

	CONSTITUTION OF EAST CAPE CYCLING	20250901
		Status: APPROVED

Amendments made to Constitution	
December 2025	Approved at Special General Meeting of ECC
October 2025	Draft Constitution Circulated to affiliates for comments and changes.
September 2025	Template from CSA was used to create new constitution for ECC. The contents from the current ECC constitution was merged into new document where applicable

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1. NAME AND CORPORATE PERSONALITY

- 1.1. The name of the Association shall be East Cape Cycling, hereinafter referred to as ECC.
- 1.2. ECC is a unified association representing all cycling disciplines as defined by Cycling South Africa (CSA) which will include, but not be limited to Road Cycling, Track Cycling, Para Cycling, Mountain Biking and Bicycle Motocross on a competitive as well as a recreational level, in the province.
- 1.3. The ECC shall be a distinct and separate legal entity and body corporate and have an identity and existence distinct from its members or office-bearers with perpetual succession, meaning that it shall continue to exist notwithstanding changes in the composition of its membership or office-bearers, and shall be affiliated to Cycling South Africa (Cycling SA) and be liable to an affiliation fee as determined by Cycling SA.
- 1.4. The ECC shall be an association not for profit or gain and will be registered as a PBO and/or NPO.
- 1.5. The income and property of ECC shall be applied solely towards the promotion of the Association and Cycling as set out in the Constitution. The organisation may not give any of its income or property to its members or office bearers. No activity of ECC will directly or indirectly promote the economic self-interest of any fiduciary or employee of ECC. No remuneration will be paid to any employee, office bearer, member or person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered. Members or office bearers of ECC do not have rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers.

2. COLOURS AND EMBLEM

- 2.1. The provincial sport colours shall be green (grass) as a dominating colour with a combination of gold, red, and white.
- 2.2. The provincial away sport colours shall be dominated by white with other colours forming a combination.
- 2.3. The provincial emblem shall consist of an elephant (depicting strength), an aloe (symbolizing resilience), the rising sun (depicting the rising sport stars) as well as silhouette of a cyclist.
- 2.4. An honours badge shall be as described but worked in gold wire and an official's badge shall be as described but bearing the word "OFFICIAL" underneath the word "BMX, MTB, PARA-CYCLING, ROAD or TRACK (as applicable) CYCLING".

3. DEFINITIONS AND ABBREVIATIONS USED

- 3.1. **ECC** shall be a body as constituted under clause 5 of this Constitution.
- 3.2. **National Body** shall mean the unified elected National Federations of Cycling for the Republic of South Africa known as Cycling South Africa.
- 3.3. **UCI** shall mean "Union Cycliste Internationale".
- 3.4. **Rules and Regulations** shall mean the Rules and Regulations of East Cape Cycling, those of Cycling South Africa, Eastern Cape Sport Confederation, the Department of Sport and Recreation, the South African Sport Confederation and Olympic Committee and of the UCI.
- 3.5. **Act of Parliament** refers to the National Sport and Recreation Act, (Act No 110 of 1998) and the National Sport and Recreation Amendment Act (Act No 18 of 2007), also referred to as "The Act".
- 3.6. **AGM** means the Annual General Meeting of Members held in accordance with the provisions of this Constitution.
- 3.7. **Appeal Board** means a body of appeal, appointed by the ECC Council in terms of this Constitution.
- 3.8. **Associate Members** means all those associations or organisations having the same or similar objects to ECC and having their Office within the area of jurisdiction of ECC, which bodies have made application and have been accepted as Associate Members of ECC in terms of the provisions of this Constitution.
- 3.9. **Annual Financial Statements** means the annual audited balance sheet, income and expenditure account, Treasurer's report and Financial Official's report.
- 3.10. **BMX** means Bicycle Moto-Cross and refers to, but is not limited to, two specialties named BMX Super Cross which forms part of the Olympic Program and BMX Freestyle.

- 3.11. **CAC** means the Confederation of African Cycling.
- 3.12. **Club** means any Cycling club which caters for any discipline of Cycling as contained in this Constitution.
- 3.13. **Compliance** means that the member club, province or individual has fulfilled the necessary provisions of this Constitution regarding specific requirements as contained herein, and as such is regarded as being in good standing with Cycling South Africa.
- 3.14. **Constitution** means this Constitution.
- 3.15. **Cycling** means the sport of Cycling and includes the disciplines referred to in this Constitution and as defined by the International Cycling Union (UCI).
- 3.16. **Cycling SA** means the body recognised by SASCO as the organisation responsible for cycling in the Republic of South Africa, and as referred to in this Constitution, and incorporates all rights that may have existed or exist in the entity formerly known as the South African Cycling Federation.
- 3.17. **Commissions** mean those disciplines as referred to in this Constitution.
- 3.18. **Day** means a calendar day, and **Working Day** means a calendar day excluding Saturdays, Sundays and Public Holidays.
- 3.19. **ECPSC** means Eastern Cape Province Sport Confederation.
- 3.20. **Event** means a cycling event held under the auspices of Cycling South Africa.
- 3.21. **Event Organizer** means a person duly authorised to manage an event on behalf of Cycling South Africa either directly or indirectly through its members.
- 3.22. **ExCo** means the Executive Committee of ECC, as constituted in terms of this Constitution.
- 3.23. **Head of Commissions** means the person elected to chair a specific discipline (Commission) as defined in this Constitution.
- 3.24. **High Performance Athlete** refers to a cyclist chosen to represent the sport of Cycling at any level, whether it be provincial, national or international.
- 3.25. **High Performance Committee** refers to those people appointed to manage any high-Performance Athlete, or programme under the auspices of ECC.
- 3.26. **Honorary Life Members** means all those persons bestowed with this honour by the Council of ECC and shall include any persons to whom this honour was bestowed prior to the acceptance of this Constitution.
- 3.27. **Levies** means the monies levied and due by the membership to ECC and as approved and agreed to by membership at each Annual General Meeting of ECC.
- 3.28. **Member** shall mean an Ordinary Member, a Special Member or an Associate Member.
- 3.29. **ManCo** means the Management Committee of ECC, as constituted in terms of this Constitution.
- 3.30. **Month** means a calendar month.
- 3.31. **MTB** means the discipline known as Mountain Biking and includes but is not limited to Cross Country Mountain Bike Cycling.
- 3.32. **National Sport Federation** means the national governing body of the Sport in membership of SASCO and recognised by the Department of Sport and Recreation in the Republic of South Africa.
- 3.33. **Ordinary General Meeting** means a meeting convened in terms of this Constitution.
- 3.34. **Ordinary Members, otherwise referred to as Districts** means those members duly accepted as members in terms of the geopolitical demarcations as set out in this Constitution.
- 3.35. **Organisers** shall mean those persons who have been duly authorised by ECC directly or through their provincial membership to stage a cycling event inclusive of the hosting, managing, organising, planning, and supervision of such an event.
- 3.36. **Para Cycling** means a form of cycling which is limited solely to handicapped Categories.
- 3.37. **Patrons** shall mean a person duly appointed as such in terms of this Constitution.
- 3.38. **Person** means a natural or legal person.
- 3.39. **President** means the President of East Cape Cycling, duly elected in terms of this Constitution.

- 3.40. **Provincial Commission Heads** means those persons appointed to head the various commissions in the various cycling disciplines, of the Ordinary and Special Members in their defined geopolitical province as defined in this Constitution.
- 3.41. **Recreational Cycling** shall mean any form of social riding in any discipline referred to in this Constitution whether same is in the form of mass or individual participation in the Sport and may include but not be limited to events where a rider will compete against a specific time, or over a specific distance, whether same be for leisure purposes, or not.
- 3.42. **Road Cycling** shall mean cycling on a public or private road (surface) and shall not be limited to the two subcategories, namely Road Race and Time Trial.
- 3.43. **Rules & Regulations** means the rules and regulations of Cycling South Africa and ECC.
- 3.44. **SAIDS** means the South African Institute for Drug-Free Sport.
- 3.45. **SASCOC** means the South African Sport Confederation and Olympic Committee duly recognized and approved by the Department of Sport and Recreation as the governing body of Sport in the Republic of South Africa.
- 3.46. **Special General Meeting** means a meeting convened in terms of this Constitution.
- 3.47. **Special Member** shall mean a body of persons representing current cyclists' competing in any discipline of cycling under the auspices of ECC, irrespective of age category.
- 3.48. **SRSA** means the Department of Sport & Recreation in South Africa.
- 3.49. **Track Cycling** means a specific form of cycling which takes place in a specified venue, but not limited solely to track, sprinting, and endurance and combination events.
- 3.50. **Treasurer** means the person elected in terms of the provisions of this Constitution.
- 3.51. **UCI** means the International Cycling Union.
- 3.52. **Vice-President** means the Vice-President of East Cape Cycling as defined in this Constitution.
- 3.53. **WADA** means the World Anti-Doping Agency.
- 3.54. **Year** means a calendar year.
- 3.55. Any words implying one gender include the other.

4. INTERPRETATIONS

- 4.1. The headings to the clauses or paragraphs of this Constitution are for descriptive purposes only and shall not be used in the interpretation hereof.
- 4.2. In this constitution, unless inconsistent with the context, all words and expressions imparting the masculine shall include the feminine gender, and those signifying the singular shall include the plural and vice versa.
- 4.3. In the case of interpretations not specific, the constitution of Cycling South Africa will be the overriding constitution.

5. HEAD OFFICE

- 5.1. The Head Office of ECC shall be the address of the President of ECC or as the Executive Committee may determine from time to time.

6. JURISDICTION OF EAST CAPE CYCLING

- 6.1. The geographical area of jurisdiction of ECC shall be the Eastern Cape Province together with such other areas outside the afore mentioned as is included in the jurisdiction of its members.

7. OBJECTIVES OF EAST CAPE CYCLING

- 7.1. ECC shall be a public benefit organisation as defined in the Income Tax Act and be used exclusively in the furtherance of ECC's objectives as contemplated in this clause 6, through which ECC shall strive:
- 7.1.1. To be and to function as the controlling and administrative body for the sport of Cycling within the area of jurisdiction in accordance with sound business principles.
- 7.1.2. To encourage, promote, develop and administer the sport of cycling within the area of jurisdiction in accordance with sound administrative principles.
- 7.1.3. To encourage, promote, develop and administer the sport of cycling within the area of jurisdiction in accordance with sound financial principles.

- 7.1.4. To encourage, organise and promote the development of high-performance sport as well as sport for all in all forms of cycling including but not limited to:
 - 7.1.4.1. Bicycle Moto-Cross cycling including BMX Super-Cross and BMX Freestyle.
 - 7.1.4.2. Competitive and Recreational Off-road Cycling including Cross Country, Marathon and Downhill mountain biking.
 - 7.1.4.3. Para Cycling which is limited solely to handicapped categories including bicycles, tricycles, handcycles and tandems.
 - 7.1.4.4. Competitive and Recreational Road Cycling and Time Trialling.
 - 7.1.4.5. Track cycling.
 - 7.1.4.6. All disciplines may present an annual championship.
 - 7.1.4.7. All disciplines may select teams.
- 7.1.5. To promote the sport of cycling within the area of jurisdiction with effective media releases and assistance to affiliated districts/organisations for the successful promotion of cycling.
- 7.1.6. To encourage, promote, develop and administer the sport of cycling within the area of jurisdiction to nurture a spirit of friendly, rivalry in competitions, to ensure safe cycling and satisfied cyclist.
- 7.1.7. To encourage, promote, develop and administer the sport of cycling at Youth/School level within the area of jurisdiction to ensure effective youth cycling.
- 7.1.8. To encourage, promote, develop and administer the sport of cycling within the area of jurisdiction to enforce the rules of Cycling as prescribed by the World Cycling Federation (UCI) and Cycling SA to encourage and promotes the highest standard of sporting behaviour.
- 7.1.9. To encourage, promote, develop and administer the sport of cycling within the area of jurisdiction to ensure transformation and development.
- 7.1.10. To ensure that the encouragement, promotion, development and administration of the sport of cycling, whether at Provincial, Regional or Local Level is done in accordance with the principles of non-racialism by which is meant that race, ethnicity and nationality shall not be a basis for discriminating against or of affording privileges to any person or group of persons, which principles are more fully set out in Schedule One hereto.
- 7.1.11. To ensure that the encouragement, promotion, development and administration of the sport of Cycling, whether at Provincial, Regional or Local Level is fairly carried out so that gender, religion or creed or disability shall not be a basis for discrimination against or of affording privileges to any person or group of persons.
- 7.1.12. To be a member of CSA and/or of any other national or provincial sports and other bodies as the Council, upon the recommendation of ExCo, may decide to represent cycling.
- 7.1.13. To uphold and enforce any code of conduct pertaining to the sport of Cycling approved by CSA and/or any other code of conduct decided upon by ECC to ensure discipline are maintained by the members and disputes are resolved within associations and districts.
- 7.1.14. To recognise and accept the jurisdiction, rules and regulations of the South African Institute for Drug-free Sport (SAIDS) as well as the code of the World Anti-Doping Agency (WADA).

8. POWERS TO CARRY OUT OBJECTIVES

- 8.1. ECC shall have all such powers and authorities as shall be necessary or desirable or conducive to achieving all the objectives of ECC. These powers and authorities shall be exercised by the Council and/or ExCo and/or by any duly constituted subcommittee in accordance with and subject to the provisions of this Constitution.
- 8.2. ECC shall have all such powers and authorities as shall be necessary or desirable or conducive to achieving all the objectives of ECC. These powers and authorities shall be exercised by the Council and/or ExCo and/or by any duly constituted subcommittee in accordance with and subject to the provisions of this Constitution.
- 8.3. To acquire by purchase, exchange, hire, sub-lease, donation or otherwise movable and/or immovable property of any kind. The ExCo in their capacity as such shall be trustee of and for all intents and

purposes legal holders of all moneys, trophies, cups and other property of ECC. ECC will be able to own property and other possessions.

- 8.4. To sell, let, mortgage, dispose of, give in exchange, turn to account or otherwise deal with all or any part of the property of ECC.
- 8.5. To enter contracts of all kinds necessary to carry out, give effect to or secure the objectives of ECC.
- 8.6. From time to time, in accordance with sound business and financial principles to invest the funds of ECC in such property or assets or other security as may be deemed advisable.
- 8.7. To employ, suspend or dismiss and remunerate employees, professional assistants and experts.
- 8.8. To support or subscribe or make donations to any charities or other institutions, districts, clubs, societies and funds.
- 8.9. To regulate relations between its Members, and between its Members and ECC or its members or individual cyclists.
- 8.10. To insure against losses, damage, risk and liability of all kinds.
- 8.11. To draw, make, accept, endorse, execute, negotiate and issue cheques, promissory notes, bills of exchange, warrants and other negotiable or transferable instruments.
- 8.12. To institute, conduct, defend, compound or abandon any legal proceedings by and against ECC or its officers or otherwise concerning the affairs of ECC, or the action of its Members, and compound and allow time for payment or satisfaction of any debts due or any claims or demands made by or against ECC. ECC will be able to sue and be sued in its own name.
- 8.13. To raise money whether by subscription or levy from its Members and/or from any or all Cyclists, or any districts or clubs or associations or organisations concerned with the monies due by members or ex-members Cyclists or districts or clubs, associations or organisations.
- 8.14. To spend or otherwise apply monies to the advancement and/or development of ECC or its members, or individual Cyclists.
- 8.15. To contribute or subscribe to bodies with aims like the aims of ECC and invest monies upon such security and in such manner as it may from time to time determine.
- 8.16. To make and pass rules, by-laws or regulations and to add to, repeal or alter such rules, by-laws or regulations, with or without penalties for the carrying out, administration and implementation of this Constitution and the attainment of the objectives of ECC.
- 8.17. To impose fines, to suspend for a period of time, to ban and/or implement any other disciplinary measures on its Members or former Members or on any Cyclist or district or club or association or organisation connected or concerned with Cycling arising out of or connected with any contravention or breach of the provisions of this Constitution or any rule, by-law or regulation passed by ExCo, including those of SAIDS, SASCOC and World Anti-Doping Code and recover by legal action or otherwise such fines or compulsory contributions or damages from its Members or former Members. Without in any way limiting the generality of the aforementioned, ECC shall have the power to suspend or ban any Cyclist, Member or club from participating in any event or championship.
- 8.18. To take all such action as may be required or necessary to enforce fully and effectively all obligations of whatsoever nature and howsoever arising which may be owed to ECC by its Members, former Members or any other persons or body.

9. MEMBERSHIP

- 9.1. **Ordinary Membership** to ECC consists of the eight (8) independent Districts of the Eastern Cape Province being:
 - 9.1.1. Alfred Nzo District
 - 9.1.2. Amatole District
 - 9.1.3. Buffalo City Metropolitan District
 - 9.1.4. Chris Hani District
 - 9.1.5. Joe Gqabi District
 - 9.1.6. Nelson Mandela Bay Metropolitan District
 - 9.1.7. Sarah Baartman District (previously called Cacadu District)

9.1.8. O R Tambo District



- 9.2. Each District formed must have a minimum of two (2) active clubs.
- 9.3. Each District must formally be accepted by ECC ExCo.
- 9.4. Each District shall determine its own procedure regarding the functioning of the District.
- 9.5. Each District shall have its own Constitution based on the CyclingSA template to be used.
- 9.6. Each District shall apply for NPO Status with the Department of Social Development.
- 9.7. Each District shall have its own bank account in the name of the district.
- 9.8. Each District must have income sources to be self-sustainable.
- 9.9. If a District cannot comply with the above criteria, the district shall be deemed as “Dormant”, and all cycling related activities and responsibilities will be incorporated in the closest neighbouring Active District.
- 9.10. All applications for Ordinary Membership shall be in writing to the ECC Secretary and shall be accompanied by the prescribed affiliation fee and a constitution having as one of its objectives the fostering of cycling and a willingness to comply with the constitution, rules, regulations and by-laws of ECC and CSA. Application can be considered at any ECC ExCo meeting. The ECC reserves the right to accept or reject such application, but acceptance shall not be unreasonably withheld.
- 9.11. Affiliated Districts or bodies shall forward a copy of the Minutes of their AGM, and a copy of their Financial Statements as soon as possible after the meeting but not later than thirty (30) days after such meeting.
- 9.12. Any other class of ECC membership is it temporary or permanent, as may be determined from time to time by the ExCo. A set of criteria should be drawn up by the ExCo for accepting members.
- 9.13. **Associate Membership** to ECC is any association or organisation which wishes to become an Associate Member of ECC and shall apply in writing to the ExCo to be admitted as such and shall furnish a copy of its constitution / document, having as one of its objectives the fostering of cycling, and all such information as ExCo may require to decide upon its application.
- 9.14. ExCo may in its discretion admit any such association or organisation as an Associate Member upon such terms and conditions including terms and conditions as to the payment of subscriptions as the ExCo may consider fit.
- 9.15. Any decision by ExCo in respect of an application for Associate Membership shall be referred to the General Meeting of the Council for ratification and shall not be binding until so ratified.
- 9.16. **Honorary Life Membership** is any person who has been nominated by ExCo and members of Council who has rendered notable and meritorious service to ECC and/or in the promotion of the sport of cycling and whom it wishes to recognise and honour as an Honorary Life Member. Nominations shall

be presented to the Council for ratification at the next AGM and, if ratified by the Council, such person shall become an Honorary Life Member and shall enjoy the rights and privileges namely to attend the AGM, to receive advance notice and to make preferential bookings in respect of any event or championship held under the auspices of ECC.

10. TERMINATION OF MEMBERSHIP

- 10.1. The ExCo's decision to terminate any membership, whether an Ordinary, Associate or Honorary, shall be referred to the next meeting of the Council for ratification.
- 10.2. Any Member which ceases to operate a viable structure shall ipso facto be suspended from membership and the Council shall decide at its next ordinary meeting whether the membership of such member should be terminated.
- 10.3. Any Cycling Region/Associated member affiliated to ECC whose affiliation fees are not paid on the due date shall automatically be suspended. After suspension the Council may call for an inquiry to be held into the affairs of such defaulting region/member and may take such action as considered necessary.
- 10.4. Any member of any classification may, at any time, resign from ECC. Such member must give notice by not later than 30 September of each year. Any member so resigning shall continue to be liable for any monies due and owing by such member, to ECC at the date of their resignation.

11. STRUCTURE OF EAST CAPE CYCLING

- 11.1. The Organisational Chart is attached as Appendix A to the Constitution.
- 11.2. **Council.**
 - 11.2.1. The Council shall be the highest authority of ECC and shall manage the province by means of determining determine its policy, decide upon its budget and give directives to ExCo.
 - 11.2.2. The ECC Council consists of:
 - 11.2.2.1. President
 - 11.2.2.2. Vice-President
 - 11.2.2.3. Secretary
 - 11.2.2.4. Treasurer
 - 11.2.2.5. Road Commissioner
 - 11.2.2.6. MTB Commissioner
 - 11.2.2.7. Track Commissioner
 - 11.2.2.8. BMX Commissioner
 - 11.2.2.9. Para-Cycling Commissioner
 - 11.2.2.10. Technical Manager
 - 11.2.2.11. Public Relations/Media Manager
 - 11.2.2.12. Safety Manager
 - 11.2.2.13. Coaching Manager
 - 11.2.2.14. Transformation & Development Manager
 - 11.2.2.15. Rider Manager
 - 11.2.2.16. Youth/Schools Manager
 - 11.2.2.17. Women Representative
 - 11.2.2.18. Ordinary Members (Alfred Nzo District, Amatole District, Buffalo City Metropolitan District, Chris Hani District, Joe Gqabi District, Nelson Mandela Bay Metropolitan District, Sarah Baartman District and O R Tambo District) chairpersons.
 - 11.2.2.19. Associate Member's Representatives
 - 11.2.2.20. Honorary Life Members
- 11.3. The Council shall meet annually, and such meeting shall be held at such venue as may be determined by ExCo.
- 11.4. **Executive Committee (ExCo).**
 - 11.4.1. The ExCo consists of the following:
 - 11.4.1.1. ECC President
 - 11.4.1.2. ECC Vice President
 - 11.4.1.3. ECC Secretary

- 11.4.1.4. ECC Treasurer
- 11.4.1.5. District Chairpersons (only from active districts)
 - 11.4.1.5.1. Where a District is “Dormant”, their position on the ExCo will remain vacant.
- 11.4.1.6. ECC Commissioners Representative – Road (1 person)
- 11.4.1.7. ECC Commissioners Representative – MTB (1 person)
- 11.4.1.8. ECC Commissioners Representative – Track (1 person)
- 11.4.1.9. ECC Commissioners Representative – Transformation & Development (1 person)

The process to determine the ECC Representative is explained elsewhere in this constitution.

11.4.2. ExCo Meetings Procedure:

- 11.4.2.1. The chairperson of any meeting of the ExCo shall be the President, or in his or her absence the Vice-President or in his or her absence such other Member of ExCo as shall have been appointed at that meeting by the Members of ExCo present and entitled to vote.
- 11.4.2.2. A quorum for ExCo shall consist of fifty percent (50%) plus one (1) member of the positions filled.
- 11.4.2.3. ExCo shall meet not less than four (4) times per annum. It shall not be necessary for ExCo to meet in the month in which Council meetings are held.
- 11.4.2.4. Each member of ExCo shall have one (1) vote, and the President of any meeting of ExCo shall have a second or casting vote, in the event of an equality of votes.
- 11.4.2.5. Districts that have incorporated the duties of a dormant neighbouring district do not have an additional vote because of the incorporation of the neighbouring district.
- 11.4.2.6. Members of ExCo shall vote by ballot on all other resolutions by a show of hands.
- 11.4.2.7. Members of ExCo shall decide on all matters by a simple majority vote.

11.4.3. ExCo General Provisions:

- 11.4.3.1. The ExCo shall be vested generally with all such powers and authorities as are necessary to promote and attain the objectives of ECC.
- 11.4.3.2. The ExCo shall control all expenditure of the funds of the ECC and shall not incur any liability nor enter into any commitment which cannot be discharged out of the funds of ECC.
- 11.4.3.3. ExCo shall draft a Code of Conduct and be entitled to make any by-laws or regulations necessary to promote the aims and objectives of the ECC and such by-laws and/or regulations shall be binding upon members. Such regulations shall be ratified at the next Council Meeting. A Code of Conduct is attached to this Constitution as Annexure B
- 11.4.3.4. ExCo shall appoint standing sub-committees as it considers fit and may delegate the exercise of any of its powers and functions to one of its Members or to a sub-committee of ECC.

11.5. **Management Committee (Manco).**

11.5.1. The ManCo consists of the following:

- 11.5.1.1. ECC President
- 11.5.1.2. ECC Vice President
- 11.5.1.3. ECC Secretary
- 11.5.1.4. ECC Treasurer
- 11.5.1.5. Chairpersons of Active Districts

11.5.2. Manco General Provisions:

- 11.5.2.1. The business of the ManCo shall ordinarily be conducted at specially convened meetings, provided that in exceptional circumstances, if it is not practical to convene a meeting of the ManCo, decisions may be reached by means of written electronic communication and/or teleconferences.
- 11.5.2.2. For a quorum at least three (3) members must be present.
- 11.5.2.3. The ManCo shall deal with all matters requiring immediate decision between meetings of the ExCo.

- 11.5.2.4. All decisions taken by the ManCo shall be implemented immediately but must be tabled for ratification by the ExCo at its next meeting.
- 11.5.2.5. The ManCo, with the support of the ECC Discipline Commissions, will function as the decision-making body around discipline affairs and is empowered to take decisions and to immediately undertake any action required.
- 11.5.2.6. The President may call on any member of ExCo to attend a ManCo meeting.
- 11.5.2.7. The minutes of the ManCo meetings must be distributed to all members of ExCo.
- 11.6. **Sub-Committees.**
 - 11.6.1. Sub-committees may exist to encourage, promote, develop and administer the sport of cycling in that specific field. The Sub-committee shall comprise of the specific council representative/s and members of the districts.
- 11.7. **Commissions**
 - 11.7.1. Commissions will exist in the active Districts for each of the cycling disciplines namely BMX, MTB, Para, Road and Track.
 - 11.7.2. Commissions will meet to co-ordinate the activities and events for the cycling disciplines within the Districts and ECC as a province.
- 11.8. **Manager's Sub-Committees.**
 - 11.8.1. Manager's sub-committees will exist in the active Districts for Technical, Youth and Transformation & Development.
 - 11.8.2. Manager's sub-committees will meet to co-ordinate the activities and events for the cycling within the Districts and ECC as a province.
- 11.9. **Selection Committee.**
 - 11.9.1. The Selection Committee is delegated down to each of the active Districts.
 - 11.9.2. The Selection Committee consists of:
 - 11.9.2.1. District Vice Chairperson (Chair)
 - 11.9.2.2. District Secretary
 - 11.9.2.3. All the District Commissioners
 - 11.9.3. They will meet in September each year to select youth riders who will receive District and/or ECC colours in accordance with the criteria as specified in the District Colours Criteria Policy Document or ECC Colours Criteria Policy Document.
 - 11.9.4. Youth riders who are nominated for ECC Colours will be forwarded to the ECC Secretary for the ECC Manco to ratify.
 - 11.9.5. Finalised Youth Riders who will be receiving ECC colours and/or District Colours names will be forwarded to the respective schools by the ECC and/or District Secretary
 - 11.9.6. They will meet in February each year to select the non-youth riders who will receive District and/or ECC colours in accordance with the criteria as specified in the District Colours Criteria Policy Document or ECC Colours Criteria Policy Document.
 - 11.9.7. Non-youth riders who are nominated for ECC Colours will be forwarded to the ECC Secretary for the ECC Manco to ratify.
 - 11.9.8. They will also meet as and when required to select riders for Inter-provincial, Inter-district or National competitions where the District and/or ECC will be represented.
- 11.10. **Calendar Committee.**
 - 11.10.1. The Calendar Committee is delegated to each of the active Districts.
 - 11.10.2. The Calendar Committee will consist of:
 - 11.10.2.1. District Vice Chairperson (Chair)
 - 11.10.2.2. District Secretary
 - 11.10.2.3. All the District Commissioners
 - 11.10.3. They will meet in October each year to plan the District's Calendar List.
 - 11.10.4. The final Calendar List for the upcoming year will be submitted to the ECC Secretary to consolidate one Calendar for ECC and publish on the ECC Web Page.

11.10.5. The Calendar Committee shall compile all programs for events organised by the District, its members and affiliated bodies.

12. TRANSFORMATION AND DEVELOPMENT TARGETS OF OFFICE BEARERS

12.1. Cycling SA has a requirement that the office bearers within the provincial structure comply with certain targets as set by Cycling SA. These targets may not be achieved due to the size of the provincial body and the number people willing to be part of the structure and serve as office bearers. Effort must be made to comply with the targets but if it cannot be achieved it must be accepted as such, and the persons willing to be nominated and elected must fill the positions to make the provincial body functional.

12.2. The Cycling SA Diversity and Inclusivity Charter states the following:

12.2.1. Provincial Executive

12.2.1.1. A 1st Vice President, with any skills portfolio, who shall be of opposite gender as defined by the UCI than the President.

12.2.1.2. A 2nd Vice President, with any skills portfolio, who shall be of opposite race (white vs a person defined for a PDI, excluding gender or ability) than the President.

12.2.1.3. A minimum of 2 additional members either who shall either be from different race or genders.

12.2.1.4. The total composition of the executive board shall have a minimum of 40% representation of women and 40% PDI representation.

12.2.2. Committees and Commissions

12.2.2.1. Gender - Ensure at least three committee / commission members and / or administrators to be a female elected member and to increase by one every election year until such time that 50% of the executives are female.

12.2.2.2. Race - Ensure at least three committee / commission members and /or administrators elected to be black members and to increase representation by one every election year until such time that 50% of the executive is black.

13. DUTIES OF OFFICE BEARERS

13.1. ECC President

13.1.1. The President will represent ECC during meetings of the National body.

13.1.2. The President will act as chairman for all Council (AGM), ExCo and ManCo meetings.

13.1.3. The President has the power to act on any issue he/she deems necessary and in the interest of the affiliated ECC districts/organisers and their members, subject to the rules and regulations of this constitution.

13.1.4. The President shall enforce the observance of the Constitution of ECC and sign all approved minutes.

13.1.5. The President shall also perform such other duties as by usage or custom pertaining to his/her office.

13.1.6. In the event of the President resigning or otherwise becoming unavailable within his / her period of office, the ECC Vice-President will fulfil the role as an Interim-President until the next AGM. If the Vice-President position is vacant, the ExCo shall elect an interim President from within the serving District Chairpersons, until the next Council meeting (AGM).

13.2. ECC Vice-President

13.2.1. The Vice-President will assume all powers of the President in case the President is not present or available during meetings.

13.2.2. Together with the President the Vice-President is responsible for the effective management of all cycling related business in the interest of the affiliated ECC districts/organisers and members.

13.2.3. The Vice-President shall also perform such other duties as by usage or custom pertaining to his/her office.

13.2.4. In the event of the Vice President resigning or otherwise becoming unavailable within his / her period of office, the ExCo shall elect an interim Vice President from within the current serving

ExCo members until the next Council meeting (AGM). The option not to fill the position can be considered and allowed, but due diligence must be done to determine the impact to the province if position remains vacant.

13.3. ECC Secretary

- 13.3.1. The Secretary shall conduct all correspondence, make and preserve correct minutes of all proceedings of ECC and shall produce them when required to do so by ECC. Every record created, when approved by the Council, must be recorded in the minutes. He/she shall in co-operation with the President, draw up the Annual Report for submission at the Annual General Meeting.
- 13.3.2. The Secretary shall be responsible for the processing of all applications for membership of districts or organisers.
- 13.3.3. The Secretary shall co-ordinate arrangements for all ExCo, ManCo, General and Special meetings, functions and other events. The Secretary shall also be responsible for communicating these arrangements to all members of ECC.
- 13.3.4. The Secretary shall keep the final amended Constitution and hold record of all amendments.
- 13.3.5. The Secretary shall control and update the ECC Events Calendar in conjunction with the District Calendar Committees regarding events that are held in the districts and need to be listed on the ECC Events Calendar.
- 13.3.6. The liaising with CSA regarding event sanctioning for events that are held within the districts are done by the District Secretary within the district where the event is being held. The ECC Secretary can assist the district on request from the district if the district position is not filled or the person is unavailable.
- 13.3.7. The Secretary shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.3.8. In the event of the Secretary resigning or otherwise becoming unavailable within his / her period of office, the ExCo shall elect an interim Secretary from within the current serving ExCo members or any of the District Secretaries, until the next Council meeting (AGM). The option not to fill the position can be considered and allowed, but due diligence must be done to determine the impact to the province if position remains vacant.

13.4. ECC Treasurer

- 13.4.1. The Treasurer may co-authorize payments by ECC Council, ExCo or ManCo. Payment will only take place if a payment requisition has been completed.
- 13.4.2. The Treasurer shall invoice districts/organisers for all moneys payable to ECC.
- 13.4.3. The Treasurer shall issue a receipt for all monies received.
- 13.4.4. The Treasurer shall not handle any cash of ECC.
- 13.4.5. The Treasurer shall keep a complete and readily comprehensible record of the financial transactions of ECC. These transactions shall be available for inspection as and when requested by ExCo together with the bills and supporting documents.
- 13.4.6. The Treasurer shall submit the financial statement, duly audited by the Financial Official, at every Council Meeting (AGM).
- 13.4.7. The Treasurer will control the inventory of ECC.
- 13.4.8. The Treasurer may perform the treasurer duties for the district/s on request from the district/s, due to the specific knowledge and skills required to perform this function, provided that the finances are clearly separated from each other in whatever financial system that may be used. Very clear separation of transactions needs to be followed at all times.
- 13.4.9. The Treasurer shall also perform such other duties as by usage or custom pertaining to his/her office
- 13.4.10. In the event of the Treasurer resigning or otherwise becoming unavailable within his / her period of office, the ExCo shall elect an interim Treasurer from within the serving District Treasurers or if not possible, a competent person with the required financial knowledge can get co-opted into the position from outside, until the next Council meeting (AGM).

13.5. ECC Commissioners (BMX, MTB, Para, Road and Track)

- 13.5.1. The Commissioners for the various disciplines will be elected at District level with each District having its own discipline commissioner.
- 13.5.2. The ECC Commissioner per discipline will be based on a rotational basis for a period of one (1) year from the District Commissioners per discipline.
- 13.5.3. The process to determine the order of which commissioner is the ECC representative must be determined between the commissioners, provided a fair and transparent process has been followed.
- 13.5.4. The ECC Commissioner per discipline, will be ECC Commissioner representative at CSA Commission meetings and ECC ExCo.
- 13.5.5. The ECC Commissioner per discipline must provide formal feedback in the form of a summarised e-mail no later than seven (7) days after such meeting to ECC ExCo, District ExCo/Manco and District Commission members, on decisions taken and important matters from CSA commission meetings.
- 13.5.6. The ECC Commissioner per discipline must forward minutes of the CSA commission meetings to the ECC ExCo, District ExCo/Manco and District Commission Members immediately after receiving such minutes from the CSA Commission secretary.
- 13.5.7. The Commissioners will act in the interest of the disciplines for which they have been elected at district level as well as in the broader interest of all aspects of cycling in ECC.
- 13.5.8. The Commissioners will be responsible for conducting commission meetings within the district and report the actions, activities or recommendations of the commissions to ECC for ratification or further action.
- 13.5.9. The Commissioners will co-ordinate the yearly calendar within their respective districts and affiliated members. They will support the districts/organisers where possible with the administration of the calendar process and control the events to ensure effective feedback on participation and fees payable.
- 13.5.10. The Commissioners shall be responsible for the organisation of ECC Championship events in their respective disciplines.
- 13.5.11. The Commissioners shall decide which district will host such championships when rotating the championships between districts is required.
- 13.5.12. The Commissioners shall be responsible for completion and circulation of race notices and the keeping of a register of all recognised records created by their discipline within ECC.
- 13.5.13. If a discipline is not currently active within the Province, the discipline will remain dormant until such time as activity picks up in the discipline. Dormant disciplines will be monitored by ECC ExCo, to further the interests of the specific discipline.
- 13.5.14. The Commissioners shall also perform such other duties as by usage or custom pertaining to his/her office.

13.6. ECC Technical Manager

- 13.6.1. The Technical Manager duties and responsibilities are delegated down to district level with the different disciplines.
- 13.6.2. The Technical Manager will perform his/her duties as per district requirements but subject to the requirements as specified below within the ECC Constitution.
- 13.6.3. The Technical Manager will manage the cycling officials in the districts.
- 13.6.4. The Technical Manager will arrange training opportunities for cycling officials in all disciplines.
- 13.6.5. The Technical Manager is responsible for the appointment of Commissaires in terms of the Rules and Regulations of Cycling South Africa for all disciplines and competitions by ECC and/or district.
- 13.6.6. The Technical Manager shall also perform such other duties as by usage or custom pertaining to his/her office.

13.7. ECC Public Relations Manager

- 13.7.1. The Public Relations/Media Manager is only required if the ECC Council determines that it is a required position to be filled.
- 13.7.2. If the Public Relations/Media Manager position is required, the duties of the Public Relations/Media Manager will be as specified below within the ECC Constitution.
- 13.7.3. The Public Relations/Media Manager shall be responsible for the effective communication within ECC with all members, and with the National Bodies.
- 13.7.4. The Public Relations/Media Manager shall arrange yearly an Award Ceremony to honour athletes.
- 13.7.5. The Public Relations/Media Manager shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.8. ECC Safety Manager**
- 13.8.1. The Safety Manager duties and responsibilities are delegated down to district level within the different disciplines.
- 13.8.2. The Safety Manager shall be responsible for safety according to the Safety Acts within ECC.
- 13.8.3. The Safety Manager shall arrange safety training sessions.
- 13.8.4. The Safety Manager shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.9. ECC Coaching Manager**
- 13.9.1. The Coaching Manager duties and responsibilities are delegated down to district level within the different disciplines.
- 13.9.2. The Coaching Manager will manage the cycling coaches in the Eastern Cape Province.
- 13.9.3. The Coaching Manager will arrange training opportunities for cycling coaches in all disciplines.
- 13.9.4. The Coaching Manager is responsible to coordinate the coaching of all cycling disciplines in the Eastern Cape Province.
- 13.9.5. The Coaching Manager shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.10. ECC Transformation & Development Manager**
- 13.10.1. The Transformation & Development Manager duties and responsibilities are delegated down to district level.
- 13.10.2. The Transformation and Development Manager shall ensure ECC and Districts transform and develop according to the national guidelines.
- 13.10.3. The Transformation and Development Manager shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.11. ECC Rider Representative**
- 13.11.1. The Rider Representative duties and responsibilities are delegated down to district level.
- 13.11.2. The Rider Representative will use his/her best efforts to ensure that the registered cyclists in ECC are satisfied.
- 13.11.3. The Rider Representative will act as a mouthpiece for all cyclists at ECC.
- 13.11.4. The Rider Representative shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.12. ECC Youth / Schools Manager**
- 13.12.1. The Youth / Schools Manager duties and responsibilities are delegated down to district level.
- 13.12.2. The Youth/Schools Manager shall ensure ECC youth are taken care off.
- 13.12.3. The Youth/Schools Manager shall liaise with Schools Cycling SA.
- 13.12.4. The Youth/Schools Manager shall also perform such other duties as by usage or custom pertaining to his/her office.
- 13.13. ECC Women Representative**
- 13.13.1. The Women Representative duties and responsibilities are delegated down to district level.

13.13.2. The Women Representative shall ensure ECC women and girls are taken care off and perform such other duties as by usage or custom pertaining to his/her office.

13.14. ECC Ordinary Members

13.14.1. These are the districts of Alfred Nzo District, Amatole District, Buffalo City Metropolitan District, Chris Hani District, Joe Gqabi District, Nelson Mandela Bay Metropolitan District, Sarah Baartman District and O R Tambo District.

13.14.2. The Ordinary Members will ensure that cycling is managed effective in their districts, be a mouthpiece for their district and ensure effective administration and financial control of their districts.

13.15. ECC Associated Members

13.15.1. The Associated Members will ensure that events are managed effective in their area, be a mouthpiece for their organisation and ensure effective administration and finance of their events.

14. ELECTION OF THE PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY

14.1. Each Ordinary Member (Districts) shall be entitled to nominate one (1) person for election as President, one (1) person for election as Vice-President, one (1) person for election as Secretary, and one (1) person for election as Treasurer.

14.2. Each nomination shall be in writing, shall be approved by the District and shall be signed by the nominee to indicate his or her acceptance of the nomination. All such written nominations shall be received by the ECC Secretary not less than ten (10) working days prior to the date of the AGM.

14.3. It shall be permissible for the same person to be nominated for more than one position. The nomination for any alternative post is conditional upon him or her not being elected to the first post for which he or she is nominated.

14.4. If there is more than one nomination for any of the posts of President, Vice- President, Treasurer and Secretary, then such posts shall be elected separately by ballot, such elections to be held in the sequence aforesaid.

14.5. The retiring President, the retiring Vice-President, the retiring Treasurer and the retiring Secretary, shall be eligible for re-election after being nominated again by the members, provided the Secretary shall have received written notification from such persons of their willingness to continue in office, if re-elected.

14.6. Each person who votes shall record a vote for not more and not less than the number of vacancies.

14.7. With the election, the Transformation and Gender policy shall be considered, subject to the availability and willingness of such a nominated person. The ExCo should ideally include at least two (2) men and two (2) women.

14.8. The President, Vice-President, Treasurer and Secretary are to be elected by majority vote.

14.9. The President, Vice-President, Secretary and Treasurer will hold office for four (4) years running from an Olympic Games till the next Olympic Games (if a member was selected in the years between games, period of office will be till the next Games).

15. VOTING RIGHTS AT AGM

15.1. The voting rights set out in this clause shall apply in respect of all meetings of the Council (AGM).

15.2. Only persons with at least a Cycling SA membership will be allowed to vote.

15.3. Each member of ExCo shall have one (1) vote and the Chairperson of any general meeting shall have one (1) vote, in that capacity, and a second or casting vote in the event of an equality of votes.

15.4. Ordinary Members (Districts) at the AGM of ECC have one (1) vote and additional votes proportional to the number of CSA members they represent in their districts, namely:

15.4.1. If a District has less than 50 members, they have no additional vote.

15.4.2. If a District represents more than 50 members, but less than 250 members, they have one (1) additional vote i.e. additional person from Distract can attend and vote.

- 15.4.3. If a District represents more than 250 members, but less than 500 members, they have two (2) additional votes i.e. additional two (2) persons from District can attend and vote.
- 15.4.4. If a District represents more than 500 members, but less than 1500 members, they have three (3) additional votes i.e. additional three (3) persons from District can attend and vote.
- 15.4.5. If a District represents more than 1500 members, they have the maximum of four (4) additional votes i.e. additional four (4) persons from District can attend and vote.
- 15.5. Ordinary Members (Districts) shall be entitled to nominate representatives according to their voting powers to attend and to vote at any general meeting.
- 15.6. Only Ordinary Members (Districts) whose Chairpersons are personally present at the meeting or a delegated representative of the district that has a proxy vote for the District they are a member of, shall have the right to vote. Such delegated proxy shall be in writing addressed to the ECC Secretary and must be received by the ECC Secretary not less than twenty-four (24) hours prior to the time for the commencement of that meeting.
- 15.7. Ordinary Members (Districts) who have additional votes based on their voting power, cannot give proxy votes to the chairperson, his or her delegated representative or anybody else, as the person must be present to vote.
- 15.8. Associate Members shall each have one (1) vote and must be present to vote as no proxy votes are allowed.
- 15.9. Honorary Life Members may only vote in connection with any motion to terminate the Membership of any Honorary Life Member and must be present to vote as no proxy vote is allowed.

16. ANNUAL GENERAL MEETING (AGM)

- 16.1. An AGM shall be held once in every year provided that:
 - 16.1.1. Not more than fifteen (15) months have elapsed between one AGM and the next.
 - 16.1.2. Is within four (4) months from the financial year end.
- 16.2. ExCo shall decide the date, time and place on which each AGM shall be held.
- 16.3. Virtual AGM via Teams or other virtual meeting platforms is permissible.
- 16.4. The following persons shall be entitled to attend and speak at the AGM:
 - 16.4.1. All members of ExCo.
 - 16.4.2. Representatives proportional to the number of riders in the district will represent Ordinary Members (Districts).
 - 16.4.3. One (1) representative of each of the Associate Members.
 - 16.4.4. All Honorary Life Members.
 - 16.4.5. Any other person who may be invited by ExCo to do so.
- 16.5. The business to be transacted at an AGM shall be:
 - 16.5.1. Receive delegates' credentials in writing and determine the voting strength.
 - 16.5.2. To read the notice convening the Meeting.
 - 16.5.3. To read and confirm the Minutes of the previous AGM and to consider any matters arising there from.
 - 16.5.4. To receive and consider the Annual Report of the President, for the period since the date of the previous AGM.
 - 16.5.5. To adopt with or without modification, the audited Annual Financial Statements for the previous financial year, provided that if not so adopted the Annual Financial Statements shall stand for consideration and adoption, with or without modification, by the ExCo as per the decision of the AGM.
 - 16.5.6. To elect office bearers, i.e., President, Vice President, Treasurer and Secretary in the years when office bearer positions become vacant due to resignations, or the prescribed duration comes to an end.
 - 16.5.7. To appoint the Financial Officials (Auditors) of ECC.
 - 16.5.8. To consider and to adopt with or without modification, or to reject any recommendations of ExCo.

16.5.9. To consider all nominations by ExCo of persons to be Honorary Life Members and to accept or to reject any such recommendation or nomination.

16.5.10. To discuss and consider any matter from Ordinary or Associate Members of which written notice has been given to the ECC Secretary.

17. SPECIAL GENERAL MEETING (SGM)

17.1. A SGM of Members shall be convened:

17.1.1. By resolution of ExCo, or

17.1.2. Upon the written requisition of not less than two (2) Ordinary Members, addressed to the ExCo, provided that such written requisition shall state the exclusive purpose for which the SGM is to be called and the text of the motion to be put to the meeting.

17.2. ExCo shall decide the date, time and place on which each SGM shall be held.

17.3. Virtual SGM via Teams or other virtual meeting platforms is permissible

17.4. The Secretary shall send written notification to all Ordinary Members and Associate Members, which notice shall specify the time, date and place of the SGM together with written notification of the purpose of and measures to be transacted at the SGM and the text of motions to be put to and considered by the meeting.

17.5. The business to be transacted at a SGM shall be:

17.5.1. Receive delegates' credentials in writing and determine the voting strength.

17.5.2. To read the notice convening the Meeting

17.5.3. No business other than that stated in the notification referred to shall be transacted at the SGM.

17.6. Only the persons entitled to attend an AGM shall be entitled to attend and speak at the SGM.

18. GENERAL PROVISIONS RELATING TO AGM'S AND SGM'S

18.1. AGM's and SGM's shall, subject to the terms of this constitution, be held at such time and place as shall be decided by ExCo.

18.2. Timelines pertaining to AGM:

18.2.1. Notice of the AGM shall be sent to all the Members, Members of ExCo, and Honorary Life Members not less than twenty-one (21) days prior to the date of the meeting.

18.2.2. Request for Agenda Items and Nominations for Office Bearers shall be sent to all the Members, Members of ExCo, and Honorary Life Members not less than fourteen (14) days prior to the date of the meeting.

18.2.3. Nominations received by ECC Secretary not less than ten (10) days prior to the date of the meeting.

18.2.4. Sending out Agenda Items and Nominations Received shall be sent to all the Members, Members of ExCo, and Honorary Life Members not less than seven (7) days prior to the date of the meeting.

18.2.5. Receiving of written Delegated Proxy Nomination Forms from Ordinary or Associate Members shall not be less than twenty-four (24) hours before the commencement of the meeting.

18.3. Timelines pertaining to SGM:

18.3.1. Notice of the SGM shall be sent to all the Members and Members of ExCo within fourteen (14) days of receiving the request for a SGM, but shall not be

18.3.2. The SGM shall not take place more than twenty-one (21) after receiving the request for the meeting or less than seven (7) days after receiving the request for the meeting.

18.4. General Conditions pertaining to AGM and SGM:

18.4.1. Copies of the Agenda for any AGM shall be disseminated to Members, Members of ExCo and Honorary Life Members by electronic means.

18.4.2. Copies of the Agenda for any SGM shall be disseminated to Members and Members of ExCo by electronic means.

18.4.3. The chairperson of any AGM or SGM shall be the President or in his or her absence the Vice-President or in his or her absence such other person as shall be elected for that purpose by the representatives of Members present at the Meeting and entitled to vote.

- 18.4.4. A quorum for an AGM shall be the Members or Members of ExCo that are present with a minimum of three (3) of the ExCo being present.
- 18.4.5. A quorum for a SGM shall be the Members or Members of ExCo that are present with all the members that have submitted the request for the SGM must be present.
- 18.4.6. If a quorum is not obtained within thirty (30) minutes after the time set for commencement of that meeting, or shall not remain present during the whole period of that meeting until proceedings have been duly declared to have been concluded by the chairperson, the meeting if convened upon the request of Ordinary Members i.e. a SGM, the meeting shall be dissolved; in any other case it shall stand adjourned to a date not earlier than seven (7) days and not later than fourteen (14) days after the date of that meeting, and at such adjourned meeting the representatives of Ordinary Members present and entitled to vote shall constitute a quorum and may transact the business of that meeting.
- 18.4.7. Where a meeting has been adjourned as aforesaid, the Secretary shall, upon a date not later than three (3) days after the adjournment disseminate a written notice to each Ordinary Member stating:
 - 18.4.7.1. The date, time place to which the meeting is adjourned.
 - 18.4.7.2. The matter before the meeting, when it was adjourned.
 - 18.4.7.3. The grounds for the adjournment which notice shall have been settled by the President.
- 18.4.8. Voting shall be on a show of hands in face-to-face meetings.
- 18.4.9. Voting in virtual meetings will take place by means of a whatsapp message to the ECC Secretary.
- 18.4.10. Virtual Voting Procedure via whatsapp is as follows:
 - 18.4.10.1. Whatsapp message sent during meeting and only after chairperson has opened the voting for a position.
 - 18.4.10.2. Voting closes after the chairperson declares that voting for that position has closed.
 - 18.4.10.3. Any votes received for the position after the time-period allowed to vote for the position will be declared null and void.
 - 18.4.10.4. Whatsapp message must state:
 - 18.4.10.4.1. Person's name doing voting (required for validation purposes as not all people have their names enabled on messages and it only shows the telephone number)
 - 18.4.10.4.2. Position being voted on
 - 18.4.10.4.3. Person's name being voted for
 - 18.4.10.5. After each position has been voted for, the Secretary will count the votes received and announce the results of the voting process stating the name and number votes received for each person nominated and voted for.
 - 18.4.10.6. The Secretary must save the whatsapp messages as screenshots for fourteen (14) days before deleting the messages and screenshots.
- 18.4.11. The Secretary shall take minutes of all meetings.
- 18.4.12. The proceeding of meetings shall be preserved in the form of electronically created minutes authenticated after confirmation by the next meeting and by signature of the Chairman.
- 18.4.13. The minutes of each meeting shall contain a résumé of the subject of the matters dealt with and such motions and amendments have been proposed and adopted or rejected.
- 18.4.14. Minutes signed by the Chairman of any meeting to which such minutes related, or by the Chairman of any succeeding meeting of the same body, shall be sufficient evidence of the fact herein stated.
- 18.4.15. The Secretary shall send to each affiliated member, and members of the ExCo a copy of the minutes of all the meetings as soon as practicable after such meeting.

19. FINANCE

- 19.1. Financial Year. ECC's financial year shall be from 1 January to 31 December of each year.
- 19.2. Banking Account.

- 19.2.1. ECC's financial transactions shall be conducted by means of a banking account.
- 19.2.2. Banking Account(s) shall be opened in the name of ECC.
- 19.2.3. An account for ECC and an account for ECC (NLC).
- 19.2.4. ECC shall designate at least three (3) council members with approval powers on the ECC's banking accounts.
- 19.2.5. Two (2) authorised persons must sign/approve together.
- 19.2.6. No cheque, Electronic Funds Transfer (EFT) or promissory note drawn on behalf of ECC shall be valid unless signed/approved by any two (2) of either the President, the Vice-President, the Treasurer, the Secretary or any other council member of ECC who has been authorised by the ExCo to have signing powers.
- 19.3. Yearly Financial Planning
 - 19.3.1. Each District must have a Budget Meeting in November each year to plan the District's finances (income and expenditure) for the following year and where the finalised budget is approved by the District ExCo/Manco.
 - 19.3.2. ECC must have a Budget Meeting in November each year to plan the Provinces finances (income and expenditure) for the following year and where the finalised budget is approved by ECC ExCo.
 - 19.3.3. Income and Expenditure for the new year must then be controlled and managed based on the approved budgets.
- 19.4. Income Sources:
 - 19.4.1. Grants and Sponsorship. ECC shall also apply for grants and sponsorships to fund its objectives.
 - 19.4.2. Membership Fees. Eastern Cape Province cyclist shall register with ECC through a process where an additional amount is payable with their CSA Membership Fee, which is done online with CSA. The ECC amount will be determined by the ECC ExCo from time to time.
 - 19.4.3. Affiliation Fees. Ordinary and Associated Members shall pay affiliation fees, as determined by the ExCo, yearly before the AGM.
- 19.5. Expenses:
 - 19.5.1. All monies received shall be applied to the carrying out of the objectives of ECC.
 - 19.5.2. Affiliation. ECC will affiliate to Cycling SA, ECPSC and other bodies as determined by the ExCo.
 - 19.5.3. Stay and Travel Expenses. ExCo members will be refunded for CSA Meetings away from home, for stay and travel expenses such as fuel, air tickets, car hire, accommodation and meals. Tariffs for fuel, accommodation and meals will be determined by the ExCo from time to time. Payment will only take place if vehicles are used effectively and there are sufficient funds to make the payment.
 - 19.5.4. Rider Support.
 - 19.5.4.1. ECC shall support high performance and development riders and teams for participation in events.
 - 19.5.4.2. Financial support of riders needs to take place at District level first, and only if the District cannot fund, may ECC be approached for support. Support will depend on availability of funds and approved budgets.
 - 19.5.4.3. Applying for double funding from District and ECC is not acceptable.

20. EVENT ADMINISTRATION AND INCOME

- 20.1. Income from events will be allocated as described below and the administration of the events is delegated to the District in which the event is hosted.
- 20.2. Events Calendar
 - 20.2.1. The Districts will hold an Events Calendar meeting in October each year to finalise the events in their respective districts for the following year.
 - 20.2.2. The finalised calendar will be forwarded to the ECC Secretary to publish on the ECC web site.
 - 20.2.3. Any clashes of event dates must be resolved within the respective districts.

20.3. Event Administration

- 20.3.1. Event organisations will apply to the District for a date on the calendar.
- 20.3.2. Only paid-up events will be considered for new events from the organiser.
- 20.3.3. The Districts need to ensure that effective administration takes place for the Events to ensure that the Day Licences are paid to CSA via the CSA online system. Only approved Events will appear on CSA and ECC calendar.
- 20.3.4. The Districts need to ensure that effective administration takes place for the Events to ensure that the Rider Levies are paid to the District by event organisers.
- 20.3.5. The Districts need to ensure that effective administration takes place for the Events to ensure that the Day Licences are levied on non-CSA members competing in sanctioned events are paid to the District by event organisers.

20.4. Administration Fee

- 20.4.1. Administration Fee income for event administration done by the District is allocated to the respective District in which the event is held.
- 20.4.2. Administration Fee, as determined by ECC, shall be paid by event organisers to the District within sixty (60) days after the event.

20.5. Calendar Fees.

- 20.5.1. Calendar Fees income portion for events is allocated to the respective District in which the event is held.
- 20.5.2. Calendar Fees for Events are determined by CSA on a yearly basis, and payable to CSA before Event will be approved and sanctioned.

20.6. Rider Levies.

- 20.6.1. Rider Levies income portion from events is allocated to the respective District in which the event is held.
- 20.6.2. Riders Levies, as determined by CSA and/or ECC, shall be paid by event organisers to the District within sixty (60) days after the event.

20.7. Day Licenses.

- 20.7.1. Day Licenses income portion from events is allocated to the respective District in which the event is held.
- 20.7.2. Day Licences, as determined by CSA and/or ECC, shall be paid by event organisers to the District within sixty (60) days after the event.

20.8. ECC Championships.

- 20.8.1. ECC Championships need to be presented annually.
- 20.8.2. ECC Championships are delegated to the active Districts to Organise, Arrange, Hold and be Responsible and Accountable for the smooth and safe running of the event.
- 20.8.3. Each championship needs to fund all the expenses from entry fees and sponsorship within the approved District Budget for the Championship.
- 20.8.4. The cycling discipline Commissioners and/or organising District may obtain sponsors for the ECC championships to assist in covering expenses for the event.

21. MOTION OF NO CONFIDENCE

- 21.1. A motion of no confidence may be proposed to remove an officeholder or body if they are deemed unable or unwilling to perform their duties or if their actions are considered contrary to the objectives of the organization.
- 21.2. The procedure to raise the motion of no confidence is as follows:
 - 21.2.1. The motion of no confidence must be submitted to the secretary in writing and signed by not less than two (2) Members or Managers or Commissioners.
 - 21.2.2. The motion must detail the reasons for the lack of confidence, including specific examples or evidence.
 - 21.2.3. Upon receipt of the motion, the secretary shall schedule a SGM as per the above stipulations for an SGM.

21.2.4. Quorum and Voting is as per above for SGM's and as per general provisions relating to SGM's.

21.2.5. Special provisions pertaining to a motion of no confidence are as follows:

21.2.5.1. The individual(s) or representative of the body must be invited to the SGM as per provisions above relating to SGM's.

21.2.5.2. The individual(s) or representative of the body has the right to refuse attendance and thereby forfeit their right to defend themselves.

21.2.5.3. Absence from the SGM without notification to the secretary that they will not be attending will be taken as a refusal to attend and defend themselves. The SGM will continue in such case.

21.2.5.4. The individual(s) subject to the motion shall be given an opportunity to respond to the allegations before the vote is conducted.

21.2.5.5. Upon passing the motion of no confidence, the officeholder or body shall be immediately removed from their position.

21.2.5.6. Interim arrangements or appointments, if applicable, shall be made in accordance with this constitution.

21.2.5.7. An appeal against the decision may be lodged in accordance with the appeals procedure outlined below under Appeals Procedure.

22. LIMITATION OF LIABILITY OF MEMBERS AND INDEMNITY

22.1. The liability of any Member, of any classification, is limited exclusively to the sum of any monies then due and payable by such Member to ECC, by way of subscription or otherwise howsoever.

22.2. The President, the Vice-President, the Treasurer, all members of ExCo, all officials, servants, agents and persons (natural, corporate or otherwise) acting on behalf of ECC, in terms of this Constitution and under delegated powers from Ordinary Members in General Meeting or from ExCo, shall be and they are hereby indemnified and held harmless against any claim or demand by any third party as a result of any act or omission in the performance of their duties for and on behalf of ECC, from whatever cause arising, provided such person/s acted in good faith.

22.3. ECC shall not be liable to compensate any competitor or official for any injury suffered by him or for any financial loss occasioned by him because of such injury whilst training for or competing in any event under its jurisdiction or whilst representing ECC in any event or any cycle meeting under the jurisdiction of any other body.

22.4. ECC shall not be liable to compensate any competitor for any damage caused to his equipment or any part thereof whilst training for or competing in any like cycle meeting.

23. INCOME AND PROPERTY

23.1. The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

24. ENFORCEMENT, ALTERATION OR VARIATION OF THIS CONSTITUTION

24.1. Every affiliated member, association or body, their members and competitors shall always be subject to this Constitution and rules of ECC.

24.2. The Constitution may only be added to, varied, altered, amended or modified at an AGM or SGM of ECC, if the alterations are accepted by two thirds of the eligible votes present at such a meeting, provided a written notification of such Meeting, together with a copy of a proposed resolution was disseminate not less than thirty (30) days prior to the meeting.

25. NOTIFICATION

25.1. For the purposes of this Constitution, all notifications by ECC to any person or any Ordinary Member, Associate Member, Honorary Life Member shall, unless delivered by hand, be effective from the date of dissemination by post, and/or by fax, and/or by electronic means to the last known postal address of such Member/s but all notifications to ECC by any person (natural, corporate or otherwise) or any such Member shall only be effective from the date of receipt thereof by the Secretary. In no respects shall any postal authority be, or be deemed to be, the agent of ECC.

26. GRIEVANCE PROCEDURE

- 26.1. The purpose of a Grievance Procedure is to establish a clear and fair process for addressing grievances raised by members of the organisation regarding decisions, policies, or actions that affect them.
- 26.2. Any member wishing to file a grievance must do so in writing within seven (7) days of the incident or decision in question.
- 26.3. The written grievance must include:
 - 26.3.1. The specific nature of grievance.
 - 26.3.2. Details of the incident or decision being challenged.
 - 26.3.3. Any supporting evidence.
 - 26.3.4. The desired outcome or resolution sought.
- 26.4. The grievance shall be reviewed by ExCo within seven (7) days of receipt.
- 26.5. The member filing the grievance may be invited to present their case in person or virtually, as deemed appropriate.
- 26.6. All grievances shall be handled impartially and confidentially.
- 26.7. No member shall be penalized for filing a grievance in good faith.
- 26.8. If the member is not satisfied with the outcome of the initial review, they may appeal against the decision in accordance with the appeals procedure outlined below under Appeals Procedure.

27. APPEALS PROCEDURE

- 27.1. A member may appeal a decision made from a Motion of no Confidence, Grievance submitted or Disciplinary Hearing.
- 27.2. The appeal must be submitted in writing to the secretary within seven (7) days of the decision made.
- 27.3. The appeal will be reviewed by a higher body as detailed below under the Appeal Board, which will issue a final decision within thirty (30) days.

28. ARBITRATION CLAUSE

- 28.1. Should any dispute arise which involves ECC, its officials, any districts affiliated with the ECC, and any officials, players or members who are subjected to the rules of this Constitution, pertaining to any matter arising from the interpretation or implementation of the Constitution, or arising from the sports governed by this Constitution, then such dispute shall be referred to the Arbitration Forum of the Eastern Cape Provincial Government and/or CSA, to be dealt with in accordance with the Rules of that Forum. The provision of Arbitration Act of 1965 shall apply to such arbitration proceedings, save to an extent modified by the Arbitration Forum rules.

29. DISSOLUTION OR WINDING UP OF EAST CAPE CYCLING

- 29.1. ECC may be dissolved or wound-up, at any time, by Ordinary Members in General Meeting, upon a majority vote of not less than seventy five percent (75%) of the total votes of Ordinary Members and Associate Members, whose representatives are present and entitled to vote, and of Honorary Life Members who are present in person at such general meeting, provided that not less than sixty (60) days written notification of such meeting and of any resolution aimed at dissolving or winding-up ECC shall have been given to all Members.
- 29.2. Upon dissolution or winding up of ECC, all the property and assets of ECC, after payment of all monies owing to any third parties, shall be transferred free of compensation to any other Association/s or Organisation/s having objects like ECC at the discretion of Ordinary Members.

30. APPEAL BOARD

- 30.1. The ExCo shall appoint the members of the Appeal Board and delegate such powers to the Appeal Board to include, but not be limited by the following:
 - 30.1.1. To assist ECC with legal advice.
 - 30.1.2. To assist with appeals logged.
 - 30.1.3. Set up and continuously update a disciplinary code for both members and their members, adopted by Council.

30.1.4. Chair disciplinary hearings when requested, and adjudicate, mediate and arbitrate upon legal and disciplinary matters.

30.2. The Appeal Board shall comprise of three members of which at least one must have a legal background.

30.3. Every member of the Appeal Board shall have one vote each at their meetings and hearings.

31. APPROVAL OF CONSTITUTION

31.1. Duly adopted by the Members at an ~~Annual~~ / Special General Meeting held at:

Virtual Meeting in MS Teams on 04 / 12 / 2025 at 07 H 00

ECC President:
Name: Dennis Ehlers

Signature:  _____

ECC Secretary:
Name: Antoinette Harding

Signature:  _____

ECC Treasurer:
Name: Faye Armstrong

Signature:  _____

SCHEDULE ONE NON – RACIALISM

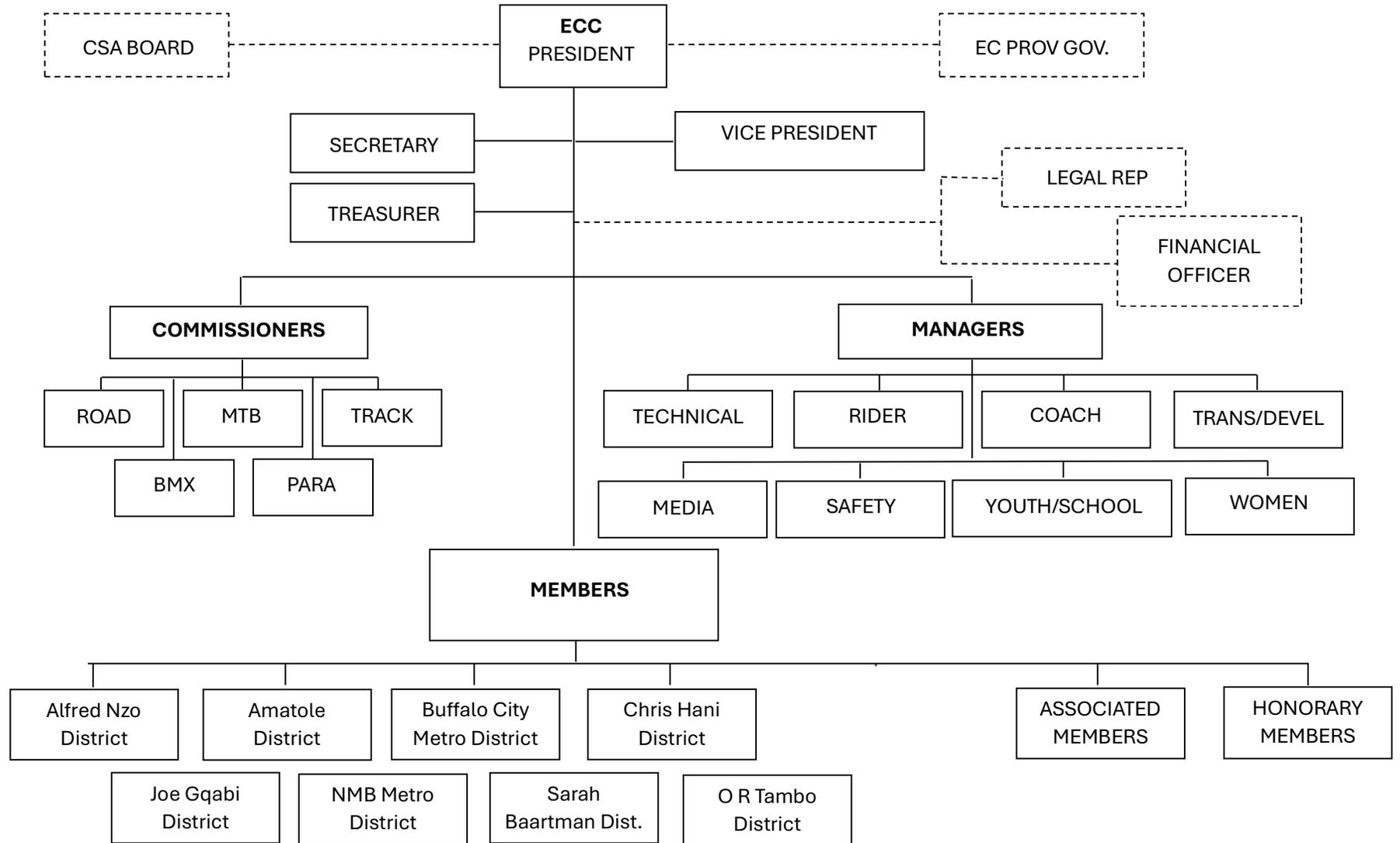
1. The principle of non-racialism is recognised and accepted. By this it is meant, broadly, that race should not be, and may not be, a basis of discriminating against or affording privilege to any person or group of persons. (Note: In this document all references to "race" must be taken to include a reference to ethnicity and nationality).
2. It follows from this that no club, province or other affiliated body may have any provision in its constitution which has the effect of barring membership on the grounds of race.
3. A provision in a constitution which though not worded in racial terms none the less is calculated to discriminate on grounds of race and which would have the effect of discriminating on grounds of race shall be regarded as an infringement of 2.
4. The principle of non-racialism also demands that all clubs, provinces and other affiliated bodies shall, when the situation legitimately requires it, make all their facilities available to persons other than their members on an equal basis irrespective of the race, ethnicity of nationality of such persons, e.g. when hosting an event and such non-members are legitimately at the premises of the club or other body in connection therewith.
5. The fundamental rights of freedom of association and freedom of disassociation are recognised. It is also recognised that these rights are fundamental to the formation of and existence of the private club which is the basic building block of a national or provincial sports controlling body.
6. There is inherently a potential conflict between the rights referred to in 5, and the principle of non-racialism referred to in 1, and it is considered desirable to indicate how such potential conflicts are to be resolved.
7. The following are suggested guidelines as to how to reconcile these principles in practice:
 - a. A constitution which admits any person to membership except persons of any racial or ethnic group shall be regarded as infringing the principles of non-racialism and shall not be regarded as a valid exercise of the rights of freedom of association/disassociation.
 - b. A constitution may limit its membership to persons who fulfil certain criteria notwithstanding that the result thereof is that its members in fact consist only of one or more racial groups, provided that those criteria are not racist in their terms or in their intended effect e.g. a club which restricts its membership to persons who attend a certain school shall not be regarded as infringing the principle of non-racialism even though de facto its members may, as a result, come from a certain racial group only. Other examples of the application of this principle are clubs whose membership is limited to persons of a particular vocation or of a particular religious' movement.
8. Under no circumstances will an infringement of 4, above be tolerated or permitted on the grounds that it constitutes an exercise by the club or affiliated body concerned of its rights of freedom of association and/or disassociation.
9. The existence of the so called "ethnic" clubs are perceived to be problematical and require deeper analysis.
 - a. Various such clubs exist now e.g. the Greek Club, the Italian Club, the German Club and so on. The existence of such clubs is a well-established and recognised phenomenon in the countries of the United Kingdom, Western Europe and the U.S.A. It is clear that such clubs are not the result of the policy of apartheid but arise from the desire of peoples of different origins and cultures to group together to enjoy and foster their own cultural traditions.
 - b. What is said below is a discussion in general terms and is not a reference to any one or more of such ethnic clubs which in fact exist. Such clubs appear to have been formed with the bona fide purpose of catering for the cultural needs or aspirations or interests of the ethnic group which it serves. There does not appear to be any ulterior racial motive.
 - c. If the constitution of such a club were to restrict its membership to persons of a particular ethnic group (or race or nationality), it would by necessary implication, be excluding persons from all other ethnic groups/races/nationalities from membership. Prima facie this would be an infringement of paragraph 2 above. The question which must be decided is whether, in these circumstances, this constitutes a valid exercise of the rights of freedom of association and disassociation, notwithstanding that it amounts to an infringement of 2, above (also 7.1 above). It is considered that this would not be acceptable and that any club having a constitution along those lines would not be eligible for membership of the proposed new unified national body or any provincial body.
 - d. By contrast, however, a club which had as its main object the promotion, advancement, propagation etc. of the culture, traditions etc. of any race or nationality, but which did not seek to exclude or limit membership on those grounds would be regarded as legitimate and would be eligible for membership.
10. The principles and guidelines set out above regarding non-racialism shall apply equally in respect of religion and discrimination on the grounds of a person's religious belief.

SCHEDULE TWO
APPLICATION OF THE PROVISIONS OF SECTION 30 (1) OF THE INCOME TAX ACT, 1962

1. The following provisions contained in section 30 (1) of the Act shall always apply and be adhered to while this constitution is in operation.
2. The sole object of the Association is to carry on a public benefit activity, with altruistic or philanthropic intent, which qualifies for purposes of Section 18 A of the Act as defined in Section 30 (1) of the Act, in a non-profit manner.
3. At least 85% of the Association's activities shall be carried out in the Republic of South Africa.
4. The Association shall be governed by at least 3 members who will accept fiduciary responsibilities and shall also not be connected persons to each other and no single person directly or indirectly controls the decision-making powers relating to the Association.
5. No funds will be distributed to any person (other than while undertaking any public benefit activity.)
6. The Association's funds will be used solely for the objects for which it was established or shall be invested with registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 39 of 1984, or in securities listed on a stock exchange as defined in the Stock Exchanges Control Act, 1 of 1985 (as amended).
7. The Association will not carry on any business undertaking or trading activities other than to the extent that.
 - 7.1. The gross income derived from such business undertaking or trading activity does not exceed the greater of R25 000 or 15% of the gross receipts of the constitution.
 - 7.2. The undertaking or activity is:
 - 7.2.1. integral and directly related to the sole object of the Association: and
 - 7.2.2. carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost: and
 - 7.2.3. which would not result in unfair competition in relation to taxable entities:
 - 7.3. The undertaking or activity, if not integral and directly related to the sole object of such Association, is of an occasional nature and undertaken substantially with assistance on a voluntary basis without compensation, or
 - 7.4. The undertaking or activity is approved by the Minister by notice in the Gazette, having regard to:
 - 7.4.1. the scope and benevolent nature of the undertaking or activity
 - 7.4.2. the direct connection and inter-relationship of the undertaking or activity with the sole purpose of the Association
 - 7.4.3. the profitability of the undertaking or activity: and
 - 7.4.4. the level of economic distortion that may be caused by the tax-exempt status of the Association carrying out the undertaking or activity. Any business undertaking or trading activities, or assets used in such undertaking or activity, acquired by the Association before 1 January 2001, will be retained or continued, in the form so acquired for a period of five years.
 - 7.5. Upon winding up, deregistration or dissolution, the assets of Eden Cycling remaining after satisfaction of all its liabilities shall be transferred to any public benefit other association or institution having similar objects approved by the Commissioner, any public benefit organisation approved in terms of Sec 30 of the Income Tax Act, an institution, board or body which is exempt from tax under Sec. 10(1)(cA)(i) of the Income Tax Act or any department of state or administration in the national, provincial or local sphere of government of the Republic of South Africa, contemplated in section 10(1)(a) or (b) of the Income Tax Act.
 - 7.6. No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in term of section 18A of the Income Tax Act, provided that a donor (other than a donor which is an approved public benefit organization or an institution board or body which is exempt from tax in terms of section 10(1)(cA)(i) of the Income Tax Act, which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
 - 7.7. A copy of all amendments to the Constitution, trust deed, will be submitted to the Commissioner for the South African Revenue Service.

- 7.8. No remuneration will be paid to any employee, office bearer, member or person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered.
- 7.9. The Association will submit the required Income Tax Returns annually together with the relevant supporting documents.
- 7.10. The Association will, within such period as the Commissioner may determine, register in terms of section 13(5) of the Non-Profit Organisations Act, 71 of 1997, and comply with any other requirements imposed in terms of the Non-Profit Organisations Act, 71 of 1997.
- 7.11. The Association has not and will not use its resources directly or indirectly to support, advance or oppose any political party.
- 7.12. ECC shall not knowingly be a party to or permit itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is or was the reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transactions, operations or scheme, would have been or would have become payable by any person under the Income Tax Act (58 of 1962), as amended or any other act administered by the Commissioner of the South African Revenue Service.

**ANNEXURE A
ORGANISATIONAL CHART OF EAST CAPE CYCLING**



ANNEXURE B CODE OF CONDUCT FOR RACE OFFICIALS, STAFF, CLUB OFFICIALS, TEAM MANAGERS, COACHES, RACE ORGANISERS, COMPETITIVE RIDERS, AND MEMBERS

The Code of Conduct of East Cape Cycling governs the conduct and behaviour of all individuals involved in the sport of cycling, whether it is racing officials, staff members, coaches, team managers, club officials, competitive riders, members, or race organizers.

East Cape Cycling is affiliated to Cycling South Africa, which is the governing body of cycling as a sport, recognised by the Union Cycliste Internationale (the UCI) the South African Sport and Olympics Committee (SASCOC), the respective Provincial Sport Councils and Regional Sport Councils in South Africa.

For easy reference, this Code of Conduct is divided into four (4) sections. It describes the purpose to regulate the duties and responsibilities of the respective persons and/or organizers involved in cycling as a sport and to ensure the required results, goals, and objectives in terms of the execution of such duties and responsibilities.

The sections are as follows:

1. Rights:

The section outlines the basic rights of individuals to take part in the sport of cycling.

2. Relationships:

The section provides guidance regarding personal relationships in cycling, between coaches, team managers, officials or others in positions of influence and the riders.

3. Personal Standards:

The section outlines the standards of personal conduct and behaviour expected within the sport at all levels.

4. Professional Standards:

The section details the commitment to best practice and ongoing professional development expected of officials, coaches, team managers, and all others in positions of authority within East Cape Cycling.

RIGHTS

- 1.1. It is essential that all people involved in cycling as a sport, recognise and ensure that every individual has an equal right to participate in the sport.
- 1.2. East Cape Cycling's race officials, staff, coaches, team managers, competitive riders, race organizers and members should:
 - 1.3. Make every effort to ensure that cycling is a sport where everyone is treated as an individual and which is open and available equally to all members of society.
 - 1.4. Make every effort to ensure that cycling in all its forms offers the individual the opportunity to participate without fear or harassment.
 - 1.5. Where a participant experiences fear, harassment or bullying, such participant has a right to lodge a complaint with East Cape Cycling and for that complaint to be heard and acted upon.
 - 1.6. Respect the right of riders to consult with other coaches, team managers and experts.
 - 1.7. Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.
 - 1.8. Race officials, staff, team managers, coaches, race organizers and members should ensure that all individuals in cycling are, always, treated with respect.
 - 1.9. Race officials, staff, team managers, coaches, race organizers and members should not discriminate against an individual for any reason, whether it be race, colour, gender, marital status, sexuality, age, disability, occupation, religion, or political persuasion.
 - 1.10. Race officials, staff, team managers, coaches, race organizers and members should challenge discrimination in whatever form it may occur.
 - 1.11. Race officials, staff, team managers, coaches, race organizers and members always behave with discretion when discussing individuals and avoid engaging in descriptions or publicly criticizing them in a way which they may find demeaning.
 - 1.12. Race officials, staff, team managers, coaches, race organizers and members should communicate with each other in a way which reflects respect and care.

1.13. This is especially important in rider/coach/team manager relationships, when a coach/team manager is providing feedback to a rider and when dealing with children or vulnerable adults.

RELATIONSHIPS

2.1. East Cape Cycling's race officials, staff, coaches, team managers, race organizers and members should build relationships within the sport which are open and honest, and founded on mutual trust and respect.

2.2. Race officials, staff, team managers, coaches, team managers, race organisers and members should not behave in any way which involves or could be construed as abuse of any kind, whether it is sexual, physical, emotional, neglectful, or bullying.

2.3. The welfare and best interests of everyone involved with the sport should be respected and always promoted and individuals should be empowered to be responsible for their own decisions.

2.4. Anyone involved in a position of authority, or engaged in a coaching/ team manager capacity, or any other form of relationship directly related to the sport, must avoid sexual intimacy during that relationship.

2.5. Race officials, staff, team managers, coaches, team managers and members must always act if they have concerns about an adult 's behaviour towards a child.

2.6. When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.

2.7. Coaches and team managers should work with and communicate with a range of individuals and organizations that will benefit the rider and provide them with a broader range of services and knowledge.

2.8. Equally, coaches and team managers should discuss and agree with a rider other source of information and guidance if they believe it will be of benefit to the rider.

2.9. Race officials, staff, team managers, coaches, and members should consider the physical needs of riders, both in and out of competition.

2.10. Issues such as the volumes and intensity of training and competitive cycling should be addressed with particular care.

2.11. Physical contact during both competitive and non-competitive cycling activities should be limited to that which is appropriate and necessary. It should always be with the consent and approval of the rider/athlete.

2.12. Any form of sexually related contact with an under-age athlete is strictly forbidden. This includes sexual innuendo, flirting or any inappropriate gestures and terms.

2.13. It is the responsibility of every race official, staff member, team manager, coach, and member to inform a child's parents immediately if there are any concerns about the welfare of that child.

2.14. When a young rider is intending to undertake any form of coach-led cycling activity, it is the responsibility of the coach or responsible team manager to discuss fully the potential impact of the program with parents and/or other interested parties.

2.15. Race officials, staff, team managers, coaches, team managers and members must respect all cyclists' opinions concerning their participation in cycling.

2.16. Cyclists at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which cycling competitions are conducted.

2.17. Where decisions are made concerning a cyclist's involvement in the sport, whether it be with a coach or team manager in a position of responsibility, care must be taken to include the cyclist in the decision-making process except during competitions when this process is governed by the Technical Regulations.

2.18. Coaches or team managers in positions of responsibility should keep cyclists and/or their parents informed of the requirements of the sport, both physical and financial, where appropriate. An understanding of the potential conflicts of interest and a willingness to resolve them is important.

2.19. Coaches and/or team managers should be careful not to work with any other coach's/team manager's riders without first discussing or agreeing it with both the coach/team manager and the rider involved.

2.20. During all relationships within the sport, including club/rider or coach/rider or team manager/rider, a mutual agreement should also be reached on what information concerning the cyclist should remain confidential.

PERSONAL STANDARDS

- 3.1. East Cape Cycling's race officials, staff, coaches, team managers, race organizers and members should demonstrate proper personal behaviour and conduct at all times.
- 3.2. Race officials, staff, team managers, coaches, race organizers and members must be fair, honest, and considerate to riders and other individuals involved in the sport.
- 3.3. Race officials, staff, team managers, coaches, and members must attempt to always provide positive role models for others in the sport.
- 3.4. Race officials, staff, team managers, coaches, team managers, race organizers and members should always act within the Technical Regulations and within the spirit of cycling.
- 3.5. Race officials, staff, team managers, coaches, team managers, race organizers and members should behave with respect, displaying control, dignity, and professionalism always.
- 3.6. Clubs, members, coaches, staff, and officials shall familiarize themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with Drug Free Sport, East Cape Cycling and Cycling South Africa in this area.
- 3.7. Race officials, staff, team managers, coaches, and team managers have a responsibility to provide education and guidance on issues of performance enhancing drugs and banned methods.
- 3.8. Coaches and team managers should maintain previous levels of interest and support for a rider when they are injured or sick.
- 3.9. High standards of behaviour are expected of everyone within the sport, irrespective of language, manner, appearance, or punctuality.
- 3.10. Quality preparation and presentation are also important aspects of coaching and educational work. Therefore, people in positions of authority or influence, or who are considered role models, should not use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

PROFESSIONAL STANDARDS

- 4.1. Race officials, staff, team managers, coaches, team managers, race organizers and members commit themselves to maximize the enjoyment and benefits of cycling as a sport. Any risks to participants and competitors should be minimized and safe and correct practices should continuously be applied.
- 4.2. Race officials, team managers, and coaches, within the sport must attain a high level of competence through qualifications and commitment.
- 4.3. Race officials, coaches and team managers should contribute to the development of their own field of expertise and responsibility by obtaining approved and appropriate cycling qualifications.
- 4.4. Race officials, staff, team managers, coaches, team managers, race organizers and members within the sport should always strive to act professional and to accept responsibility for their actions.
- 4.5. Race officials, staff, team managers, coaches, team managers and members should be committed to provide participants and competitors with a quality service and actively promote the positive benefits to society of participation in cycling.
- 4.6. Training must support the code of conduct and the rules and regulations of the UCI, Cycling South Africa, and East Cape Cycling respectively to achieve the required goals and objectives of cycling as a sport.
- 4.7. Safe and correct practices must be performed and always promoted and race officials, staff, team managers, coaches, team managers, race organizers and members should therefore strive to provide an environment that benefits the sport of cycling, its participants, and its competitors.
- 4.8. Race officials, staff, coaches, team managers, race organizers and members should abide by the rules, regulations, directives and guidelines of the UCI, East Cape Cycling and Cycling South Africa.
- 4.9. Participation in competitive cycling events should only go ahead with full observance sanctioning of such event by East Cape Cycling and of the technical regulations governing the sport in general and the individual disciplines within the sport.
- 4.10. Race officials, staff, team managers, coaches, team managers, race organizers and members should plan all structured or group cycling to meet the needs and safety of the riders involved.
- 4.11. Race officials, team managers and coaches should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within cycling and of other issues which may have an influence the riders' or their own professional ability.
- 4.12. Race officials, members, team managers, coaches, staff, and race organizers should be aware of the social issues and how cycling can contribute to local, regional, or national initiatives and every opportunity to

recruit people into the sport or, to use cycling as an educational tool should be taken.

4.13. Anyone engaged in positions of responsibility within cycling should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.

4.14. No person and/or organisation in cycling, at any level, assume responsibility for any role which they are not qualified and/or sanctioned for.

4.15. Race officials, team managers, and coaches should not mislead others as to their level of qualification or competence.

ANNEXURE C

DISCIPLINARY HEARING PROCEDURE

1. PURPOSE

- 1.1. The purpose of this disciplinary hearing procedure is to ensure that any member who is alleged to have violated the rules, policies, or code of conduct of this organization is afforded a fair, impartial, and transparent process to address the allegations.

2. INITIATION OF PROCEEDINGS

- 2.1. Disciplinary proceedings may be initiated when there is credible evidence suggesting that a member has engaged in behaviour that violates the rules, policies, or code of conduct of the organization. A written complaint must be submitted to ExCo outlining the alleged violation.

3. DISCIPLINARY COMMITTEE

- 3.1. A disciplinary committee shall be established by ExCo to review and adjudicate alleged violations.
- 3.2. The committee shall be composed of four (4) members who are not part of the organisation, who shall be selected based on qualifications, impartiality, and adherence to principles of fairness.
- 3.3. The members of the committee must not have any direct personal or financial interest in the outcome of the proceedings.
- 3.4. The four (4) member committee will function as follows:
 - 3.4.1. One (1) member to act as the chairperson of the committee who will be the presiding officer for the hearing that will run and ensure the hearing operates according to the rules and procedures as stipulated in the procedure and to ensure fairness, impartiality, and transparency. He/she may ask any questions pertaining to the allegations and/or evidence brought before the committee. He/she will take no part in any of the deliberations and decisions to be made on conclusion of the evidence given by both parties.
 - 3.4.2. Three (3) remaining members will do the deliberation and make the final decision and recommendation/s. They are allowed to ask questions to the complainant, respondent and/or any witnesses.
 - 3.4.3. The provincial secretary is to be used as secretary of the meeting to capture minutes.

4. NOTICE OF HEARING

- 4.1. Once a disciplinary hearing is deemed necessary, the member in question (the "Respondent") shall be given written notice of the hearing. The notice must include:
 - 4.1.1. The specific charges or allegations against the Respondent.
 - 4.1.2. The date, time, and location of the hearing.
 - 4.1.3. A summary of the evidence supporting the charges.
 - 4.1.4. The Respondent's rights to attend the hearing, present evidence, and call witnesses on their behalf.
 - 4.1.5. The notice must be delivered at least fourteen (14) days before the hearing date.

5. RIGHT TO REPRESENTATION

- 5.1. The Respondent has the right to be accompanied by a representative, but not of a legal nature, i.e., lawyer or advocate etc., during the hearing.
- 5.2. The Respondent must notify the disciplinary committee in advance, a minimum of seven (7) days before the hearing if they intend to be represented and by whom.

6. HEARING PROCESS

- 6.1. The hearing shall be conducted in a fair, orderly, and transparent manner. Both the complainant (if applicable) and the Respondent will have an equal opportunity to present their case, submit evidence, and call witnesses. The disciplinary committee may question both parties and witnesses and shall assess the evidence objectively.
- 6.2. The hearing will be conducted as follows:
 - 6.2.1. Opening of hearing by Chairperson of the Disciplinary Committee.
 - 6.2.2. Opening statement by the Complainant (if applicable), if not made by the chairperson of the disciplinary committee.
 - 6.2.3. Opening statement by the Respondent.
 - 6.2.4. Presentation of evidence and testimony from witnesses by the Complainant.
 - 6.2.5. Presentation of evidence and testimony from witnesses by the Respondent.
 - 6.2.6. Closing statements by Complainant.

- 6.2.7. Closing statements by Respondent.
- 6.2.8. The disciplinary committee members must decide if deliberation and decision can and must be made at the hearing or must it be done separately outside the hearing. The decision will be based on the complexity of the matter at hand.
- 6.2.9. If the deliberation and decision is to be done outside the hearing, it must be done within seven (7) days of the formal hearing taking place.

7. DELIBERATION AND DECISION

- 7.1. After the hearing, the disciplinary committee shall deliberate in private to determine whether the charges are substantiated. The decision shall be made based on the preponderance of the evidence presented during the hearing.
- 7.2. The committee shall issue a written decision, including:
 - 7.2.1. A summary of the findings.
 - 7.2.2. Any sanctions or penalties to be imposed, if applicable (e.g., suspension, expulsion, reprimand).
 - 7.2.3. The rationale for the decision.
- 7.3. The decision shall be communicated to the Respondent in writing within three (3) days of the decision being made.

8. APPEAL

- 8.1. The Respondent has the right to appeal the decision of the disciplinary committee. The appeal must be submitted in writing within seven (7) days of receiving the decision. The appeal may be based on the following grounds:
 - 8.1.1. Procedural errors that affected the fairness of the hearing.
 - 8.1.2. New evidence that could substantially alter the outcome.
 - 8.1.3. Excessive or inappropriate sanctions.
- 8.2. The appeal will be dealt with as per section “Appeal Procedure” and “Appeal Board” as contained in the main section of the constitution.

9. CONFIDENTIALITY

- 9.1. All proceedings, including the hearing and any associated deliberations, shall be confidential. Information related to the disciplinary hearing shall only be shared with individuals who have a direct role in the process unless the Respondent agrees to waive confidentiality or as required by law.

10. RECORD KEEPING

- 10.1. The disciplinary committee shall maintain a record of the hearing, including the written notice given, evidence presented, the decision, and any appeal documents. These records shall be kept securely and made available for review by authorized parties only.

**ANNEXURE D
ECC AGM AND SGM TIMELINES SUMMARISED**

AGM Timelines

AGM to be held:

Within 4 months after Financial Year End Closing (Between 1 January and 30 April)

or

Not more than 15 months after the previous AGM

Notification of AGM:

Not less than 21 Days before AGM

Request for Agenda Items and Office Bearer Nominations from Ordinary or Associate Members:

Not less than 14 Days before AGM

Receiving Nominations by ECC Secretary from Ordinary or Associate Members:

Not less than 10 Days before AGM

Sending out Agenda Items and Office Bearer Nominations to Ordinary or Associate Members:

Not less than 7 days before AGM

Receiving of Delegated Proxy Notification from Ordinary or Associate members:

Not less than 24 hours before commencement of AGM

SGM Timelines

SGM to be held:

On request from the ECC ExCo

or

On written request from not less than 2 Ordinary Members

Notification of SGM:

Within 14 days of receiving the request

but

- SGM shall not take place more than 21 days after receiving the request

or

- SGM shall not take place less than 7 days after receiving the request

**ANNEXURE E
ECC AND DISTRICT COMMITTEE STRUCTURES SUMMARISED**

<p>ECC Council</p> <ul style="list-style-type: none"> • President (Chair) • Vice President • Secretary • Treasurer • All Active District Commissioners • Active Districts – Chairpersons • Additional District Reps – Based on Voting Strength • Associate Members – e.g. Schools Cycling • Honorary Life Members <p style="text-align: center;"><i>Yearly Meeting i.e. AGM April</i></p>	<p>District Council</p> <ul style="list-style-type: none"> • Chairperson (Chair) • Vice Chairperson • Secretary • Treasurer • All District Commissioners • Affiliated Club Chairpersons • Associate Members – e.g. Schools Cycling <p style="text-align: center;"><i>Yearly meeting i.e. AGM March</i></p>
<p>ECC ExCo</p> <ul style="list-style-type: none"> • President (Chair) • Vice President • Secretary • Treasurer • Amatole District Chairperson • NMB District Chairperson • ECC Commissioners Rep – Road (1 person) • ECC Commissioners Rep – MTB (1 person) • ECC Commissioners Rep – Track (1 person) • ECC Commissioners Rep – T&D (1 person) <p style="text-align: center;"><i>Quarterly Meetings and one not required in the quarter when AGM is held</i></p>	<p>District ExCo/Manco</p> <ul style="list-style-type: none"> • Chairperson (Chair) • Vice Chairperson • Secretary • Treasurer • All District Commissioners
<p>ECC Manco</p> <ul style="list-style-type: none"> • President (Chair) • Vice President • Secretary • Treasurer • Amatole District Chairperson • NMB District Chairperson <p style="text-align: center;"><i>Meet as and when required to run the province</i></p>	<p>District Manco</p> <ul style="list-style-type: none"> • ExCo/Manco is one body due to availability of persons to serve as office bearers
<p>ECC Calendar Committee</p> <ul style="list-style-type: none"> • None as ECC Secretary consolidates calendar from Districts 	<p>District Calendar Meeting</p> <ul style="list-style-type: none"> • Vice Chairperson (Chair) • Secretary • All District Commissioners <p style="text-align: center;"><i>Meet October each year</i></p>
<p>ECC Budget Meeting</p> <ul style="list-style-type: none"> • Treasurer (Chair) • President • Vice President • Secretary • Amatole District Chairperson • NMB District Chairperson <p style="text-align: center;"><i>Meet November each year after District Meetings</i></p>	<p>District Budget Meeting</p> <ul style="list-style-type: none"> • Treasurer (Chair) • Chairperson • Vice Chairperson • Secretary • All District Commissioners <p style="text-align: center;"><i>Meet November each year</i></p>
<p>ECC Selection Committee</p> <ul style="list-style-type: none"> • None as selections get ratified by ECC Manco via email process after Districts have submitted to ECC Secretary 	<p>District Selection Committee</p> <ul style="list-style-type: none"> • Vice Chairperson (Chair) • Secretary • All District Commissioners <p style="text-align: center;"><i>Meet February each year</i></p>

**ANNEXURE F
ECC AND DISTRICT MEETINGS AND EVENTS SYNCRONISATION**

September Year 1

District Selection Committee Meeting

- As per District constitution, a selection meeting to be held to consolidate all Youth Provincial and District Colours for all the disciplines within the district for the previous year's performance
- Meeting to be chaired by the District Vice Chairperson
- District Youth Colours to be finalized and submitted to District Secretary
- Any ECC Youth Colours to be submitted to the ECC Secretary
- ECC awards to be ratified by ECC EXCO via e-mail process
- Finalized Youth Receiving ECC and/or District colours to be forwarded to respective schools

October Year 1

Districts Calendar Planning Meeting

- Each District to hold a Calendar Planning Meeting
- Chaired by the Vice Chairperson of the District
- Submit proposed District calendar requirements to ECC Secretary
- ECC Secretary consolidate calendar and return consolidated calendar to Districts and update ECC Web Page
- Any clashes of dates to be resolved between disciplines either via email or separate one on one virtual meeting or phone call.

November Year 1

Districts Budget Meeting for Following Year (Early November)

- Each discipline commissioner to put together a discipline budget using the Consolidated Calendar and any other requirements for the discipline.
- Each commissioner must present proposed budget requirements at the meeting.
- District Treasurer chairs the Budget Meeting
- District Budget Meeting Modifies/Approves proposed discipline budget requirements

ECC Budget Meeting for Following Year (Late November)

- ECC Budget Meeting to be held by ExCo after District budgets have been finalized.
- ECC Budget Meeting chaired by ECC Treasurer
- Approve ECC Budget for following year

December Year 1

Load Budgets into Financial System

- Treasurer/s to load into system

Financial Closing

ECC – 31 December (to change to align with ECC and District requirements, not CSA requirements. CSA requirements for CSA AGM are to submit latest audited financials and if that is not available the previous years audited financials which will in majority of the times always be the previous years.)

Districts – 31 December

January Year 2

Financial Consolidation for previous year

- Treasurer/s to consolidate the past years financials for audit submission

February Year 2

Financial submitted to Auditors (early February)

- Treasurer/s to submit

Affiliation Fees Due

- Clubs Affiliation Fees to District payable by 28 February (to be paid for upcoming District AGM otherwise not compliant and no vote)
- Districts Affiliation Fees to ECC payable by 28 February (to be paid for upcoming ECC AGM otherwise not compliant and no vote)

District Compliance Documentation Due

- Clubs to submit Compliance documents to District Secretary to determine good standing with District for upcoming District AGM and new year

ECC Compliance Documentation Due

- District to submit Compliance documents to ECC Secretary to determine good standing with ECC for upcoming ECC AGM and new year

District Selection Committee Meeting

- As per District constitution, a selection meeting to be held to consolidate all awards for all the disciplines within the district for the previous year's performance
- Meeting to be chaired by the District vice Chairperson
- District awards to be finalized and submitted to District Secretary
- Any ECC submissions to be submitted to the ECC Secretary
- ECC awards to be ratified by ECC EXCO via e-mail process

March Year 2

District AGM

- District Elections (if required)
- District Financials Approved (if audited financials not received back yet the draft submitted financials gets approved with Audited report ratified at next District Exco/MANCO meeting)
- Nominations for ECC positions discussed and submitted to ECC Secretary (if required)
- Motions and/or Resolutions proposed from District for ECC AGM to be finalized and submitted to ECC Secretary

District & ECC Prize Giving

- Combined Prize Giving in each district prize giving funded by district

April Year 2

ECC AGM

- ECC Elections (if required)
- ECC Financials Previous Year approved (if audited financials not received back yet the draft submitted financials gets approved with Audited report ratified at next ECC Exco meeting)
- Motions and/or Resolutions from Districts discussed and voted on

May Year 2

Nothing

June Year 2

Nothing

July Year 2

Nothing

August Year 2

Nothing

ANNEXURE F ECC COLOURS CRITERIA

1. ECC Colours are awarded to deserving cyclists' who have performed exceptionally during a one (1) year period since the previous award ceremony. This period is normally from 1 January to 31 December, but it is not exact.
2. ECC Colours are awarded to deserving management and officials who have performed exceptionally since the previous award ceremony.
3. The criteria as described below, is only a guideline to provide the Selection Committee with information they need to decide whether to award colours to an individual or not.

4. GENERAL CRITERIA

- 4.1. It is the responsibility of the Members of the Districts i.e., Clubs, and District Commissioners to recommend their riders for ECC colours to the Selection Committee.
- 4.2. This recommendation must be accompanied with relevant proof of the riders' performance in local and national races.
- 4.3. Any additional information which the Club, District Commissioners or Rider feel might improve the rider's chances to be awarded ECC colours, must be supplied in writing to the Selection Committee.
- 4.4. All this information must reach the Selection Committee on or before the date specified for the Selection Committee Meeting, to review the applications.
- 4.5. The Selection Committee meeting will be open to anybody who feels that he or she might be able to contribute something in the selection process.
- 4.6. If a club or individual is not happy with the decisions reached by the Selection Committee, an appeal can be lodged with the ECC ExCo within fourteen (14) days of the awards being announced. The appeal must be heard by the ECC ExCo within fourteen (14) days of it being lodged. The decision reached by the ECC ExCo is final.
- 4.7. It is not the responsibility of the Selection Committee to collect data to prove that a rider has performed sufficiently to deserve ECC Colours.
- 4.8. ECC can award Full-Colours, Half-Colours or Merit Certificates. The form that these awards will take, will annually be decided on by the ECC ExCo.

5. RIDER GUIDELINES

- 5.1. All cyclists will qualify for ECC Colours if any of them should:
 - 5.1.1. Represent South Africa in any Cycling event.
 - 5.1.2. Be placed in the first three (3) in his/her age group at the South African Championships or National Youth Cycling event. Track Riders must be placed in the first three (3) in an Individual race or Madison.
 - 5.1.3. Represent ECC three (3) times at an event such as an Inter-Provincial or National event.

6. MANAGEMENT AND OFFICIALS GUIDELINES

- 6.1. Subject to clause two (2) above, Management and Officials will only qualify for ECC Colours if any of them have:
 - 6.1.1. Been an active council member for at least three (3) years.
 - 6.1.2. Been an active cycling technical official for at least three (3) times at ECC and/or National Championships.
 - 6.1.3. Been an active manager for at least three (3) times for a ECC and/or National Team

7. FULL-COLOURS, HALF-COLOURS, MERIT CERTIFICATES CONSIDERATION GUIDELINE

- 7.1. The guidelines outlined below are additional / supporting criteria that can be considered by the Selection Committee when evaluating riders for these awards. It is a guideline for consideration, as all the criteria need not be strictly met.
- 7.2. Full-Colours
 - 7.2.1. Has represented ECC at a national or provincial level in sanctioned road, MTB, track events.
 - 7.2.2. Has achieved notable results in other sanctioned races, such as podium finishes or consistent top 10 placements in high-level competitions.

- 7.2.3. Has shown a minimum of 2 years' commitment to the province.
- 7.2.4. Has a training attendance of at least 85–90% (unless excused for legitimate reasons).
- 7.2.5. Demonstrates excellent sportsmanship, team spirit, and leadership on and off the bike.
- 7.2.6. Maintains acceptable academic performance and behaviour (applicable to youth riders).
- 7.2.7. Shows leadership skills by being a mentor to junior riders.
- 7.2.8. Has contributed to organizing or promoting cycling events at provincial, district, club or school level.

7.3. Half-Colours

- 7.3.1. Has represented ECC in inter-school, district, or regional-level events with solid performance.
- 7.3.2. Participated in at least one full season of competition and training.
- 7.3.3. Has a training attendance of at least 75–80%.
- 7.3.4. Shows commitment, discipline, and a positive attitude towards coaches and teammates.
- 7.3.5. Demonstrates clear improvement in performance and technique.

7.4. Merit Certificates

- 7.4.1. Regularly attends training and local events.
- 7.4.2. Supports the team but may not yet meet competitive criteria for Half Colours.
- 7.4.3. Has shown strong potential, improvement, or resilience.