete Declaration

To be eligible for a South African team, athletes must sign the declaration on the Nomination form. The following is a copy of that declaration and it should be noted that the acknowledgement is a legal document and affects the Athletes rights:

Team Managers are responsible for reporting any breaches of the declaration to the CSA Secretary General so that appropriate action can be determined.

The acknowledgement reads as follows:

1. I have read and understood the Selection Handbook as well as the CSA By-Laws and acknowledge the terms, conditions and obligations contained therein, and which terms, conditions and obligations are imposed upon me as a result of my selection to a Team;
2. I have been provided with a copy of the Canoeing South Africa Selection Procedures and the South African Team Selection Criteria Supplement for the South African Team to compete in the events. I agree to abide by the terms and conditions of these Selection Policies.
3. There will be some personal expense involved in attending the Selection Events, camps, events and tours as outlined in the Selection Handbook and I accept full responsibility for my expenses. I understand that I will not be eligible to travel with the team nor compete in events if I have any of these monies outstanding on the date of departure of the team.
4. I hereby state that: (a) I am a fully paid up current member of a canoe club

affiliated to a provincial union member of CSA; (b) I do not have any outstanding accounts with CSA that are in arrears; and (c) I agree that I shall meet the ICF's eligibility requirements.

5. I am subject to drug testing by the South African Sports Drug Agency and/or ICF, and will comply with both Canoeing South Africa's and the International Canoe Federations Anti- Doping By-Law
6. I will maintain a designated level of fitness as determined by Canoeing South Africa and a standard of competitiveness prior to the relevant event for which I have been selected and will not participate in any races or event unless sanctioned by the Sprint Committee.
7. No drinking of alcohol is permitted by Juniors while on overseas tours or attending training camps in South Africa. Should a junior found to have been drinking, he or she will be expelled from the team, sent home immediately and, subject to confirmation at a Disciplinary Tribunal, be stripped of any National or Federation Colours.
8. Any athlete selected to represent South Africa or the Federation shall conduct him or herself with the dignity and decorum as befits a representative of one's country or Federation. Failure to do so will result in the athlete being expelled from the team and, subject to a Disciplinary Inquiry, be stripped of any National or Federation Colour awards.

The Declaration refers to the following By-laws:

1. The **South African Canoeing Selection Procedures By-Law**, which is the policy that governs the selection of athletes to South African Canoeing teams in each of the Disciplines of Canoeing and must be read in conjunction with the relevant Selection criteria Supplement relevant to the team an athlete nominates for.
2. The **Selection Criteria**, which sets out the performance criteria that an athlete must meet to be selected to the South African Team.
3. The **Team Members By-Law** which outlines the responsibilities and obligations of athletes selected to South African Teams and Squads and when participating in Training Camps.

12.3 Insurance

The team manager is to ensure that all members of the national team are covered by the appropriate travel insurance.

13. MEDIA AND PROMOTIONS

13.1 Media Releases

Canoeing South Africa will assist with the distribution of media releases to South African media agencies.

Media releases should be emailed to Canoeing South Africa, or to designated Media liaison, for distribution as soon as possible at the conclusion of the day's events. *Results are no good to the media if they are a couple of days old!*

Useful Tips for Media Releases

Accompanying the results can be a brief description of the conditions, opponents and interesting bits of information that can fill out a story.

Quotes from the athletes concerned are always great.

Media releases before the event will alert the media and can be just as useful as those issued after the event

Whilst we are all interested in the South African results, it is best to provide, where possible, the full results for at least the top three placings for each event. These should include the athletes name(s), country and time.

13.2 Social Media

Canoeing South Africa will give Team Managers access to the CSA social media platforms to add "status" updates and photos of how the tour is going and results at the events. Please contact the Secretary General to arrange access to these facilities.

Whenever possible, photos are always an important part of any media release / update.

14. REPORTS

Pre-Tour / Competition Reports (See CSA Pre-Tour Checklist)

Team Managers should prepare a regular Team Newsletter which should be distributed to all Team Members, members of the relevant standing committee and the CSA Secretary General.

During Tour / Competition (See CSA On-Tour Checklist)

Team Managers should send regular reports and Media releases back to Canoeing South Africa. Where possible, a media release might be prepared prior to each competition and following each day of the competition.

Team Managers should also immediately report any situation to the CSA Secretary General that:

- may result in media attention;
- involved the hospitalisation of any team member;
- has resulted in the Team Manager terminating the membership of any team member from the team, or sending any team member home.

Post Tour / Competition (See CSA Report Template)

As soon as possible after a team has completed its involvement in international competition the team manager should prepare a report. The report should

include the following:

- The results achieved by the team at each competition.
- The morale of the team.
- The performances of all persons who were members in the team.
- The financial accounts of the team, which will be required to be audited by the official CSA Financial Manager.
- Any changes / recommendations which the writer of the report thinks desirable in the selection, management or coaching of future teams.

A copy of the report must be forwarded to the following individuals:

- The CSA General Manager, who shall refer the report to the Board of Directors;
- The Chairperson of the relevant standing committee;
- The Chairperson of the selection committee which selected the team.

The Board of Directors may do one of the following:

- Request any person to give the Board of Directors information with respect to any matter arising out of the report;
- Publish any report or any information provided by any person, with or without any other information or any views of the Board of Directors.
- Make such recommendations as it thinks fit to the relevant standing committee, or to standing committees generally, with respect to any matter arising out of a report;
- Take such other action with respect to any matter arising out of a report as it thinks necessary.

Disciplinary Reports

Any request for disciplinary action should not be included in the above tour report but should be contained in a separate report and forwarded immediately on return to the CSA Secretary General for action. No other copies of the report should be issued.

The CSA Secretary General should then convene a disciplinary tribunal. The Chairman of the relevant standing committee will be informed of the report and briefed by the Secretary General on the situation.

15. MEDICAL SERVICES

Team Managers play an important part in communicating South Africa's Drug Free Sport, anti-doping program to athletes by cooperating with all Anti-Doping officials and passing on any relevant information to athletes.

15.1 Drug Testing

Many South African Canoeing athletes are subject to out-of-competition (OOC)

testing and event testing.

Out of Competition Testing:

Athletes nominated for teams can be included on an OOC register and randomly selected to provide a urine sample at any time at no notice. Athletes on this register must provide contact details to Canoeing South Africa. Athletes failing to comply with a request to provide a urine sample may face sanctioning. Athletes nominated for the OOC register are advised accordingly.

Event Testing:

Athletes are subject to random testing if they are competing at an international event, national event, professional sporting competition and in some cases other events.

The South African Institute for Drug Free Sport

The South African Institute for Drug Free Sport can be found at the following webpage: <http://www.drugfreesport.org.za/>

And contacted at: info@drugfreesport.org.za.

4th Floor
Sport Science Institute of South Africa
Boundary Road
Newlands,
Cape Town (7700)
Postal Address: PO Box 2553, Clareinch,7740
Phone Number: 021-686 1904 (08610SAIDS)
Fax Number: 086 127 2437 (08612SAIDS)

Any athlete that commits a doping offence is subject to the hearing process and sanctions outlined in the CSA Anti-Doping rules. Sanctions range from a warning to a two-year ban depending on the offense.

15.2 Inadvertent Doping

Many medications contain banned and restricted substances as outlined in the IOC list of doping classes and methods. Athletes must take great care in choosing medications, particularly when they compete in events where drug testing may occur.

Check if the medication is listed under “permitted medications” in the “Drugs in Sport List WADA Prohibited List” that are both available from the South African Institute for Drug Free Sport at <http://www.drugfreesport.org.za/>

Go online to check your medication at: <http://www.drugfreesport.org.za/medication-check-4/>

Phone the Institute for Drug Free Sport at 0861 0SAIDS

15.3 Asthma Medications

Some asthma medications contain banned substances, however, many asthma medications are permitted if administered in aerosol form.

Athletes should always check their medications with a knowledgeable sports doctor and/or Drug Free Sport.

Athletes using asthma medications are required to obtain a Therapeutic Use exemption 30 days before competing.

Food Supplements and Herbal Products

Some nutritional and herbal supplements contain banned substances but are not always listed as an ingredient on the packaging. If uncertain always check the product with Drug Free Sport.

15.4 Therapeutic Use Exemption (TUE)

All information regarding athlete applications for therapeutic use exemptions can be found at the following url:

<http://www.drugfreesport.org.za/therapeutic-use-exemption/>

Athletes should be aware that applications for TUE takes up to 30 days and that they need to submit all relevant forms in good time before their competition. Forms can be submitted via email to:

rado-tue@drugfreesport.org.za or faxed to: 0861 272437

TEAM MEMBERS BY-LAW

1. DESCRIPTION

The By-Law sets out the obligations of any member who is selected to become a member of any team or squad established by CSA.

Canoeing South Africa is the body recognized by the International Canoe Federation (“**ICF**”) as responsible for the accreditation and participation of representatives from South Africa in canoeing championships conducted overseas and in South Africa.

This By-Law applies to any person who has been selected to:

Become a member of a team or squad.

Participate in a CSA Training Camp (whether or not they are a member of any team or squad) unless otherwise determined by CSA in writing.

2. DEFINITIONS

In this Agreement, the following terms have the meanings indicated, unless the context requires otherwise:

Athlete	means a person who has been chosen by the Selection Panel to be a member of the relevant squad and/or team for the relevant event or events in their Discipline as set out in the CSA Selection Procedures By-Law.
Athlete Sponsors	means those sponsors notified by the Athlete to the Secretary General in writing from time to time.
Championships	mean any race, match or competition where the Athlete competes as a member of the Team.
Disciplinary Tribunal	means the disciplinary tribunal convened under the CSA Disciplinary Measures By-Laws.
National Sponsors	means those CSA sponsors advised to the Athlete in writing.
Team	means the team and/or squad to which the Athlete has been selected.
Team Management	includes the Secretary General, Team Manager, National Coach, and any coach or other official appointed by Canoeing South Africa from time to time for the purpose of a particular tour.

3. TERM

This By-Law applies to an Athlete from the time of the Athlete's selection in the Team and continues for a period of 12 months, unless membership of the Team is terminated earlier under Clause 8 ("**Breach and Termination**").

4. WHAT CANOEING SOUTH AFRICA PROVIDES

Canoeing South Africa *may*, in its absolute discretion, provide the Athlete as a member of the Team with the following benefits:

Coaching support from the National Coach and other coaches, assistant coaches and experts considered necessary.

Medical, massage and physiotherapy treatment and facilities.

Administrative support to enable the Athlete to participate in events at Championships and or World Cup Events.

Sports science and sports medicine advice and support.

5. MANAGEMENT'S OBLIGATIONS

Whilst on tour, the management of the team, which may consist of manager, coach, physio, chaperone must treat all athletes with equal importance.

The abuse of alcohol will not be tolerated. Disciplinary steps will be taken against management if it can be proven that they have been drunk. This may include being stripped of any formal recognition by the federation including national colours.

Allowing or encouraging juniors to consume alcohol will result in any team management member being stripped of any formal recognition by the federation, including national colours.

If a junior female(s) is included in the team, there must be an adult female member on the management team for the tour.

6. ATHLETE'S OBLIGATIONS

The Athlete will:

Remain a member of an affiliated club as defined in the Canoeing South Africa Constitution.

Obey all reasonable directions given by Team Management and any person appointed to implement those directions including to attend and participate in, to the best of the Athlete's ability, all competitions, training sessions, camps, and Team meetings and shall comply with and observe the Constitution, By-Laws and regulations and any determination, resolution or policy which may be made or passed by the CSA Board, Council or any duly authorized committee of CSA.

Not enter into any contract, arrangement, or understanding that would prevent the Athlete from complying with this By-law.

Wear only official Team uniform, clothing, competition and training apparel as approved by CSA when travelling to and from and competing in Championships including during training and on other specified occasions, regardless of any conflict between Canoeing South Africa's sponsors and the Athlete's pre-existing sponsor/s, unless prior permission has been obtained from Team Management.

On Canoeing South Africa's request, submit to a complete physical examination (at Canoeing South Africa's expense) before the start of any Championships.

Acknowledge that failure to achieve a level of physical fitness necessary to compete in any Championships will result in suspension of the benefits that would otherwise have been provided by Canoeing South Africa to the Athlete under clause 4 until the Athlete submits to another complete physical examination and is passed fit to compete as a member of the Team.

Unless otherwise authorized in writing, travel from Team activities and Championships on the dates and in the manner directed by Team Management.

Irrevocably submit himself or herself to the authority of Canoeing South Africa's Disciplinary Tribunal, and abide by any decision of the Disciplinary Tribunal properly reached in accordance with the provisions of CSA Disciplinary Measures By-law.

If and when requested to do so by Team Management, contribute by way of money and/or equipment to his or her own preparation for and participation in Championships. Such monies must be paid prior to departure for any Championships.

Observe and comply with Canoeing South Africa's Anti-doping By-law, the ICF Anti-Doping Policy's (however named) including submitting to the penalties ordered by either or all.

The athlete undertakes to provide her/himself with all canoeing equipment considered necessary from time to time.

The Athlete undertakes to provide her/himself with official clothing and apparel considered necessary from time to time.

The athlete undertakes to cover all personal expenses and costs incurred in any of the Selection Events, Tours and training camps, including transport, travel, accommodation, subsistence and insurance expenses.

The Athlete undertakes to repay CSA any expenses that may have been incurred on his/her behalf, immediately after the tour has completed. Any athlete who has an outstanding amount owing to CSA will be suspended from participating in CSA events until such time as the debt has been repaid in full.

7. PROMOTION AND PUBLICITY

Media

The Athlete must at all reasonable times, when requested to do so by

Team Management, give interviews to television, radio, newspaper, electronic media or magazine journalists. During such interviews the Athlete may discuss his or her own athletic performance but must not under any circumstances make negative comment regarding the performance of any other Team member or make any comment in relation to the policies, management or discipline of the Team or of Canoeing South Africa.

The Athlete must not write or cause to be written (whether or not under his or her own name), or permit to be published, articles to the press, or engage in any radio or television broadcast, or give any interviews to the press, in the course of which the Athlete is, in the opinion of Team Management, abusive or defamatory of Canoeing South Africa, opponents, Championship hosts, fellow Team members, or brings Canoeing South Africa or the sport of canoeing into disrepute.

Use of Personality

The Athlete grants Canoeing South Africa the non-exclusive rights to use, and to authorize any other person to use, the Athlete's name, image, likeness, reputation and other indicia of identity ("Personality") for commercial and promotional purpose, including but not limited to licensing, endorsements, advertising, promotions, merchandising, memorabilia, events and marketing.

Promotional Activities

The Athlete will make himself or herself available on reasonable notice to participate in all sponsorships, endorsements, personal appearances, advertising and other marketing activities ("Promotional Activities") arranged to promote National Sponsors or Canoeing South Africa (except where they conflict with any pre-existing contract entered into by the Athlete the existence of which is notified to Canoeing South Africa upon selection to the Team). Canoeing South Africa may require the Athlete to wear the Team uniform or any other relevant items of clothing during Promotional CSA activities.

The Athlete will participate in Promotional Activities at no cost or charge to Canoeing South Africa other than reasonable expenses incurred by the Athlete in participating.

No conflicting sponsors

If the Athlete obtains the prior written approval of the Secretary General, Canoeing South Africa will not prevent the Athlete from appearing and participating in any Promotional Activities for the Athlete's Sponsors, providing:

The products or business of the Athlete's Sponsors do not conflict with or prejudice the products or business of National Sponsors;

The products or business of the Athlete's Sponsors do not suggest an association with South African Canoeing and do not bring Canoeing South Africa or the sport of canoeing into disrepute; and the Promotional

Activities do not conflict with any required Team commitment (including, but not limited to, training, Team meetings, Team, selection events, social functions and Championships).

Subject to this clause, the Secretary General will not unreasonably withhold his or her approval.

Intellectual Property of Canoeing South Africa

The Athlete must not use any intellectual property of Canoeing South Africa including, but not limited to, any registered or unregistered trade mark, logo, design or any item of Canoeing South Africa uniform or apparel or any component of any of them, without the prior written consent of the Secretary General.

Assignment of copyright

To the extent the Athlete has any, the Athlete assigns to Canoeing South Africa all copyright and other rights arising out of the use of the Athlete's Personality or any Promotional Activities undertaken by the Athlete on behalf of the National Sponsors or Canoeing South Africa. Canoeing South Africa may use any films or photographs of the Athlete made by or for Canoeing South Africa for any purpose Canoeing South Africa wants including, but not limited to, event entertainment packages, promotional materials, coaching and development materials and for publication in any Canoeing South Africa magazine or on the Canoeing South Africa Internet Site.

8. INJURIES OR ILLNESS

The Athlete must immediately disclose to Team Management any illness and/or injury that may prejudice his or her participation in Championships and other Team activities.

The Athlete authorizes any medical practitioner, sports scientist or therapist whom they have consulted during the 12 months prior to selection in the Team to provide details to Team Management of any illness and/or injury which the Athlete sustained or may sustain or of any pre-existing medical condition.

The information referred to in clauses 7.1 and 7.2 is to be required solely for the purposes of determining the Athlete's physical fitness. A determination will be made after consultation with a medical practitioner appointed by Canoeing South Africa from time to time and who is entitled to declare the Athlete fit or unfit for competition or training and during what period and any medical limitations or requirements upon the Athlete's training or competition program.

Any detection of any prohibited drug stimulant or practice as specified by the International Olympic Committee Medical Commission in its List of Doping Classes and Methods from time to time must be fully disclosed by the medical practitioner to the Secretary General.

Canoeing South Africa may retain any medical information obtained in respect of the Athlete and the results of any test or examinations carried

out on the Athlete, provided such information does not identify the Athlete, once the Athlete is no longer a member of the Team or has retired from competitive Canoeing, for use in research and publication in medical or scientific papers provided that the Athlete is not named or identified.

9. BREACH AND TERMINATION

In the event of any breach of this By-Law, the Athlete will be liable to any of the following sanctions at the discretion of Team Management:

- Caution or reprimand;
- Suspension or termination of membership of the Team (including sending the Athlete back to his or her usual residence at the Athlete's expense);
- Withhold and/or forfeit from the Athlete any sum of money (including reimbursement of expenses) which would otherwise be payable under this by-law;
- Restrict or withhold any benefit the Athlete is entitled to under this by-law; or A, request to appear, as soon as is practicable, along with an advocate or representative at the Athlete's expense before Canoeing South Africa's Disciplinary Tribunal. During any period of suspension the obligations of the Athlete remain in full force and effect.

Canoeing South Africa may dismiss the Athlete from the Team and terminate this Agreement if the Athlete:

- Is in breach of any provision of this By-Law and/or any other Canoeing South Africa By-law;
- Brings Canoeing South Africa or the sport of canoeing into disrepute;
- Has an illness or injury, which in the relevant Selection Panel's opinion prevents the Athlete from meeting the overall principles of selection, as, set out in the applicable selection criteria supplement CSA shall notify the Athlete in writing of the alleged breach or grounds upon which it is proposed that she/he be withdrawn. The Athlete shall be given a reasonable opportunity (not being less than seven days) to provide reasons why she/he should not be withdrawn.
- The Athlete may retire or withdraw from the Team and in doing so will automatically terminate this Agreement, by giving no less than fourteen days written notice to the Secretary General.

10. EXCLUSION OF LIABILITY

Canoeing South Africa (including its Directors, managers, employees, agents and independent contractors) will not be responsible or liable for any claim by any person whether in contract, tort, and negligence or under any statute to the extent permitted by-law for:

- Any injury, illness or other mishap howsoever caused which may be suffered by the Athlete; or
- Loss or damage to any property of the Athlete, in either case arising directly or indirectly out of this Agreement, including but not

limited to, any travelling, disciplinary action, selection decision, competition, training or function of what so ever nature.

- The Athlete indemnifies and releases and at all times indemnifies and releases Canoeing South Africa (including its Directors, managers, employees, agents and independent contractors) from and against all actions, suits, proceedings, claims, demands, costs and expenses which may be incurred by the Athlete or taken or made against Canoeing South Africa in connection with, or arising out of any loss, damage or injury except to the extent that it is due to the gross negligence on the part of Canoeing South Africa.

11. DISPUTES

Pursuant to Canoeing South Africa's Appeals By-law, each party will first attempt to resolve any dispute arising from this By-law by consultation and mediation. Only if consultation and mediation is unsuccessful will the internal appeals procedure of Canoeing South Africa be enacted.

12. REASONABLE RESTRICTIONS

This By-law may restrict the Athlete's freedom to exploit his or her Personality. The Athlete agrees that such restraints are necessary and reasonable to protect the source of revenue from the Promotional Activities of Canoeing South Africa and National Sponsors, which are necessary to enable Canoeing South Africa to fund and assist the Team as a whole, the activities of the Team at Championships and to promote and develop Canoeing throughout South Africa.

13. PROPER LAW

This Agreement is governed by the laws of the Republic of South Africa.

14. GUARDIAN

If the Athlete is under 18 years old the Guardian must agree with the terms of this By-Law and will ensure as far as he or she is able as the Athlete's Guardian that the Athlete carries out his or her obligations under this Agreement.

15. ACKNOWLEDGEMENT

The Athlete agrees to abide by the terms and conditions of this By-law and acknowledges such agreement by signing the applicable application form as required to be eligible for selection to a Team or Squad. Failure to sign the acknowledgement constitutes a withdrawal from the Team.

TECHNICAL COMMITTEE BY-LAW

FOREWORD

The Technical Committees are advisory/consultative committees of the Canoeing South Africa (CSA) Board, established under point 33.1 and 33.2 of the CSA Constitution and are responsible for carrying out the policies of the CSA Board. The functioning of all technical committees is subject to Article 29 and 30 of the CSA Constitution.

The following Technical Committees shall deal with specific activities of the Federation:

- | | | | |
|----|--|---|---------------------|
| a) | Flat water Racing (Sprints) | – | Technical Committee |
| b) | Slalom Racing | – | Technical Committee |
| c) | Wild-water Racing | – | Technical Committee |
| d) | Marathon Racing | – | Technical Committee |
| e) | Canoe Polo | – | Technical Committee |
| f) | Freestyle | – | Technical Committee |
| g) | Surf Ski | – | Technical Committee |
| h) | Rafting | – | Technical Committee |
| i) | Dragon Boating | – | Technical Committee |
| j) | Officials Association | – | Technical Committee |
| k) | Any other discipline that formally affiliates to CSA | | |

The Technical Committees are composed of a minimum of four (4) members and up to eight (8) members and a Technical Committee Chairman, appointed by the CSA Board, from the nominations received from Member Unions. The members of the Technical Committees should be representative of all the Unions and preferably be the current discipline chairpersons from those Unions. In the years when the Technical Committees are appointed, this should take place at least two (2) months before the Annual Strategic Forum. The members of technical committees must be registered members of CSA.

The appointment is for a period of two (2) years and four (4) years in the case of the Olympic disciplines, which may be renewed. All Discipline Technical Committees will be elected in the year of the Olympic Games. Non Olympic disciplines will renew every two (2) years. Every effort will be made to ensure that each Technical Committee shall have at least one female member, and one person as an athlete's representative, where possible.

For the sake of fulfilling their working plan, the Technical Committee shall hold at least two (2) meetings a year. Meetings may be held in accordance with Article 29.3 of the Constitution.

At all Technical Committee meetings, minutes must be kept and a list of attendance signed. The participation/attendance in the meetings is compulsory for the members. Members absent for justified reasons must advise of their absence

prior to the meeting

In case of necessity, the CSA Board has the right to suspend and replace members. The new members serve until the next appointment of the Technical Committee.

Team managers, once appointed, shall be co-opted members of the Discipline Committee concerned.

If possible, there is to be Development Representation on the Technical Committee. A CSA Development Coordinator is to be included on the Technical Sub-Committees as and when needed.

1. DUTIES OF THE TECHNICAL COMMITTEES

To ensure the implementation of the decisions of the CSA Board relating to their discipline, the following shall more specifically define the duties, authority and field of activity of each Technical Committee.

Each Technical Committee is obliged to draw up and submit the following documents to the CSA Board for discussion and approval at the annual CSA Strategic Forum:

- a) The draft of its working plan including administration requirements, coaching proposals, CSA supported training camps, squad arrangements, tour plans and fund raising proposals for one (1) year.
- b) An annual report on its activity, with comments on accounts prepared by the GM, and any other reports required.

All these documents shall be sent to the CSA Secretary General at least twenty (20) days before the Strategic Forum each year.

The duties of the Technical Committees of the Competitive Disciplines are:

Competition Rules & Regulations

- a) To apply the CSA Competition Rules and Regulations of their disciplines.
- b) To make recommendations to the CSA Board in regards to the Competition rules as applicable to their disciplines.
- c) To make recommendations to the CSA Board on the motions submitted by National Federations concerning ICF Competition Rules.
- d) Recommend to the CSA Board proposals and ideas for submission to the ICF for change to the ICF Rules.

Discipline Events / Competitions

- a) To make recommendations to the CSA Board on the applications for World and Continental Championships.
- b) To make recommendations to the CSA Board on the applications for National Championship events.
- c) To make recommendations to the organisers of events in regards to the preparations, the organisation and the programme of National Championships and International competitions in SA.
- d) As required by the CSA Disciplinary By-laws, appoint Race Juries for National Championships from nominations called for from the member Unions. Race juries should consist of at least three persons.
- e) Ensure the discipline National Championship is run as per the applicable Competition rules.
- f) To approve competition courses for National Championship and International events in SA.
- g) To submit to the CSA Board events for the International Competition Calendar for each year, which have to be submitted to the ICF.

Selection of South Africa Teams

- a) To propose events for South African teams to be entered into.
- b) To submit proposals to the CSA Board on the selection policies of SA teams.
- c) Draft the Selection Handbook, encompassing the Selection Policies for the respective team for approval by the CSA Board.
- d) To choose Team Managers by calling for nominations whose appointment shall be sanctioned by the CSA Board.
- e) To monitor the SA Team trial events to ensure that selection is undertaken in accordance with the approved Selection Policy and published Selection Handbook

Discipline Development

- a) To encourage and conduct coaching for their respective disciplines.

- b) To encourage the development of their disciplines in the non-established communities within their discipline.
- c) To propose and implement programs for officials training, accreditation and development.
- d) Establish criteria to enable appropriate nominations to ICF for the ICF Officials Examinations.

2. DISCIPLINE SELECTION COMMITTEES

- 1. The Selection Committee shall consist of three (3) members plus one 'reserve selector' per discipline
- 2. The Selection Committee shall be appointed by the CSA Board following the recommendations of the Technical Committee concerned and will be appointed for a two (2) year term. The CSA Board shall elect one of the selectors as the Convener of the Selection Committee.
- 3. The expenses of Selectors in attending trials will be covered by CSA.

3. DUTIES OF THE DISCIPLINE SELECTION COMMITTEES

- 1. The duty of the Selection Committee shall be the selection of any team or teams to represent South Africa following instructions received from the Technical Committee and approved by the CSA Board. Selection should be in accordance with the approved Discipline Selection Policies and published Selection Handbook.
- 2. The Convener of selectors must ensure that full details of all trials have been widely publicised by the Technical committee and CSA, and made available from the CSA website.
- 3. The Convener of Selectors must ensure that every candidate wishing to be considered for selection, signs the full Selection Handbook prior to the first trial.
- 4. The Convener of the Selectors must provide the selectors with all the relevant information available in order for the selectors to make the selections.
- 5. The convener of selectors shall provide a complete list of the athletes, agreed to by all the selectors, to the CSA Board, which shall ensure complete compliance with the Selection Policy and Handbook approved by the CSA Board, and then ratify and publicise the selection.