2017/18

REGLEMENT I

REGULATION I

JUKSKEI SA

AKADEMIE

ACADEMY

INHOUD / INDEX

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1	DOEL	PURPOSE
1.1	Die doel van die Jukskei SA Akademie (hierna bekend as JSA-A) is die bestuur en koördinering van alle opleiding en navorsing rakende die sport jukskei.	The purpose of the Jukskei SA Academy (hereafter known as JSA-A), is the management and coordination of all training and research regarding the sport jukskei.
1.2	Die take word uitgevoer en belyn met die beleide en strategieë van Jukskei SA.	The tasks are carried out and aligned with the policies and strategies of Jukskei SA.
2	**REIKWYDTE VAN DIE JSA AKADEMIEKOMITEE**	**REACH OF THE JSA ACADEMY COMMITTEE**
2.1	JSA-A is 'n volwaardige subkomitee van die JSA Direksie en is onderworpe aan die JSA se Statute.	JSA-A is a full-fledged subcommittee of the JSA Board and is subject to the JSA's Statute.
2.2	**JSA-A bestuur en koördineer:**	**JSA-A manages and coordinates:**
2.2.1	alle opleidingsgeleenthede rakende deelnemers, administrateurs en beamptes op Nasionale, Provinsiale en Distrikvlak.	All training opportunities regarding participants, administrators and officials at National, Provincial and District level.
2.2.2	navorsing om die opleiding op die voorpunt van die nuutste metodologie en wetenskap te behou.	Research to keep training at the forefront of the latest methodology and science.
2.3	Navorsing om die sport strategies te posisioneer en bestuur.	Research to position and manage the sport strategically
3	**FUNKSIES**	**DUTIES**
3.1	**JSA-A**	**JSA-A**
3.1.1	is verantwoordelik vir die opleiding van besture op Klub-, Distrik-, Provinsiale- en Nasionale vlak;	is responsible for the training of authorities at Club-, District-, Provincial- and National level;
3.1.2	is verantwoordelik vir die opleiding van afrigters op Klub-, Distrik-, Provinsiale- en Nasionale vlak in oorleg met Jukskei SA Afrigtersbestuur;	is responsible for the training of coaches at Club-, District-, Provincial- and National level in consultation with Jukskei SA Coach Management;
3.1.3	is verantwoordelik vir die opleiding van skeidsregters op Klub-, Distrik-, Provinsiale- en Nasionale vlak in samewerking met JSA Skeidsregtersbestuur.	is responsible for the training of referees at Club-, District-, Provincial- and National level in conjunction with JSA Referees Management.
3.1.4	is verantwoordelik vir die opleiding van beamptes soos Toernooidirekteur, Skakelbeamptes en Direkteure van Administrasie en Finansies;	is responsible for the training of officials like Tournament Director, Liaison Officers and Directors of Administration and Finance;
3.1.5	vorm deel van die paneel met die aanwys van Nasionale Afrigters;	forms part of the panel with the appointment of National Coaches;
3.1.6	is verantwoordelik vir die evaluering en ontwikkeling van handleidings vir die opleiding van beamptes en administrateurs;	is responsible for the evaluation and development of manuals for the training of officials and administrators;
3.1.7	is verantwoordelik om kapasiteit op te bou rakende fasiliteerders om opleiding binne Jukskei SA aan te bied;	responsible for building capacity regarding facilitators to offer training within Jukskei SA;
3.3.8	is verantwoordelik om navorsing te doen ten einde opleiding binne Jukskei SA te bevorder en meting van norms tussen Jukskei en ander sportsoorte te doen;	is responsible for conducting research in order to promote training within Jukskei SA and the measuring of norms between Jukskei and other sports;

3.1.9	Sal nou saamwerk met al die ander Direksies in Jukskei SA ten einde die aanbieding van klinieke, opknappings-kursusse, opleiding, eksaminering en sertifisering Jukskei SA te verbeter;	Will work closely with all other Boards in Jukskei SA in order to improve the presentation of clinics, refresher courses, training, examination and certification of Jukskei SA;
3.1.10	is verantwoordelik vir die uitreik van sertifikate vir opleiding en assessering wat plaasvind;	is responsible for issuing certificates for training and assessment that take place;
3.1.11	is verantwoordelik vir die ontwikkeling en ontwerp van template vir verslagdoening en ander toepaslike behoeftes;	is responsible for the development and design of templates for reporting and other applicable requirements;
3.1.12	is jaarliks verantwoordelik vir die program en organisasie van die Presidentsraad in oorleg met die UB van Jukskei SA;	Is annually responsible for the program and organization of the President's Council in consultation with the EC of Jukskei SA;
3.1.13	is verantwoordelik vir die byhou en opdatering van Jukskei SA se Databasis.	is responsible for the maintenance and updating of Jukskei SA's Database.
4	**BESTUUR**	**MANAGEMENT**
4.1	Die bestuur van JSA-A bestaan uit drie poste en gekoöpteerde lede.	The management of JSA-A consists of three posts and co-opted members.
4.2	Die hele bestuur dien vir 'n termyn van drie (3) jaar waarna alle bestuurslede weer beskikbaar kan wees.	The entire management serves for a term of three (3) years, after which all members of management may be available again.
4.3	Alle persone wat hulself beskikbaar stel/aansoek doen, moet geaffilieerde lede wees van Jukskei SA.	All persons who make themselves available or apply must be affiliated members of Jukskei SA.
4.4	**Poste en Verantwoordelikhede**	**Posts and Responsibilities**
4.4.1	**Direkteur: Akademie**	**Director: Academy**
4.4.1.1	Word aangewys deur die President en twee Vise-Presidente van JSA.	Is appointed by the President and two Vice-Presidents of JSA.
4.4.1.2	Hierdie persoon moet ten minste oor 'n opleiding-/onderwyskwalifikasies beskik en bestuursvaardighede toon om die Bestuur asook 'n Direksieportefeulje te bestuur.	This person must have at least training-/ educational qualifications and show management skills to manage Management and a Directors Portfolio.
4.4.2	**Sekretariaat**	**Secretariat**
4.4.2.1	Hierdie persoon moet oor die nodige kundigheid en vaardighede beskik om die administrasie van die Akademie effektief te bestuur.	This person must have the necessary expertise and skills to manage the administration of the Academy effectively.
4.4.2.2	Hierdie persoon sal ook verantwoordelik wees vir die finansies van die JSA-A.	This person will also be responsible for the finances of the JSA-A.
4.4.2.3	Die sertifisering van alle opleiding word in hierdie pos gesetel.	The certification of all training is based in this position.
4.4.3	**Databasis Administrateur**	**Database Administrator**
4.4.3.1	Hierdie persoon is verantwoordelik vir die opdatering van die JSA Databasis.	This person is responsible for updating the JSA Database.
4.4.3.2	Hierdie persoon sal ook die rekonsiliasie van die databasis met bewyse van betalings vanaf Distrikte/Provinsies hanteer in samewerking met die Direkteur Finansies.	This person will also deal with the reconciliation of the database with evidence of payments from Districts/ Provinces in collaboration with the Director of Finance.
4.4.4	**Addisionele lid**	**Additional Member**
4.4.4.1	Word deur die Direksie aangewys nadat nominasies van Provinsies ontvang is.	Is appointed by the Board after nominations from Provinces have been

		received.
4.4.4.2	Hierdie persoon moet oor die nodige vaardighede en middele beskik om die ad hoc funksies en navorsingswerk soos bepaal deur die Direkteur Akademie, te verrig.	This person must have the necessary skills and resources to perform ad hoc duties and research work as determined by the Director Coaching.
4.4.5	**Koördineerders – Provinsies**	**Coordinators – Provinces**
4.4.5.1	Elke Provinsie nomineer een van hul bestuurslede wat as skakelpersoon met JSA-A optree om sodoende opleidingsbehoeftes te identifiseer.	Each Province nominates one of their committee members to act as liaison with JSA-A in order to identify training needs.
4.5	Addisionele verantwoordelikhede soos elektroniese materiaalontwikkeling, data-basisse, oefenkampe, publikasie en geleentheidsbestuur sal deur die Direkteur Akademie aan die kundiges toegeken word volgens hulle bevoegdhede en spesialisvelde.	Additional responsibilities like electronic materials development, databases, training camps, publishing and event management will be assigned to the experts by the Director Academy according to their powers and areas of specialization
4.6	**Gedragskode van Bestuurslede**	**Code of Conduct of Committee Members**
4.6.1	Die lede van JSA-A Bestuur is onderhewig aan JSA se Gedragskode as ampsdraers van die sport op Nasionale vlak;	The members of JSA-A Management is subject to JSA's Code of Conduct as officials of the sport at National level;
4.6.2	Daar word van lede verwag om vergaderings by te woon. (Enige lid van die bestuur wat vir meer as drie agtereenvolgende vergaderings, nadat daar behoorlik kennis gegee is, sonder grondige redes afwesig is van bestuursvergaderings, se lidmaatskap van die bestuur sal outomaties verval.)	It is expected of members to attend meetings. (Any member of the board who is absent without good cause from more than three consecutive management meetings, after due notice was given, will have his membership automatically lapsed)
4.6.3	Lede van die Bestuur hanteer vertroulike en sensitiewe sake (oa assessering, vraestelle en punte) en sal verbind word tot ‘n vertroulikheidskode wat onderteken sal word met aanvaardiging van die poste.	Members of the Management handle confidential and sensitive issues (including assessment, examinations and points) and will be committed to a Confidentiality Code which will be signed with acceptance of the posts.
4.7	**Aanstellingsprosedure**	**Appointment Procedure**
4.7.1	Aansoeke vir al bovermelde ampte sal deur die goedgekeurde proses van Jukskei SA plaasvind.	Applications for all the above offices will go through the approved process of Jukskei SA.
4.7.2	Die Direkteur wat deur die Presidente van Jukskei SA aangestel word, moet saam met die UB ‘n paneel vorm om ander lede van die bestuur te benoem.	The Director who is appointed by the Presidents of Jukskei SA, together with the EC must form a panel to nominate other members of management.
4.7.3	Indien geen geskikte persoon aansoek doen nie, sal die Direkteur geskikte persone aanbeveel en bekragtig deur Jukskei SA se Direksie.	If no suitable person applies, the Director will recommend and ratify suitable persons by Jukskei SA's Board of Directors.
4.8	**Sekretariaat**	**Secretariat**
4.8.1	Die sekretariaat is die administratiewe kern van die Bestuur en het die volgende verantwoordelikhede:	The Secretariat is the administrative centre of Management and has the following responsibilities:
4.8.1.1	Agendas en notules van vergaderings	Agendas and minutes of meetings
4.8.1.2	Hantering van alle relevante	Handling of all relevant correspondence

	korrespondensie	
4.8.1.3	Finansies van die Akademie	Finances of the Academy
4.8.1.4	Die koördinering van ontwikkeling van studiemateriaal	Coordinating development of study material
4.8.1.6	Die koördinering en kontrole van alle assessering en sertifisering van die Akademie	The coordination and control of all assessment and certification of the Academy
4.8.1.6	Sorg dat al die eiendom van die bestuur op 'n bateregister by Jukskei SA verskyn en behoorlik teen verlies, brand, beskadiging en diefstal verseker word	Ensure that all the property of the management appear on an asset register at Jukskei SA and are properly insured against loss, fire, damage and theft
4.9	**Vergaderings**	
4.9.1	Vergaderings van die Akademie sal deur die Sekretariaat, in oorleg met die Direkteur en/of op versoek van belangegroepe (afrigters, besture, skeidsregters ens) belê word, op 'n tyd en plek wanneer dit vir die meerderheid van die lede gerieflik sal wees om die vergadering by te woon.	Meetings of the Academy will be convened by the Secretariat, in consultation with the Director and/or at the request of stakeholders (coaches, managements, referees, etc), at a time and place when it would be convenient for the majority of the members to attend the meeting.
4.9.2	Besluite van die bestuur moet binne **14 dae** nadat dit geneem is aan die Direkteur Administrasie versend word vir verspreiding aan die verskillende Distrikte/Provinsies, Raadsbesture, UB van Jukskei SA.	Decisions of the management shall be sent within **14 days** after they were taken to the Director of Administration for distribution to the various Districts/Provinces, Council Managements, EC of Jukskei SA.
4.10	**Verslaghouding**	**Reporting**
4.10.1	Die Direkteur lewer jaarliks verslag oor die werksaamhede van die bestuur tydens die AJV van Jukskei SA.	The Director annually reports on the activities of management at the AGM of Jukskei SA.
4.10.2	Kwartaalverslae word ook aan die UB van JSA voorsien	Quarterly reports are also provided to the EC of JSA.
5	**SUBKOMITEE**	**SUBCOMMITTEE**
5.1	**JSA-A het die volgende subkomitees:**	**SA-A has the following subcommittees:**
5.1.1	**Afrigtersopleiding**	**Coach Training**
5.1.1.1	Die primêre doel van die Afrigters Opleidingskomitee is om alle opleiding van Afrigters te koördineer.	The primary purpose of the Coaches Training Committee is to coordinate all training of Coaches.
5.1.1.2	Die Komitee bestaan uit lede van die JSA-A en die Bestuur van die JSA Afrigterskomitee	The committee consists of members of the JSA-A and the Management of the JSA Coach Committee
5.1.1.3	Afrigterskwalifikasies is vir 'n tydperk van **drie (3) jaar** geldig en na verstryking van die drie jaar na assessering word indiensopleiding gedoen.	Coaching qualifications are valid for a period of **three (3) years** and after the expiry of the three years following the assessment, in service training is done.
5.1.1.4	Slegs persone wat in die siklus van drie jaar 'n opknappingskursus bywoon, kan registreer as afrigter.	Only persons attending a refresher course in the three-year cycle may register as a coach.
5.1.1.5	Alle eksaminering van Afrigters en Skeidsregters op Provinsiale vlak en hoër sal plaasvind te Kroonstad olv die JSA-A tydens die onderskeie Kampioenskappe en Toernooie soos vooraf gereël.	All examinations of Coaches and Umpires at Provimcial level and higher will take place at Kroonstad under the leadership of the JSA-A during the respective Championships and Tournaments as arranged.
5.1.2	**Skeidsregtersopleiding**	**Referees training**

5.1.2.1	Die primêre doel van die Skeidsregters Opleidingskomitee is om alle opleiding van Skeidsregters te koördineer.	The primary purpose of the Referees Training Committee is to coordinate all training of Referees.
5.1.2.2	Die Komitee bestaan uit lede van die JSA-A en die Bestuur van die JSA Skeidsregterskomitee.	The Committee consists of members of the JSA-A and the Management of JSA Referees Committee
5.1.2.3	Skeidsregterskwalifikasies is vir 'n tydperk van drie (3) jaar geldig en na verstryking van die drie jaar word indiensopleiding gedoen.	Referees qualifications are valid for a period of three (3) years and after the expiration of three years in-service training is done.
5.1.2.4	Slegs persone wat in die siklus van drie jaar 'n opknappingskursus bywoon, kan registreer as 'n skeidsregter.	Only persons attending a refresher course in the three-year cycle may register as a referee.
5.1.3	**Navorsing**	**Research**
5.1.3.1	Die Komitee word saamgestel met lede van JSA-A en kundiges na gelang die navorsingstema en behoefte.	The Committee is composed of members of JSA-A and experts depending on the research topic and need.
6	**ORGANISASIE EN WERKSAAMHEDE**	**ORGANIZATION AND OPERATIONS**
6.1	**Studiemateriaal**	**Study Material**
	Die volgende prosedure word gevolg met die ontwikkeling en goedkeuring van opleidingsmateriaal:	The following procedures are followed in the development and approval of training materials:

Fase Phase	Detail		Verantwoordelike Responsible
1	Portefeulje identifiseer oplei-dingsbehoefte (kursusmateriaal/assesse-ringsmateriaal)	Portfolio identifies training needs (courseware/assessment material)	Portefeuljebestuur-der Portfolio Manager
2	Voorlegging aan JSA-A om raamwerk van behoefte te bepaal (Frame of Reference)	Submission to JSA-A to determine framework of need (Frame of Reference)	Portefeuljebestuur-der Portfolio Manager
3	JSA-A maak voorlegging aan UB en verkry toestem-ming om tenders vir ontwikkeling van materiaal aan te vra.	JSA-A makes submission to EC and obtains permission to call for tenders for the development of materials.	JSA-A ontwikkel aansoektemplaat JSA-A develops application tem-plate
4	Tendervoorskrifte word aan publiek blootgestel.	Tender Instructions will be exposed to public.	JSA-A Bestuur JSA-A Management
5	Aansoek vir tender word ontvang en deur paneel (JSA-UB, JSA-A, ad hoc spesialiste en portefeulje) beoordeel.	Application for tender is received and evaluated by panel (JSA-EC, JSA-A, ad hoc experts and portfolio)	Paneel Panel
6	a) Ontwikkelaars word in kennis gestel dat hulle kan voortgaan en 25% van die begroting word as deposito aan die ontwikkelaar betaal.	a) Developers are informed that they can continue and 25% of the budget is paid as deposit to the developer.	
	b) Tydlyne vir die ontwikkeling en	b) They agree on timelines for the	

		betaling word ooreengekom.	development and payment.	
		c) Nog 25% word betaal met goedkeuring van materiaal.	c) Another 25% will be paid with the approval of material.	
		Die uitstaande 50% word betaal sodra die produk finaal gelewer word (tegnies, vertaling).	The outstanding 50% is paid when the product is finally delivered (technical, trans-lation).	
	7	Die eerste voorgestelde konsep word voorgelê en goedgekeur deur 'n paneel alvorens die tweede 25% uitbetaal word.	The first draft is submitted and approved by a panel before the second 25% is paid.	
	8	JSA-A onderneem om alle intellektuele eiendom te respekteer en sal kontrakte met tenderaars sluit.	JSA-A undertakes to respect all intellectual property and will conclude contracts with tenderers.	Ontwikkel Tender-kontrak Develop Tender Contract
	9	Alle materiaal waarvoor JSA-A betaal, word die eiendom van JSA en oorspronklike sal geleent-heid gebied word om hersiening te doen binne die tenderraamwerk.	All material paid for by JSA-A, becomes the property of JSA and original will have oppor-tunity to revise within the tender framework.	
	10	JSA-A se eiendom mag onder geen omstandig-hede elders aangewend word nie tensy skriftelike aansoek en goedkeuring verleen is nie.	JSA-A property may under no circumstances be used elsewhere, unless written application and approval is granted.	

6.2	**Assessering**	**Assessment**
6.2.1	Die assessering word in oorleg met die behoefte bepaal.	The assessment is determined after due consideration of the need.
6.2.2	Onpartydige en verantwoordelike toesig en hantering van vraestelle is belangrik vir die kredietwaardigheid en integriteit van die proses.	Impartial and responsible supervision and handling of papers are important for the credibility and integrity of the process.
6.2.3	Alle mondelinge assessering word altyd in die teenwoordigheid van twee assessore hanteer.	All oral assessment is always handled in the presence of two assessors.
	a) Hierdie assessering word skriftelik gemonitor en moet beskikbaar wees vir enige navrae.	a) This assessment is monitored in writing and must be available for any queries.
6.2.4	Die Akademie sal 'n nasiener en moderator aanstel.	The Academy will appoint an examiner and moderator.
6.2.5	Alle vraestelle en assesseringsbewyse word vir 'n tydperk van 12 maande bewaar.	All papers and assessment evidence is kept for a period of 12 months.
6.3	**Sertifisering**	**Certification**
6.3.1	Die sertifikate word uitgereik aan individue wat aan die kriteria (soos vooraf bepaal) voldoen.	The certificates are issued to individuals who meet the criteria (determined in advance).
6.3.2	Name en ID nommers word op die	Names and ID numbers are entered on the

	sertifikaat en sertifikaatregister aange-bring.	certificate and certificate registry.
6.3.3	Die register word te alle tye opdateer en jaarliks deur Bestuur geoudit.	The register is updated at all times and audited annually by Management.
7	**NAVORSING**	**RESEARCH**
7.1	JSA-A onderneem navorsing soos deur behoeftes bepaal.	JSA-A conducts research as determined by needs.
7.2	Die UB sal toestemming hiertoe verleen en verslaghouding bestuur.	The EC will consent hereto and will manage the recording thereof.
7.3	Die navorsing is gekoördineerd en word na gelang van geïdentifiseerde behoeftes uitgevoer.	The research is coordinated and is carried out according to needs.
8	**KOMMUNIKASIE**	**COMMUNICATION**
8.1	JSA-A onderneem om gereeld korrespon-densie na belangegroepe te versprei.	JSA-A undertakes to regularly distribute correspondence to stakeholders.
8.2	Omsendskrywes, template en verslae sal op die Dropbox van JSA beskikbaar wees.	Circulars, templates and reports will be available on the Dropbox of JSA.
8.3	JSA-A sal poog om algemene skrywes in meer as een amptelike taal te ontwikkel.	JSA-A will attempt to develop general correspondence in more than one official language.
8.4	Alle verslae en/of versoeke vanaf die Akademie na Distrikte/Provinsies en buite-instansies sal na Jukskei SA se Direkteur Administrasie gestuur word vir versending.	All reports and/or requests from the Academy to Districts/Provinces and outside organizations will be sent to Jukskei SA's Director of Administration for forwarding.
8.5	Individuele korrespondensie rakende 'n spesifieke opleidingsgeleentheid word direk met die belangegroepe hanteer.	Individual correspondence regarding a specific training matter is handled directly with the stakeholders.
8.6	Ander korrespondensie soos interne skrywes tussen bestuurslede moet via die Sekretariaat geskied.	Other correspondence like internal correspondence between management members should be done through the Secretariat.
9	**FINANSIES**	**FINANCES**
9.1	**Algemene Fondse**	**General Funds**
9.1.1	Die algemene fondse van die Akademie word soos volg hanteer:	The general funds of the Academy are treated as follows:
9.1.1.1	Algemene fondse word in 'n rekening van Jukskei SA by 'n finansiële instelling, wat deur die Algemene Jaarvergadering van Jukskei SA aangewys word, gedeponeer en deur die Bestuur in beheer aangewend.	General funds are deposited in an account of Jukskei SA, designated by the Annual General Meeting of Jukskei SA and administered by the Management in charge.
9.1.1.2	Inbetalings word met bewys van detail aan die Direkteur Finansies (JSA) besorg. Kwitansies word aan die instansies/individue uitgereik.	Deposits with proof of detail are furnished to the Director of Finance (JSA). Receipts are issued to the organizations / individuals.
9.1.1.3	Uitbetalings word gedoen nadat 'n aanvraag vanaf die Sekretaris van die Akademie aan die Direkteur Finansies gestuur is, elektronies of onder naamtekening van die Direkteur wat belas is met die portefeulje wat betrekking het op finansies en mede-onderteken deur een	Payments are made after a request is sent from the Secretary of the Academy to the Director of Finance, electronically or under the signature of the Director in charge of the portfolio relating to finance and co-signed by a member of Jukskei SA-EC or by electronic authentication.

	van die lede van Jukskei SA-UB of deur elektroniese bekragtiging.	
9.1.1.4	Die Tariewelys vir opleiding word jaarliks met die begroting hersien.	The tariff list for training is reviewed annually with the budget.
9.1.1.5	Die Bestuur behartig JSA-A se finansies ooreenkomstig 'n goedgekeurde begroting en die oudit ressorteer onder Jukskei SA.	The Management manages JSA-A's finances in accordance with an approved budget and the audit falls under Jukskei SA.
9.2	**Begroting**	**Budget**
9.2.1	Die volgende items sal staande uitgawes wees waarvoor begroot moet word:	The following items will be fixed expenses to be budgeted for:
9.2.1.1	Die Bestuur moet jaarliks die begroting behartig.	The Management shall annually conduct the budget.
9.2.1.2	Honorariums vir die fassilitering, assessering en toesig word in die tariewelys bepaal.	Honorariums for the facilitation, assessment and supervision are provided for in the tariff list.
10	**WYSIGINGS**	**AMENDMENTS**
10.1	Wysigings tot hierdie Reglement word deur middel van 'n Beskrywingspunt voor 'n datum soos bepaal deur die UB van Jukskei SA by die Direkteur Administrasie ingedien sodat die voorstel op die Sakelys van die Algemene Jaarvergadering geplaas kan word.	Amendments to this Regulation shall be submitted through a Motion before a date set by the EC of Jukskei SA to the Director of Administration so that the proposal can be placed on the Agenda of the Annual General Meeting.
10.2	Na aanvaarding deur die AJV sal die wysigings geïmplementeer word.	After acceptance by the AGM the changes will be implemented.
11	**ONTBINDING**	**DISSOLUTION**
11.1	JSA-A kan alleenlik ontbind word indien so 'n besluit na behoorlike kennisgewing op 'n Algemene Jaarvergadering of Spesiale Algemene vergadering van Jukskei SA.	JSA-A can only be dissolved after proper notice has been given, at an Annual General Meeting or Special General Meeting of Jukskei SA.
	Hierdie Reglement is aanvaar op die Algemene Jaarvergadering van Jukskei SA soos gehou op **22 Julie 2017** te Kroonstad.	This Regulation was adopted at the Annual General Meeting of Jukskei SA that was held in Kroonstad on **22 July 2017.**

JN NEL
PRESIDENT JSA

D SMIT
DIREKTEUR/DIRECTOR
ADMINISTRASIE/ADMINISTRATION

	WERKOMSKRYWING VAN LEDE	**JOB DESCRIPTION OF MEMBERS**
	Vervolgens 'n kort taakomskrywing van die Bestuurslede:	Here follows a brief job description of the Committee members:
1	**Direkteur Akademie**	**Director Academy**
	a) Voorsitter van vergaderings van die Bestuur	a) Chairman of meetings of Management
	b) Verteenwoordig Jukskei SA	b) Represents Jukskei SA
	c) Stel in samewerking met die Sekretariaat sakelyste vir vergaderings op	c) Establish with the Secretariat agendas for meetings
	d) Strategiese bestuur van die portefeulje (insluitend 'n strategiese jaarverslag en strategiese bestuursessie)	d) Strategic management of the portfolio (including a strategic annual report and strategic management session)
	e) Tree as voorsitter van die Klagte- en Bepalingskomitee op	e) Acts as chair of the Complaint- and Proviso Committee
	f) Kommunikasie met Jukskei SA en Bestuur	f) Communication with Jukskei SA and Management
2	**Sekretariaat**	**Secretariat**
	a) Hanteer alle interne en eksterne kommunikasie	a) Manages internal and external communication
	b) Hou rekord van administrasie	b) Keeps record of administration
	c) Hou notules van vergaderings (stuur een week na vergadering uit)	c) Keeps minutes of meetings (distributes one week after meeting)
	d) Stel jaarverslag saam in samewerking met Direkteur	d) Prepares annual report in cooperation with Director
	e) Verteenwoordig Bestuur by Jukskei SA, Provinsies, Distrikte, Komitees ens	e) Represents Management with Jukskei SA, Provinces, Districts, Committees etc
	f) Stel jaarprogram (kalender) saam en versprei	f) Compiles annual program (calendar) and distributes
	g) Reël Bestuursvergaderings	g) Arranges Management Meetings
	h) Hanteer alle finansies (eise, betalings, verkope, inbetalings)	h) Handles all finances (claims, payments, sales, deposits)
	i) Maandelikse rekonsiliasies en verskaf state aan vergaderings	i) Monthly reconciliations and provides statements to meetings
	j) Betaling van gelde van spelers/ distrikte/provinsies en ander instansies	j) Payment of fees from players/ districts/provinces and other institutions
	k) Betaal rekeninge	k) Pay bills
	l) Verantwoordelik vir verkope en bestellings	l) Responsible for sales and orders
	m) Stel begroting saam nadat verskillende portefeuljes begroot het	m) Prepares budget after the different portfolios have budgeted
	n) Hou inventaris van alle bates	n) Keep inventory of all assets
	o) Verantwoordelik vir aankope	o) Responsible for purchases
3	**Databasis Administrateur**	**Database Administrator**
	a) Verantwoordelik vir die opstel van templaat vir registrasie van spelers	a) Responsible for the preparation of a template for registration of players
	b) Opdatering van databasis soos nuwe spelers geregistreer word	b) Updating database as new players are registered

	c) Opdatering van registrasie van Afrigters	c) Updating registration of Coaches
	d) Opdatering van registrasie van Skeidsregters	d) Updating registration of Referees
	e) Rekonsiliasie van registrasie van spelers met bewys van betalings soos ontvang deur Direkteur Finansies en maandelikse rekonsialisieverslag aan die Direkteur Finansies en Akademie	e) Reconciliation of registration of players with proof of payment as received by Director of Finance and monthly reconciliation report to the Director of Finance and Academy
	f) Stuur opgedateerde databasis aan die Direkteur Administrasie JSA asook distrikte/provinsies met opdatering van registrasies	f) Send updated database to the Director of Administration JSA and districts/provinces with updating of registrations
	g) Stuur opgedateerde templaat van verslagkaart aan die Direkteur Deelname asook distrikte/provinsies	g) Send updated template of report card to the Director Participation and districts/provinces
	h) Druk ID kaartjies na rekonsiliasie tussen registrasies en bewys van betaling en stuur aan distrikte/provinsies	h) Print ID cards after reconciliation between registrations and proof of payment and send to districts/provinces

	Koördineerders: Belangegroepe	**Co-ordinators: Interest Groups**
a)	Addisionele verantwoordelikhede – koördi-neerders soos aangewys deur Direkteur	Additional responsibilities – coordinators as appointed by the Director
b)	Elektroniese materiaalontwikkeling	Electronic Material Development
c)	Databasisse	Databases
d)	Oefenkampe	Training Camps
e)	Afrigtersontwikkeling	Coaches Development
f)	Skakelbeampte	Liaison Officer
g)	Jukskeiparkkonferensie	Jukskei Park Conference
h)	Toerusting	Equipment
i)	Beampte opleiding	Officials Training
j)	Publikasies	Publications
k)	Geleentheidsbestuur	Event Management