

SOUTH AFRICAN POLO ASSOCIATION



SAPA REGULATIONS

1. GENERAL

- 1.1. **National and Representative Teams.** A representative team is a team that is, or purports to be, representing an official body or entity such as a club, association, city, county, country or geographical region. In the case of a club, the team must have the approval of the club. Any other representative team playing in South Africa must have the approval of the South African Polo Association (hereinafter known as SAPA) Executive Committee (hereinafter known as ExCo). In addition, any team representing South Africa or any part thereof overseas must have approval of the ExCo. In every case, approval includes the livery of the team shirts, and no team shirt may include the word "South Africa" without the consent of SAPA, the SAEF and SASCOG.
- 1.2. **Use of Members' Details and Images.** SAPA may, for the purpose of promoting the game of polo generally or any particular polo tournament, use or consent to a sponsor or promoter using any non-confidential, biographical or historical details or any still or moving pictorial image of any club or associate member.
- 1.3. **Dope Testing of Players.** Annex A is an annex to these Regulations and shall apply and be binding as SAPA Regulations.
- 1.4. **Welfare of Ponies.** Annex B is an annex to these Regulations and shall apply and be binding as SAPA Regulations.
- 1.5. **Debtors.** Accounts not paid within one month of invoice will be charged interest at 3% per month from the date of invoice.
- 1.6. **Financial Commitments.** Associate Members of SAPA are expected to settle or procure settlement of all accounts arising in consequence of their involvement in playing Polo promptly in the ordinary course of business even though they may not be the actual legal creditor. Such accounts include, without limitation, agreed payments to players, farrier's charges, vet's charges, feed accounts, livery charges and transport. Accordingly, provided the matter is not the subject of an ongoing Court case or arbitration, where SAPA is informed that such accounts are outstanding the Chief Executive shall seek an explanation from the Associate Member. This will be passed to the Disciplinary Steward who shall convene a Disciplinary Enquiry if he considers the failure to settle the account(s) to be a Disciplinary Incident. Where a Court or arbitration process has found that an Associate Member or any company or entity with which he may be connected has avoided or delayed settling an account alleged to arise in connection with the Associate Member's involvement in playing polo, the Stewards shall impose without any enquiry an immediate and automatic suspension on the Associate Member concerned until the account has been settled or is being met in accordance with the directions of the Court or arbitrator. The Associate Member concerned may apply in writing to the Disciplinary Steward to have his suspension lifted pending an appeal to the courts. The ExCo shall also be empowered to impose such an immediate and automatic suspension without enquiry where an Associate Member has admitted that an account

arising in consequence of his involvement in playing polo is outstanding even though he may not be the legal creditor.

- 1.7. **Players' Contracts.** ExCo consider financial arrangements between players and patrons to be a civil contract and would not expect to get involved unless they were concerned that the dealings of either party were either prejudicial to the good order of the SAPA or the game of polo, or all parties concerned, including the SAPA, were in agreement that they should do so.
 - 1.8. **South African Law.** These Rules and Regulations shall be governed by South African law and all matters relating thereto shall be subject to the exclusive jurisdiction of the High Court of South Africa.
 - 1.9. **Liability.** All affiliated clubs, associate members and persons who have agreed or are deemed to be subject to these Regulations acknowledge that neither the SAPA nor any of ExCo's officers, employees or agents nor any match or club officials shall be liable to them in respect of any loss or damage whatsoever which is or alleged to be occasioned by or to arise from any action taken or purportedly taken in pursuance of these Regulations or from any failure so to act even where the act or omission as the case may be shall have been negligent provided always that this shall not affect any liability of such persons in respect of personal injury occasioned by negligence.
 - 1.10. **Suspensions.** See Regulation 4.10.
 - 1.11. **Jurisdiction.** Over Non-Members. See Regulations 4.11 and 4.12.
 - 1.12. **References.** References to the ExCo in these Regulations shall be construed as references to the Membership of the SAPA.
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2. AFFILIATED CLUBS AND ASSOCIATIONS

- 2.1. **Definition.** All Clubs residing in the Republic of South Africa must affiliate through their Provincial Body to the South African Polo Association. In terms of HPA and SASCOC regulations Clubs must conform to the following:
 - a. Clubs to apply to SAPA for Club name and colours.
 - b. Clubs must provide SAPA with a Constitution in line with that of the Association and Sports Act.
 - c. Clubs must elect office bearers and forward names and contact details to SAPA. Chairman, Club Captain & Secretary / Treasurer.
 - d. Clubs must own / lease at least one playing field with pony facilities i.e. sufficient pony lines etc.
 - e. Clubs must affiliate all members to SAPA and their Provincial Body
 - f. Clubs must apply for a tournament date annually if it so desired.
 - g. The Club must have a minimum of six members.
- 2.2. Any club may nominate any member of ExCo to represent it.
- 2.3. **Fixtures.** A fixture list of all tournaments open to members of other Affiliated Clubs shall be published prior to the year-end. Any Affiliated Club that feels that its existing fixtures are likely to be prejudiced by competing fixtures proposed by another Affiliated Club may appeal to the ExCo who act as the final authority over the nature and schedules of all tournaments with external entries.
- 2.4. **Affiliation Types.** Contact the SAPA Office to obtain the current year's Affiliation Fee Amounts.

a. Full Member	Fee Amount: contact SAPA Office
b. Student / Scholar	Fee Amount: contact SAPA Office
c. Development Player	Free
d. Newcomer	Free: never played polo before
e. Temporary Associate Member	Allows visitor to play 1 or maximum 2 tournaments
f. Officials & Grooms	Free: non-playing
- 2.5. **General Responsibilities.** However affiliated clubs and associations constitute themselves; they are obliged to:

- a. Abide by the Rules, Regulations and Directives of the SAPA.
 - b. Subscribe to the objectives of the SAPA.
 - c. Acknowledge and take account of the interests of other affiliated clubs and associations.
- 2.6. **Specific Responsibilities.** Each club will have a responsibility to the SAPA for:
- a. **Membership.** Clubs are responsible for ensuring that membership formalities are completed correctly in accordance with Regulation 3 before any player takes part in a match, game or chukka. For players coming from overseas, this includes completion of a CV Form, as at Annex D, if they have no SAPA handicap.
 - b. **Handicaps.** Each club must have a Handicap Committee (see Regulation 6). The SAPA must be informed at the beginning of each season of the membership and in subsequent changes.
 - c. **Rules and Directives.** Each club must have a Club Chief Umpire who should attend Umpire Meetings and pass on the conclusions to his club members and who is responsible for ensuring that any directives are passed on to all playing members.
 - d. **Self-Certification.** Each club must submit their affiliation fee prior to the beginning of the season. Failure to do so will result in a fine of R1 000.
 - e. **Polo Pony Welfare.** Each club must have a Welfare Officer who should attend the AGM and pass on the conclusions to his club members. Each club should ensure that its members understand that they are responsible for the welfare of their ponies throughout the year.
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3. ASSOCIATED MEMBERS

- 3.1. **Membership Requirements.** No person may play in any match, organized game or club chukka at or conducted by an affiliated or provisionally affiliated club in South Africa unless the membership formalities as set out below have been completed and the SAPA informed:
- a. **Declaration.** He / she affiliates and thereby agrees with the affiliated club to be bound by the rules, regulations, orders and directives from time to time in force of that club and of the SAPA.
 - b. **CV Form.** For a player coming from overseas, a CV form has been completed, as at Annex E, by the player and countersigned by his / her club, and stamped and signed by the SAPA. The CV Form should be submitted to the SAPA at least 3 working days before he / she is due to play in any match. See Regulation 6.
 - c. **Handicap.** In the case of a match, any player must either be listed on the current SAPA handicap list or had his / her handicap registered in writing with the SAPA. See Regulation 6.
 - d. **Betting.** There is no organized betting allowed in polo and a member may not knowingly permit any member of his / her family, or anyone directly connected in any way to his / her polo to become involved in such betting.
 - e. Provided that no affiliated or provisionally affiliated Club shall admit to playing membership or require an individual to complete any of the membership formalities above if the Chief Executive has informed the Club that the individual has been suspended pursuant to Regulation 1.6, without first checking the current position with the Chief Executive.
- 3.2. **Associate Membership.** Any affiliated playing member of an affiliated or provisionally affiliated club shall be accepted as an Associate Member of the SAPA.
- 3.3. **Temporary Associate Membership.**
- a. **Purpose.** The purpose of Temporary Associate Membership is to enable:
 - I. Those considering taking up the game to play in some practice chukkas.
 - II. Players on a short visit from overseas to play some chukkas or the occasional match.
 - III. Individuals who are no longer playing to take part in a one-off tournament or match, e.g. as part of an Old School team.
 - b. **Application.** Temporary Associate Membership can only be applied for by the club or owner of the ground at which the person intends to play and can only be used at that club or ground.

Membership must be registered in writing with the SAPA. No person may become a temporary associate member on more than one occasion in any one year and it is limited to 10 consecutive days. Any person who has been a temporary associate member may subsequently become an associate member for the same calendar year on payment of the difference between the two subscriptions.

- c. **Handicap.** A Temporary Associate Member will play off his / her last registered handicap and will not be re-handicapped or listed. A CV Form must be completed by any player from overseas.
- 3.4. **Junior Associate Membership.** Junior Associate Membership is available to any player aged 18 and under, and any player in full time education in South Africa who is playing Schools or University polo only. Junior Associate Membership is an annual membership.
- 3.5. **Chukka Membership.** Chukka Membership is available to grooms if their employer wishes them to play their ponies in chukkas at the Club to which they belong. They cannot play in any match and may only play in chukkas at their Club as permitted by their Club. Chukka members will not be handicapped but as a member of the SAPA they will be covered for public liability under the SAPA's Member's policy.
- 3.6. **Non-Playing Membership.** Non-Playing Membership with no handicap is available direct from the SAPA to a person who:
 - a. Only umpires, referees or coaches at an Affiliated Club.
 - b. Owns a polo pony that someone else is playing.
 - c. Has stopped playing but wishes to continue to be a member.Non-Playing Members shall be listed on the website and will be covered for public liability under the SAPA's Member's policy.
- 3.7. **Honorary Associate Membership.** Bona fide members of overseas polo teams visiting South Africa may be accorded Honorary Associate Membership for the duration of their stay, provided that their names and handicaps have been submitted to the Chief Executive. This may, at the discretion of the Chief Executive, also be accorded to members of overseas affiliated polo associations or clubs and to such distinguished personages as are considered suitable.
- 3.8. **Life Membership.** Any person who has given long and good service to polo but who has stopped playing may be invited to become a life member by the ExCo and shall be listed in SAPA's records.
- 3.9. **Deemed Members.** If for any cause the above formalities have not been completed, any person who plays in any match or practice chukkas at or conducted by an affiliated club in South Africa shall be deemed to be an associate member and as such subject in all matters to these Regulations, without prejudice to the requirements to complete the above.
- 3.10. **Suspension.** Any player who has been suspended by another national association and where suspension has been notified to the SAPA, will not be allowed to play in South Africa for the period of their suspension except with the permission of the ExCo.
- 3.11. **Subscriptions.** The annual subscription for associate membership shall be such sum as the ExCo Council may from time to time decide, payable on or before 1st April each year. Other Membership shall be such sum as the Chief Executive shall notify to affiliated clubs from time to time. An associate member whose subscription is still unpaid on 31st December of the year in which it is due, shall be deemed to have resigned his membership and his name shall be omitted from the SAPA's next published official handicap list and shall not be eligible to play in any match or practice chukkas held under the auspices of the SAPA or to have his name restored to the handicap list until his current subscription together with all arrears has been paid to the SAPA.

4. DISCIPLINARY PROCEDURES

4.1. Definitions

- a. **Board.** A Board means in the case of a Disciplinary Enquiry of a Club those persons or officers of the Club being at least three in number who are authorized or appointed by the Club rules to conduct a Disciplinary Enquiry. In the case of a Disciplinary Enquiry of the SAPA it shall mean those persons being at least three in number whom the Chief Executive or the ExCo shall have convened together for that purpose in accordance with regulation 4.6. In the case of an appeal to the SAPA ExCo Council it shall mean the Appeal Board appointed in accordance with regulation 4.8 below.
- b. **Club.** Club means an Affiliated Club.
- c. **Disciplinary Enquiry.** Disciplinary Enquiry is the process of enquiry adopted by a Club or the SAPA as the case may be to establish whether the conduct which is the subject of a Disciplinary Incident amounts to Misconduct. See Annex H.
- d. **Disciplinary Hearing.** A Disciplinary Hearing is that part of the enquiry process during which the Board hears the case.
- e. **Disciplinary Incident.** Disciplinary Incident means an incident that in the view of a Club, the SAPA President, member of ExCo, the Disciplinary Officer, the SAPA Chief Executive, the SAPA Chairman of the Pony Welfare Committee, the Chief Umpire, or the Doping Control Officer, might be a case of Misconduct.
- f. **Disciplinary Officer.** Disciplinary Officer is the person authorized by the ExCo to assist the Disciplinary Steward.
- g. **Disciplinary Steward.** Disciplinary Steward means the Steward who is designated as such by the ExCo from time to time from amongst their number to perform the functions that these Regulations provide for and who will normally conduct the case for the SAPA. However, there may be cases where some other person is appointed to do this, or where a lawyer is instructed, and the phrase 'Disciplinary Steward' shall be deemed to include such persons.
- h. **Doping Control Officer.** Doping Control Officers are those persons authorized by the ExCo to carry out Doping Control testing on behalf of the SAPA.
- i. **ExCo.** ExCo means the members of the South African Polo Association's Executive Committee Council duly elected under the jurisdiction of the Association's constitution at its Annual General Meeting.
- j. **SAPA Official Tournament.** This is any tournament that complies with the Rules and Regulations and Directives of the South African Polo Association as to the composition of the teams.
- k. **Misconduct.** Misconduct means conduct, wherever it may take place, which in the opinion of a Board is prejudicial to the interests and good order or reputation of the SAPA or the game of polo and may include, without limitations, repeated, persistent or serious breach of the SAPA's playing or other Rules and Regulations or Directives, from time to time in force, or is otherwise unsporting.
- l. **Party Charged.** A Party Charged means a player, other person or Club whose conduct, whether alone or with others, is the subject of a Disciplinary Enquiry.
- m. **SAPA.** SAPA means the South African Polo Association.

4.2. Reporting and Referral of Cases

- a. **Report Forms.** Report forms may be obtained from Clubs and shall be used to report disputes, complaints and Disciplinary or Welfare Incidents to the Chief Umpire or the Chairman of the Pony Welfare Committee. One copy will be sent to the Chief Umpire or Chairman of the Pony Welfare Committee by the club where the incident occurred, one copy should be retained by the Club and one given to the Party Charged.
- b. **Direct Referral to the SAPA.** An Affiliated Club, the Chairman, a member of the ExCo, the Disciplinary Officer, the Chief Executive, the Chief Umpire, and the Chairman of the Pony Welfare

Committee or the Doping Control Officer may refer any Disciplinary Incident or matter that might be considered misconduct directly to the SAPA.

- c. **Suspension by Disciplinary Steward.** If a disciplinary incident is reported directly to the SAPA, the Disciplinary Steward may suspend the Party Charged from playing pending the hearing before a SAPA Board. The Party Charged may apply in writing to the Chairman of the SAPA Board for such suspension to be lifted.
- d. **Reporting to SAPA.** All disciplinary action taken by Clubs, whether under the SAPA Rules, Regulations and Directives or not, shall be reported to the Chief Executive of the SAPA by the Club orally and in writing as soon as possible after the Disciplinary Enquiry has taken place.

4.3. Club Disciplinary Enquiries

- a. **Responsibilities.** If a Disciplinary Incident occurs at a club, or on a ground for which a club has responsibility, that club shall hold a prompt Disciplinary Enquiry. If a club has delegated responsibility for a match to another club the latter club shall hold such Disciplinary Enquiry. A club must hold a Disciplinary Enquiry if:
 - I. A player is sent off for the rest of a match.
 - II. A club receives a report from a veterinary surgeon or an official of the Club or SAPA concerning abuse or cruelty to a pony.
- b. **Statements.** The club officers should obtain written statements from witnesses, including the party charged, on the same day or as soon after the Disciplinary Incident as is reasonably practicable. Where relevant, copy videos should also be obtained. Any potential Board members should try to avoid at this stage any detailed interview by themselves of the Party Charged or any witnesses beyond receiving the complaint or report from a match official. Where such an interview has taken place, a detailed summary should be presented to the Board.
- c. **Club Board.** The club should then convene a Disciplinary Hearing before a Board to investigate the Disciplinary Incident on the same day or as soon after the Disciplinary Incident as is reasonably practicable. In any event, such a hearing should take place before the next match in which the Party Charged is scheduled to play, particularly where such a match is part of the same tournament in which the Disciplinary Incident occurred. No person who has any conflict of interest in relation to the Party Charged or the team in which he was playing at the time of the incident should be the Chairman or member of the Board.
- d. **Witnesses.** Ideally, all witnesses and the Party Charged should attend the Disciplinary Hearing but, where that is not possible, the Party Charged should be informed of the material substance of all evidence and shall be provided with copies of all written statements that are put before the Board and be given an opportunity of responding to such evidence before the Board reaches its decision. Associate Members shall give such assistance as the Club may require in connection with Disciplinary Enquiries including attending and giving evidence and producing relevant videos under their control at any Disciplinary Hearings if so required by the Club Board.
- e. **Legal Representation.** The Party Charged shall not, unless he or she is a Member of the Club in question and the Rules of that Club make provision to the contrary, be allowed legal or other representation. The Party Charged shall be entitled to make oral representation to the Club Board, present evidence and to call witnesses.
- f. **Record.** The Club must take as full a note as possible of what is said at any Disciplinary Hearing. It is especially important that an accurate record is made of the substance of the evidence of the Party Charged and material witnesses. In every case where the Club deals with the incident, the Club must pass details of the case to the SAPA as soon as possible. This shall include details of the incident, whether or not the Party Charged pleaded guilty, a summary of evidence and the penalty awarded with brief reasons. Where the case is referred to the SAPA, as full a record of the Disciplinary Hearing as possible and all evidence must be passed on as quickly as possible, and usually within two days, to the SAPA.

- g. **Precedence of Rules.** If a Disciplinary Incident occurs at a Club and there is a conflict between the Club rules and the SAPA Rules, Regulations and Directives, then the SAPA Rules, Regulations and Directives will prevail.

4.4. Club Findings

- a. **Findings.** If the Club Board is satisfied that the Disciplinary Incident constitutes Misconduct on the part of the Party Charged and the Party Charged is a member of the Club in question or is playing in a tournament or match being organized by that club, it may:
- I. Dismiss the matter, or
 - II. Warn the Party Charged, or
 - III. Impose such penalty or penalties or take such action as may be provided for in the rules or regulations of the said Club, and / or
 - IV. Impose such penalty or penalties as are provided for in Annex C to these Regulations, or
 - V. Refer the matter to the SAPA.

All fines imposed under these Regulations are payable to the SAPA.

- b. **Referral and Suspension.** If referred to the SAPA, the Club Board may suspend the Party Charged from playing in the remainder of the tournament and / or from the Club, pending a decision by the SAPA Board. The Party Charged may apply in writing to the Chairman of the SAPA Board for such suspension to be lifted.

4.5. Appeal to the SAPA

- a. **Right of Appeal.** Any Party Charged upon whom a penalty is imposed by a Club Board pursuant to these Regulations shall have the right to appeal to the SAPA, provided the Chief Executive shall have received his written request to that effect within seven days of the decision in question. The request, which shall state the grounds for the appeal, shall be accompanied by a deposit of R1,000 which shall be liable to forfeit at the discretion of the SAPA Board on concluding the Disciplinary Enquiry. This right of appeal shall not be available in respect of any penalty or disciplinary action that the Club Board may impose or take against a member of their own Club under its own rules unless it is a Disciplinary Incident within the meaning of the Regulations.
- b. **Hearing of Appeal.** An appeal shall take the form of a full hearing with the attendance of witnesses. Upon such an appeal, the SAPA shall have full power to impose any of the penalties provided for in Regulation 4.7.a. In addition to declaring the deposit forfeit, they may impose a more severe penalty than the Club if they are of the opinion that the request for an appeal was without foundation and ought never to have been made, or that it is otherwise justified or appropriate to do so.

4.6. SAPA Disciplinary Enquiry

- a. **SAPA's Powers.** The SAPA has full power to hold a Disciplinary Enquiry into any Disciplinary Incident whether or not the said Disciplinary Incident has been the subject of a Disciplinary Enquiry of a Club and whatever has been the decision or outcome of such Disciplinary Enquiry, and the Regulations concerning SAPA Disciplinary Enquiries shall apply.
- b. **Requirement for Board.** If a matter is referred to the SAPA, either by a Club or a SAPA official, evidence will be passed to the Disciplinary Steward who will examine the evidence and decide whether or not there is a requirement for a Board.
- I. If it is his opinion that there is no case or insufficient evidence, the parties involved will be informed.
 - II. If it is his opinion that there are grounds for a charge of misconduct, he will inform the Chief Executive who will then inform the parties that there will be a Disciplinary Board.
- c. **Convening of a Board.** Where it is decided to hold a Disciplinary Enquiry, the SAPA shall convene a Board as soon as is reasonably practicable and usually within fourteen days of the matter being referred to them.
- d. **Selection of the Board.** The Board will be selected by the Chief Executive and will comprise no

less than three nor more than five persons. The Chief Executive will nominate one of them to be the Chairman. Neither the Disciplinary Steward nor any person connected in anyway with the case or any persons involved shall not be eligible to sit as a member of the Board. It may also be considered inappropriate in some cases for members of the same Club as the Party Charged to be selected. No person may serve on a Board who was on the Club Board enquiring into the same incident, but the person who chaired the Club Board may attend the hearing before the SAPA Board and may give an account of evidence given before the Club Board by any witness. The Party Charged shall promptly be notified of the composition of the Board, and any objection on the grounds that the inclusion of one or more of the persons selected would be unfair on an actual or apparent bias basis shall be made with sufficient particulars within 48 hours of the notification failing which any grounds for objection merely on an apparent basis on known facts shall be deemed waived. An objection shall be determined by the Board as soon as is practical.

- e. **Location of Hearing.** The location of a Disciplinary Hearing will be decided by the Chief Executive in consultation with the Chairman of the Board.
- f. **Suspension of Official.** If the Party Charged holds any official position with the SAPA he shall be automatically suspended from office pending the outcome of a Disciplinary Enquiry. For these purposes, "official" bears its ordinary and natural meaning and includes but is not limited to members, including ad hoc members, of any SAPA Committee. Reinstatement of such office thereafter shall in every case be subject to the express approval of the President of the SAPA whether or not the conduct of the Party Charged was found to be Misconduct.
- g. **Witnesses.** Associate Members and any person who has agreed or is deemed to be subject to these Regulations shall give the Board such assistance as it shall require including attending to give evidence and producing relevant videos under their control at a hearing including any hearing before the Appeal Board.
- h. **Evidence.** All written evidence, papers and / or videos on which the Disciplinary Steward intends to rely together with a list of witnesses and a summary of their evidence should, where reasonably practicable, be made available to Board Members and the Party Charged not less than four days before the hearing.
- i. **Objections.** The Party Charged will be entitled to put forward any objections in writing within 24 hours of notification.
- j. **Requirements of Party Charged.** The Party Charged when notified of the date of the hearing before the Board must where reasonably practicable provide the SAPA with a list of witnesses whom the Party Charged intends to call on with a summary of their evidence, and any other evidence the Party Charged wishes to rely upon including any relevant videos under the control of the Party Charged as the SAPA may direct but, in any event, not less than two days before the date of the hearing.
- k. **Legal Representation.** The Party Charged shall be permitted to be accompanied by a friend and to be legally represented. Where the Party Charged intends to be legally represented he must, at least 24 hours prior to the time fixed for the hearing, notify the Chief Executive of the identity and contact details of the lawyer concerned.
- l. **Non-legal Representation.** The Party Charged shall not be entitled to non-legal representation unless, following an application made by the Party Charged, the Chairman considers that there are special reasons to permit otherwise. A request to be permitted non-legal representation shall be made in writing at least 24 hours prior to the time fixed for the hearing, excluding weekends and bank holidays, with the reasons advanced as to why the Chairman ought to depart from usual practice.
- m. **Oral Representation.** The Party Charged shall be entitled to make oral representation and present evidence to the SAPA Board and Club Board in the course of a Disciplinary Enquiry and to call witnesses.

- n. **Undisclosed Evidence.** The Board may decline to hear evidence the nature of which has not been disclosed in advance as required by this regulation or order of the Board or it may adjourn on such terms including terms as to costs as, in its discretion, it thinks fit.
- o. **Umpires Attending.** The Board hearing will, where possible, be attended by the umpires where the Party Charged has been reported by the umpires.
- p. **Recording.** The Chairman may order that a recording be made of the proceedings; any such recording shall be the property of the SAPA.

4.7. SAPA's Findings

- a. **Findings.** If the Board is not satisfied that the disciplinary incidence constitutes misconduct, it may either dismiss the case or call for further evidence. If the Board is satisfied that the Disciplinary Incident constitutes Misconduct, the Board must give reasons for its decision in respect of the charge or charges and any penalty and may impose the following:
 - I. A warning to any Member or club.
 - II. A censure on any Member or club; and / or
 - III. A fine up to a maximum of R30,000 on any Member or club; and / or
 - IV. A ban on any Member from playing in any match or practice chukka at or conducted by an Affiliated or Provisionally Affiliated Club in South Africa for such a period up to three years as the Board in their absolute discretion may determine, and the Board has full power to specify the period or periods when the suspension shall take effect; or
 - V. A removal or suspension of an official coaching qualification from any Member which shall include coaching at an Affiliated or Provisionally Affiliated Club in South Africa for a period up to three years on the same basis as set out in (iv) above.
 - VI. A suspension of the affiliation of any club whether or not coupled with a fine under (iii) above; or
 - VII. Expulsion of any Member or Club. Reference to "Member" in this Regulation 4.7.a. includes all persons referred to in Regulations 3.1, 3.2, 3.3, 3.4, 3.5 and 3.7. When imposing any penalty under 4.7.a., the Board will take into account any penalty, including any period of suspension, imposed by a Club, and the Guidelines at Annex C.
- b. **Notification of Suspension.** The Board shall publish its decision to all Clubs within seven days of its final hearing. Should the Board decide to suspend or expel a Party Charged, notice of such suspension shall be posted in the Club concerned for a period of not less than fifteen days. The suspension shall be notified to such overseas Associations or Clubs as the SAPA shall decide.

4.8. Appeals to the Council

- a. **Appeal.** There shall be no appeal from a decision or finding of a SAPA Board except as provided for in Regulation 4.8.b and c.
- b. **Right of Appeal.** If the Board imposes a suspension on the Party Charged for a period of more than 21 days or imposes a fine of more than R5,000 the Party Charged shall have the right to appeal to the Members on the following grounds: -
 - I. The finding of the Board was clearly wrong.
 - II. The conduct of the Disciplinary Enquiry of the Board was unfair.
 - III. The penalty was disproportionate.
 - IV. There is new evidence not reasonably available at the time of the Disciplinary Enquiry which, had it been considered by the Board, would probably have caused them to find that the Disciplinary Incident did not involve Misconduct on the part of the Party Charged or the penalty they imposed would probably have been materially different.
 - V. That the reasons given by the Board are insufficient to support the decision.
 - VI. That there was insufficient evidence on the basis of which a reasonable Board could have made the decision in question.
 - VII. That the Board misconstrued or failed to apply Regulations or Directives relevant to the decision.

- c. **Rehearing.** The right to appeal shall not be limited to the grounds set out in Regulation 4.8.b above and the appeal will be by way of a full rehearing where the decision of the Board appealed involves: -
 - I. A period of suspension of more than 90 days; or
 - II. A period of suspension of which at least 30 days is to be served between the months of May to October inclusive; or
 - III. A fine of more than R10,000; or
 - IV. The substance of the Disciplinary Incident in question is a dishonest act on the part of the Party Charged which the Board find substantiated; or
 - V. Where the grounds of appeal under b (ii) above is an alleged procedural unfairness due to actual or apparent bias the Appeal Board has a discretion to give permission for the appeal to proceed by way of a full re-hearing.
- d. **Legal Representation.** The Party Charged shall be permitted to be accompanied by a friend and to be legally represented. Where the Party charged intends to be legally represented he must, at least 24 hours prior to the time fixed for the hearing, notify the Chief Executive of the identity and contact details of the lawyer concerned.
- e. **Application to Appeal.** The Party Charged wishing to appeal to the Council must apply in writing to the Chief Executive within 14 days of the publication of the decision appealed against. The application shall state whether the Party Charged intends to be legally represented; whether he desires the appeal to be by way of a rehearing and generally the basis upon which the appeal is sought. In all other circumstances the application shall state on which of the grounds set out in Regulation 4.8.b the appeal is based. In either case the application must be signed by the Party Charged and accompanied by a deposit of R1,000 which is liable to be forfeited at the discretion of the Appeal Board at the conclusion of the appeal process. In any case, where the Party Charged wishes an appeal to proceed by way of written submission only, the application for appeal shall so state and be accompanied by the said submissions. Pending the result of an appeal to the Council, the decision of the Board will be deemed to be effective and valid.
- f. **Time and Place of Hearing.** Within fifteen days of receipt of the Appeal Notice by the SAPA, the Chief Executive shall give the Party Charged a minimum of seven days' written notice of the time and place of the hearing.
- g. **Nomination of Appeal Board.** The President or the Vice-President of the SAPA shall nominate five Members as an Appeal Board to hear the appeal, none of which must have served on the SAPA Board. Nor must they have any connection with the Party Charged or the team for whom he was playing at the time of the Disciplinary Incident, but the person who chaired the SAPA Board may attend the Appeal Board and may give an account of evidence given before the Board.
- h. **Evidence.** Associate Members and any person who has agreed or is deemed to be subject to these Regulations shall give the Appeal Board such assistance as they shall require including attending to give evidence and producing relevant videos under their control at a hearing.
- i. **Findings.** The Appeal Board shall not be bound by any findings of the SAPA Board and may by a simple majority confirm or reverse the decision of the SAPA Board or may exercise any of the powers listed in 4.7.a, including increasing any penalty.

4.9. Costs and Fines

- a. **Costs.** Where the result of a Disciplinary Enquiry of a Club or of the SAPA or of an appeal to the Council is a finding of Misconduct on the part of a Party Charged the relevant Board may require the Party Charged to pay any direct costs occasioned to the Club or the SAPA including, but not limited to, the hiring of rooms for hearings; witness expenses and the fees of experts or third parties engaged in the hearing or the enquiry process including legal fees. The Club Board, SAPA Board or Appeal Board shall have power to assess such costs themselves, with or without

assistance, or to appoint a third party to do so. The power to order a Party Charged to pay a sum in respect of such costs must be exercised within six months of the Disciplinary Enquiry or Appeal in question. An order of costs may be overturned by a SAPA Board or an Appeal Board as the case may be where there is an appeal against a finding or penalty as provided for above but not otherwise.

b. Fines.

- I. In addition to any action taken pursuant to Regulation 4.b.(v) below, if a fine is not paid within seven days the Party Charged will be automatically suspended as set out in 4.7.a (iv) until it is paid or, if already suspended, that suspension will be increased by the number of days beyond seven that the fine is left unpaid, unless the Party Charged is able to satisfy the ExCo that there was good reason (e.g. incapacity due to illness or accident) for the delay in payment.
- II. Where a sum in respect of fines is overdue as at 30th September or becomes overdue thereafter the period of automatic suspension shall continue or commence from the following 1st May and last for as many days as the sum was overdue for payment.
- III. The automatic suspension for non-payment of fines provided for in above shall apply with due alteration to any fines imposed or confirmed by the Appeal Board and to any sum ordered by any Board to be paid in respect of costs if such sum is not paid within 14 days of notification.
- IV. Interest at 3% per month is due for every month or part month during which a fine or costs remain unpaid for more than 7 or 14 days respectively, and any suspension will remain in force until the correct amount of interest is paid in full on any overdue payment of fines or costs.
- V. Notwithstanding and in addition to the application of suspensions and the accrual of interest provided for in these Regulations, a sum ordered to be paid by way of fines or costs which remains unpaid for 7 days or 14 days respectively will constitute a debt as between the Party Charged and the SAPA and shall be recoverable as such in the Courts by action plus interest as provided for in these Regulations.

4.10. Suspensions

- a. **Club.** Clubs may award specific match bans and suspend a player at their own club for as long as their own rules allow. A club may request the SAPA to extend automatically a club suspension for up to 2 weeks to all affiliated clubs, and to any private ground where a tournament is being conducted by an affiliated club. The suspended player shall have a right of appeal to the ExCo, but the suspension shall not be lifted pending any appeal.
- b. **National.** Clubs shall not allow any person who is subject to a suspension imposed under these Regulations to play polo at their club or at any private ground where any game is being conducted under their auspices during any period when the suspension is operative except and to the extent that the express terms of the suspension otherwise allow.
- c. **International.** Any player who has been suspended by another National Association and where suspension has been notified to the SAPA, will not be allowed to play in South Africa for the period of their suspension except with the permission of the ExCo. Any suspension awarded by the SAPA shall normally be effective in affiliated countries, the USA, Argentina, and other member countries of FIP.

- 4.11. Past Members, Clubs and Associations.** The disciplinary provisions in Section 4 & 5 including, without limitation, any power to impose penalties and to award costs shall continue to apply and to be binding on any entity or person who has been an Affiliated Club or Association or Associate Member of any category or any person who has by these Regulations been deemed to be subject to them in respect of any matter occurring, arising or attributable to a time when such a Club or person was subject to these Regulations notwithstanding that any relevant period of membership shall have subsequently elapsed or they may have subsequently resigned or purported to resign.

- 4.12. **Ineligibility for Membership.** A SAPA Board convened as if for a Disciplinary Enquiry per Regulation 4.6 shall have power to declare a person who is not at the time bound by these Regulations to be ineligible for membership of an Affiliated Club and therefore ineligible for Associate Membership of the SAPA where, in their absolute discretion, they consider such a restriction is desirable in the interests of the game of polo or the SAPA. Such a declaration may be made for a fixed or an indefinite period. Affiliated Clubs shall not allow a person against whom such a declaration is in force to play in any match or practice chukkas at its own grounds or which they may conduct elsewhere.
- 4.13. **Standard of Proof.** Where a matter is required to be established to the satisfaction of any Board it shall be established on the balance of probabilities. i.e. more likely than not.
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5. GUIDELINES ON DISCIPLINARY PROCEDURES

The following guidelines 5.1 – 5.26 inclusive are written primarily for SAPA Disciplinary Enquiries but the general principles shall apply to all Disciplinary Enquiries and Appeals by way of re hearing unless otherwise stated. They have been drawn up so as to ensure that all Disciplinary Hearings and Appeals are conducted in a fair manner. No Disciplinary Enquiry shall be deemed invalid by reason only of the SAPA or a Club adopting an alternative procedure. The SAPA is not bound by any enactment or rule of law relating to the admissibility of evidence before Courts of Law and have a discretion to make such costs orders as they think fit arising from the conduct of any enquiry whatever their final decision concerning Misconduct.

- 5.1. The Chairman shall give such directions as he shall think fit to ensure a fair and expeditious conduct of the proceedings provided the Chairman shall so far as reasonably practical in the circumstances of any particular case ensure the following:
- 5.2. The Party Charged shall only be legally or non-legally represented, or accompanied by a friend, if the request has been submitted to the Chairman of the Board in writing at least 24 hours prior to the hearing and the Chairman has agreed. If accompanied by a friend, that friend will normally not be permitted to address the Board.
- 5.3. The Chairman of the Board should identify the incident in question by means of short description and explain why it is considered to be a possible case of Misconduct. Where members of the Board themselves witnessed the incident they should say so and describe what they saw.
- 5.4. The Board must be satisfied that the Party Charged has been given details of the Disciplinary Incident which has led to the hearing and of any allegations arising out of that Incident and that the Party Charged has received all written evidence, papers and/or videos on which the SAPA intends to rely together with a list of any witnesses being called with a summary of their evidence, at least three clear working days before the date of the enquiry. The Board should also be satisfied that the Party Charged understands the allegation of Misconduct and has had a reasonable time to deal fairly with the matters raised.
- 5.5. The Board being so satisfied, the Chairman should ask the Party Charged whether he admits that the matters alleged, or such of them as he does admit, as the case may be, amounts to Misconduct. The SAPA may establish before the hearing whether the Party Charged intends to make such an admission, and if so, to inform the Chairman of this. However, this does not preclude a Party Charged who has indicated that he intends making an admission, changing his position, but he is likely to be ordered to pay any wasted costs.
- 5.6. Where a written report has been provided by an Umpire, other Match Official or Club Representative, and the person providing the report is present at the hearing, the Chairman should ask that person to confirm the accuracy and truth of the report and whether he wishes to add anything to it. The Party Charged may require the attendance of any Official whose report is included in the supporting papers, but he must make clear at least 24 hours before the hearing

that he wishes such official to attend for questioning concerning his report. Should he fail to do so and it becomes apparent at the hearing that he does not accept the accuracy of the report in some material respect the Chairman will normally require the Party Charged to meet any costs wasted by reason of an adjournment or other consequence.

- 5.7. The report or reports of an Official will normally be taken as the first item after preliminaries. The Disciplinary Steward will then ask any witnesses to give their evidence. Where any witness has given a statement in writing he will normally be asked to confirm its truth and accuracy and whether he has anything he wishes to say by way of addition or clarification. In general terms it is thought preferable for witnesses of the incident not to be present whilst other witnesses are giving evidence. The Party Charged must be present or represented whenever the Board hears and receives oral evidence or submissions.
- 5.8. The Board members may ask questions of the witness.
- 5.9. The Party Charged may ask questions of the witness.
- 5.10. Any written statement made by the Party Charged should be read to the Board by the Disciplinary Steward. Alternatively, the Chairman should confirm that such a Statement has been read by the Board.
- 5.11. The Party Charged may then give further evidence on his own behalf.
- 5.12. The Disciplinary Steward, or Officer or his appointee as the case may be, and members of the Board may ask questions of the Party Charged.
- 5.13. The Party Charged may then call witnesses in support of his case.
- 5.14. The Disciplinary Steward and the members of the Board may ask further questions of each witness.
- 5.15. Where in the opinion of the Board it is desirable at any time to recall any previous witnesses or match officials to help them resolve some issue or question of fact they shall be entirely free to do so.
- 5.16. Once the Party Charged has presented his evidence and made his case, the Disciplinary Steward will be asked to make a closing statement.
- 5.17. The Party Charged will then be asked to make his closing statement.
- 5.18. The Chairman will then raise any technical or legal matter including any issue concerning the interpretation or application of the Regulations, Directives or Rules of Polo with any SAPA Official or member of the SAPA secretariat, or the Board's legal adviser, if any, in the presence of the Party Charged and / or his / her representative who will be given the opportunity to make a submission in respect of any matters so raised.
- 5.19. The Party Charged and all other persons will then withdraw and leave the Board to reach its decision.
- 5.20. The Board will attempt to reach a unanimous decision, but a simple majority will suffice, and decisions reached shall be announced as the decision of the Board. Reasons given for decisions shall not include reference to any minority view or dissenting view.
- 5.21. Upon reaching a decision, the Chairman will recall the Party Charged and announce whether the Board has found the Disciplinary Incident to amount to Misconduct; if not the hearing will be declared closed.
- 5.22. If Misconduct is found, the Chairman will ask for evidence of the previous record of the Party Charged on disciplinary matters. Only those matters which have been determined to a conclusion through a Club or SAPA disciplinary process are admissible.
- 5.23. The Party Charged may make a plea of mitigation which may include references that he is of good character.
- 5.24. At the conclusion of the plea of mitigation, the Party Charged, and all present will withdraw and the Board will decide which, if any, of the penalties laid down in the Regulations should be imposed.
- 5.25. The Party Charged will then be recalled and informed of the decision which must subsequently be confirmed in writing. Alternatively, the Board may reserve its decision and inform the Party Charged in writing of it within seven days.

5.26. The Chairman must provide summary reasons to the Party Charged sufficient to enable him to understand what material facts have been found by the Committee and why the penalty in question has been imposed. Where it is not convenient for reasons to accompany the decision they should be provided within a reasonable time thereafter and in writing if so requested by the member concerned.

6. HANDICAP COMMITTEE

- 6.1. **Regulations.** The business of the Handicap Committee shall be conducted in accordance with the following Regulations, or such amendments thereto as the Members may by simple majority from time to time decide.
- 6.2. **Club Handicap Committees.** Each affiliated club and province shall form a Handicap Committee, the regulations for which shall be:
- It shall consist of not less than three members, whose names will be forwarded to the SAPA at the beginning of the season.
 - It shall forward its recommendations for the alteration of handicaps and the allotment of new handicaps to the SAPA for approval at such times as it thinks fit or is required to do so by the SAPA and particularly before the meetings of the SAPA's Handicap Committee. Such recommendations will be signed off by at least three members of the Provincial Handicap Committee. The main Committee is not bound by these recommendations.
- 6.3. **SAPA Handicap Committee.** The Handicap Committee shall consist of a chairman ("the Handicap Chairman") who shall be a member of ExCo and not more than ten other members. Every Province shall nominate a Handicap Chairman who shall sit on the SAPA Handicap Committee. Four shall form a quorum. The Handicap Chairman has the power to co-opt additional members who are entitled to vote. The normal policy on voting is as below:
- Anyone who has an interest (team, family, employer etc.) must declare this before they enter into any discussion.
 - All present have one vote regardless of any interests or whether or not they have seen the player play. They are there to make a judgement on the various recommendations and information provided by those present. They may take into account their knowledge of the individual player if they are in a position to do so.
 - The Handicap Chairman may vote in the first round or not as he wishes. Whether or not he has previously voted, if the votes are even, he may have the casting vote.
- 6.4. **Handicapping of Individual Players during and at the end of the Season.** It is within the remit of the SAPA Handicap Committee to change any player's handicap at any time. Any such change shall become effective as notified by the SAPA. The Handicap Committee shall review official handicaps at the end of the Plettenberg Bay summer season, usually end January, at the end of May and again at the end of October in order to allot new handicaps to players.
- 6.5. **Handicaps.** Players shall be handicapped:
- By goals between -2 and 10**
 - As a beginner or Starter (S).** A Club Handicap Committee may raise a player from S to -2 at any time on written notification to the SAPA providing that the player has passed the rules test.
 - With Brackets.** The brackets signal that a player's handicap is under review and is therefore more likely to be changed at any time. A sponsored player is someone who is either paid to play or is assisted financially in any way, such as with ponies or travel.
 - As Not Rated or NR.** A player will only be awarded a handicap on the basis of having played sufficient polo competitively at a suitable level during the season. Inevitably, the higher the handicap, the more important it is that the player plays competitively at a suitable level, and in a sufficient number of games. If in any doubt, the player will be Not Rated (NR) which will mean

that they will be reassessed. The SAPA will not commit itself to handicapping a player if the player has played in less than two tournaments or ten games of a suitable level, or has not won any games, it is likely that he will be rated 'NR'. It is the responsibility of the player to keep a record of the games / tournaments he / she has played and the results. NR may also be used for a player that does not require a handicap for tournament polo e.g. retired.

- e. **As a Work Permit Restricted Player.** Anyone must have a registered handicap of at least 2 goals to have a work permit as a player. Anyone who is in the Republic of South Africa on a work permit other than as a player may only play at a club where both they and their employer are members and they shall not earn money as a player, either for themselves or their employer. They must pass the rules test before they can be awarded a handicap which shall not be less than 0 and which will be shown on the website with 'R' after their name to indicate that they may only play at a club where they and their employer are a member. What polo they are allowed to play in is a matter for the club concerned but they may not play in any High Goal tournament.

6.6. CV Forms and Allotment of Handicaps

- a. **CV Form.** Any international person who requires a handicap above S and who does not hold a current SAPA handicap is required to submit a CV form. It is the responsibility of the club that makes any such player a member to send to the SAPA a completed copy of the current SAPA official CV form. The form must be signed by the player or his patron and a club official. The club handicap committee may include a recommendation on the form but until a handicap has been awarded by the SAPA and a membership card received by the player, the player concerned may not play in any tournament. The CV form must be received by the SAPA at least 3 working days before the player concerned is due to play in any match. Any CV form that is found to be incorrect may result in disciplinary action being taken against the individual and / or club concerned, and the team concerned being banned or disqualified from the tournament.
- b. **Allotment of Handicap.** The awarding of a handicap will be at the discretion of the Handicap Committee but in general no handicap will be awarded to a new player on the basis of a CV form until a formal handicap meeting. The handicap awarded will be placed in brackets and will normally be the highest handicap held in any country during the 12 months previous subject to the following:
 - I. **Player Going Up in another Country.** If the SAPA is aware that the handicap of the player is due to be raised then the SAPA Handicap Committee may award the new handicap.
 - II. **Players Gone Down in Another Country.** A player or former player whose handicap has been lowered in the last 12 months may be awarded his current (lower) handicap provided that he has held a SAPA handicap in the past for at least 3 seasons concurrently and that he is of an age when improvement is unusual.
 - III. **Past Players.** The Handicap Committee is able to grant a handicap to a player who has been out of polo for a number of years on the basis of a CV form and club recommendation.
 - IV. **Polocrosse & Pato Players.** Polocrosse or Pato players who take up polo will be given a handicap within the following ranges:

Polocrosse Division	Pato Handicap	SAPA
A	6 – 10	1 – 2
B	4 – 5	0 – 1
C	2 – 3	- 1
D	0 – 1	S or -2

- 6.7. **Appeals.** Appeals should be made to the President of the SAPA. He will not consider appeals on the subjective view on handicap levels, but only if there has been a substantially incorrect procedure or substantially incorrect information provided.

ANNEX A – REGULATION ON HUMAN DOPING

1. USE OF BANNED SUBSTANCES

- 1.1. Doping is the use by an Associate Member (player or official) – hereinafter collectively referred to as “player” – of any Banned Substance and is strictly forbidden according to the terms of this Regulation.
- 1.2. A player shall have committed an offence where the result of an analysis of any urine, saliva or breath sample of his shows the presence of any Banned Substance listed in Part A of Paragraph 2.
- 1.3. A player shall have committed an offence where the result of an analysis of any urine, saliva or breath sample of his shows the presence of any Banned Substance listed in Part B of Paragraph 2 if the presence of that substance was not attributable to any one or more of the following:
 - a. The injection or consumption of medical compounds or proprietary medicines in normal or recommended quantities entirely for recognized medical purposes, other than the treatment of drug addiction or dependency; or
 - b. The ingestion of food or other nutritional substances in the ordinary course of dietary nourishment.

In the absence of any explanation by the player accounting for the presence of any Banned Substance, the ExCo of the South African Polo Association shall be entitled to infer that the presence of the Banned Substance was not so attributable.

- 1.4. A player shall have committed an offence where the result of an analysis of any urine or saliva sample shows the presence of any Banned Substance in Part C of Paragraph 2 unless the player was in possession of a letter or other document issued to him by a medical practitioner prior to his taking the substance in question expressing an opinion to the effect that taking the substance would not impair the player’s ability to play polo safely.
- 1.5. These Regulations mean that a player who is tested positive (the result of an analysis showing the presence of a Banned Substance or Substances in his sample) may still be in breach and have committed an offence even where he can establish that the source of the substance was a course of treatment prescribed or administered by a Medical Practitioner.
- 1.6. All players are advised to inform their Medical Practitioners of the substances which are banned and of the provisions of Paragraph 1.4.
- 1.7. The Stewards have issued guidelines at Annex C concerning penalties which should be considered, in general terms, appropriate for breaches of the Regulations.

Cannabis:	First Offence:	One-month ban and R1,500.00 fine.
	Second Offence:	Six-month ban and R3,000.00 fine.
	Third Offence:	Three-year ban and R5,000.00 fine.
Cocaine:	First Offence:	Six-month ban and R2,000.00 fine.
	Second Offence:	Three-year ban and R5,000.00 fine.
	Third Offence:	Expulsion.

The dates of any ban will take account of the polo calendar and time of year.

- 1.8. **Re-Instatement.** Any player suspended for a breach of doping regulations may be obliged to submit to doping controls testing by WADA, using a urine sample, both prior to and as a condition of re-instatement. This will be arranged by the SAPA but will be at any time and at any place, including at the player’s home and will be carried out at his own cost.

2. BANNED SUBSTANCES

The term Banned Substance shall include any isomer or homologue or diagnostic metabolite of a Banned Substance.

Part A

- **Alcohol** at a threshold in the A sample at or above 54 milligrams per 100 millilitres in urine or 17 micrograms per 100 millilitres of breath.
- **Barbiturates.**
- **Cannabinoids** (or Cannabis metabolites) at a screening threshold in the A sample of:
 - 50 nanograms per millilitre as immunoreactive cannabinoids by immuno-assay and
 - confirmed at or over a threshold of 15 nanograms per millilitre 11 -nor-delta-9-tetrahydrocannabinol-9-carboxylic acid by gas chromatography / mass spectrometryBoth measurements must be at or above the stipulated thresholds.
- **Gamma-hydroxybutyrate (GHB) and pro-drugs of GHB (1,4-Butanediol, Gammabutyrolactone)** at or above a threshold of 10 micrograms per millilitre.
- **Dissociative Anaesthetics and related substances e.g. Ketamine, Phencyclidine, Tiletamine.**
- **Lysergic Acid Diethylamide (LSD).**
- **Stimulants** excluding Caffeine, Phenylpropanolamine, Pseudoephedrine.
N.B. Salbutamol, Salmeterol and Terbutaline may be taken by inhaler only. For Ephedrine see Part 2 below.
(Substances in this group include, but are not exclusively restricted to, Amphetamines, Cocaine, and the "Ecstasy group" i.e. Methylenedioxyamphetamine MDA), Methylenedioxymethamphetamine (MDEA), and Methylenedioxy methylamphetamine (MDMA). L-methamphetamine (levomethamphetamine) is excluded.
- **Other Prohibited Stimulants - Clenbuterol, Benzylpiperazine and its derivatives.**

Part B

- **Ephedrine** (at or above a threshold in the A sample of 10 micrograms per millilitre)
- **Opiates and Opioids** excluding Codeine, Dextromethorphan, Dihydrocodeine, Ethyl morphine, Pholcodine and Propoxyphene.
(Substances in this group include, but are not exclusively restricted to, Heroin, Methadone, Morphine, Oxycodone and Pethidine).
- **Ritalin**

Part C

- **Anti-Depressants**, including but not exclusively restricted to:
 - Monoamine Oxidase Inhibitors (MAOIs)
 - Tetracyclic Anti-depressants
 - Tricyclic Anti-depressants
 - 5HT Reuptake Inhibitors
 - Lithium Salts
- **Benzodiazepines** (for example - Diazepam, Lorazepam, Nitrazepam, Oxazepam, Temazepam), and substances with similar structure or pharmacological activity.
- **Benzodiazepine receptor agonists**, (Zaleplon, Zolpidem, Zopiclone)
- **Sedative Medications** including the H1 receptor antagonists (e.g. Diphenhydramine, Promethazine and Trimeprazine) as well as medications such as Chloral Hydrate and Meprobromate.
- **Anti-Psychotic Drugs** including Chlorpromazine, Clozaril, Haloperidol, Olanzapine, Phenothiazines and related drugs and new atypical anti-psychotic drugs.
Or any other substance considered banned by WADA.

Note: Substances without thresholds will be declared positive at the limit of detection using such hybrid analytical techniques e.g. gas chromatography / mass spectrometry, as the laboratory in question considers to be appropriate.

3. DOPING CONTROL OFFICER

Doping Control Officers are those persons authorized by the ExCo to carry out Doping Control testing on behalf of the SAPA.

4. TESTING

Testing may be conducted either by WADA using urine samples or by the SAEF Doping Control Officers using the Cozart Rapiscan System, which has been approved by the Council of the SAEF. (the "Approved Device"), using saliva samples.

- Saliva samples will be used to test the following:
 - Part A - Cannabinoids, Amphetamines and Cocaine
 - Part B - Opiates and Opioids
 - Part C – Benzodiazepines
- Breath samples will be used to test the following:
 - Part A – Alcohol

- 4.1. Testing may be carried out at clubs or private grounds that are being used by a club for chukkas or matches.
 - 4.2. Testing may be random or can include testing of all players present at the venue for the purposes of playing that day. The SAEF Doping Control Officers will have permission to undertake, at their discretion, an alcohol breath test.
 - 4.3. If requested by a club or official of the SAPA, individual players may be selected for testing.
 - 4.4. A player must, if requested by an official of a club, or by an official of the SAPA, or by an Independent Sampling Officer (ISO) appointed by WADA, submit to a doping control test. Refusal or failure to do so may be taken as if a positive test result had been obtained and confirmed and dealt with accordingly.
 - 4.5. Players under the age of 16 may be requested to obtain the consent of a parent or legal guardian to their participation in doping control testing. A refusal or failure to obtain their consent may be taken as if a positive result had been obtained and dealt with accordingly.
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5. DOPING CONTROL TESTING BY WADA USING URINE SAMPLE

- 5.1. **Collection Procedures.** The sampling and testing will be carried out by WADA. Doping control collection procedures shall in all material respects conform with the current guidelines recommended by the IOC. Under these procedures a sample is split into A and B; the samples are sealed and submitted to laboratories contracted to South African Sport. The owner of the samples is the SAPA.
- 5.2. **Positive Sample.** If the analysis of the A sample is positive, an investigation by the player's club will take place. The player will be required to give an explanation for the presence of the substance and the investigators may also require the player to provide his explanation in person to someone they consider appropriately qualified to assess it scientifically or pharmacologically. If the investigators suspect a doping offence, the player will be given the opportunity to insist on an analysis of the B sample and to be present or to be represented at that analysis. The player must make his request for analysis of the B sample within seven days of notification that the result of the investigation is that a doping offence is suspected. The analysis of the B sample, which is the property of the SAPA, will be carried out as soon as possible by the Doping Control Centre; it may not be delayed by the player. When reporting results, the testing laboratory will follow IOC guidelines on reporting levels and may ignore small traces of some drugs and will offer advice on

any positive tests.

6. DOPING CONTROL TESTING USING MHS DRUGALYSER AND ALCO-SENSOR IV SYSTEM

- 6.1. **MHS Drugalyser Collection Procedures.** The collection of the samples will be carried out by one or more Doping Control Officers. A saliva sample will be obtained from each person undergoing testing. The sample is contained within a sealed unit, and a preliminary result is available within 10 minutes. If there is a positive result for any of the substances tested, then the player will be informed and requested to attend for the sealing of the sampling unit prior to the sample being posted by recorded delivery to the Laboratory. The owner of the samples is the SAPA.
 - 6.2. **Analysis.** The Laboratory on receipt of the sample, will split the sample into two parts. One part will be tested by the Laboratory, and the other part will be sealed and retained by the Laboratory. Analysis by the Laboratory of the first sample will normally be completed in 3-5 working days.
 - 6.3. **Positive Sample.** If the result of an analysis of one of the sealed samples is positive, an investigation by the player's club will take place. The player will be required to give an explanation for the presence of the substance and the investigators may also require the player to provide his explanation in person to someone they consider appropriately qualified to assess it scientifically or pharmacologically. If the investigators suspect a doping offence, the player will be given the opportunity to insist on an analysis of the second sample and to be present or to be represented at that analysis. The player must make his request for analysis of the second sample within seven days of notification that the result of the investigation is that a doping offence is suspected. The analysis of the second sample, which is the property of the SAPA, will be carried out as soon as possible by the Laboratory; it may not be delayed by the player.
 - 6.4. **Alco-Sensor IV.**
 - a. **Collection Procedure.** This is for the analysis of Alcohol and is performed with a breath test.
 - b. **Analysis.** The breath test is completed with a single breath. The result is printed out within one minute in triplicate, with a record of the analysis. The player is requested to sign one copy of the printout, a copy is given to the player and the third copy is for record keeping.
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7. REFERRAL OF SUSPECTED DOPING OFFENCES TO STEWARDS

Any player who, following an investigation subsequent to either method of doping control, is suspected of a doping offence shall be referred to a Disciplinary Enquiry under the SAPA Regulations.

8. PROVISIONAL SUSPENSION

Forthwith upon the SAPA being notified that either the A sample from a urine test or the saliva unit is positive following the laboratory analysis, the player concerned will be automatically suspended from playing in any match or practice chukkas at or conducted by an Affiliated or Provisionally Affiliated Club in South Africa, until either:

- the urine B or second saliva sample tests negative, or
- the persons investigating a possible offence following a positive analysis accept the player's explanation and decide not to refer the matter to a Disciplinary Enquiry, or
- the completion of any disciplinary process following a referral to a Disciplinary Enquiry.

ANNEX B – REGULATION ON THE WELFARE OF PONIES AND MISUSE OF DRUGS

1. WELFARE OF PONIES

The SAPA and its officers are determined that any abuse of ponies whether on the ground or off, for instance when turned out, will not be tolerated.

2. INSPECTION OF PONIES

The Chairman of the Pony Welfare Committee may ask a veterinary surgeon and a member of the committee or any other suitable person to inspect ponies belonging to an associate member or affiliated club, whether on a polo ground, in a yard or turned out. If the associate member or club refuse permission for the inspection, which may be carried out at short notice, they will be reported to the SAPA ExCo under Regulation 4.

3. REFERRAL TO SAPA EXCO

The Chairman of the Pony Welfare Committee may refer any club or associate member directly to the ExCo for a disciplinary hearing.

4. COMPLAINTS

If a complaint is received, whether from the general public, a veterinary surgeon, a club official, an officer of any other horse welfare body or from a member of the Pony Welfare Committee, a report form should be completed and sent to the Chairman of the Committee and the club concerned. The Chairman will liaise with the club concerned as to the action to be taken; if it is necessary for an inspection to be made with a veterinary surgeon the cost will be borne by the club concerned. A Club Disciplinary Committee is obliged under Regulation 6 to hold a hearing, if they receive a report from a veterinary surgeon who is a current member of the SAVS concerning abuse or cruelty to any pony. A report of that hearing must be sent to the Pony Welfare Committee Chairman.

5. RESPONSIBILITIES

- 5.1. **Owners.** Owners must take all responsible steps to ensure the welfare of their ponies, including during the winter months, and should only use farriers registered with the Farriers Registration Council and veterinary surgeons who are current members of the SAVS. "Owner" shall mean the individual or individuals whom the Disciplinary Committee is satisfied enjoy the rights, privileges and powers incidental to ownership. This includes, without limitation, the power to make decisions concerning the care and welfare of the animal, whether such individual(s) had any legal status as owner or not. In the case of hirelings, a member of the SAPA involved in the hiring of ponies has the responsibility of "owner" until the pony or ponies concerned have been handed over officially to another member of the SAPA or his agent.
- 5.2. **Clubs.** In view of the fact that, particularly early in the season, some ponies appear on the polo ground in poor bodily condition, it is recommended that a representative of the club should informally inspect the pony lines to observe any ponies in a poor condition and then refer them

to the veterinary surgeon who is a current member of the SAVS as required – see paragraph 4 above. If a club and a veterinary surgeon, who is a current member of the SAVS, stop a pony playing because of its poor condition, a report form must be sent to the Chairman of the Pony Welfare Committee.

- 5.3. **Rules.** The Rules that affect the welfare of ponies must be adhered to by members and enforced by clubs and umpires.
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6. PONY EUTHANASIA

In the event that it is considered essential on humane grounds to put a pony down every reasonable effort should be made to contact the owner or his representative to obtain consent. In the absence of a legitimate representative refer to “owner” as defined in point 5.1 above.

Immediate euthanasia should be reserved for a pony that is ‘in extremis’ i.e. there is confidence that movement is inhumane and there is no foreseeable prospect of the pony recovering from its injuries. Chemical euthanasia is the method of choice in areas of public view. This will require carcass removal and incineration.

7. MISUSE OF SUBSTANCES

7.1. Permitted Medication

Although some drugs banned in other sports may be appropriately used in moderation in connection with polo ponies, heart stimulants of any kind are NOT to be administered under any circumstances, due to the danger to both horse and rider. The administration of any drug or substance which is not a normal constituent of horse feed is banned with the exception of those permitted by the SAEF Veterinary Regulations Committee and SAPA rules.

7.2. Testing

Both random and specific tests will be arranged by the SAPA and the clubs as considered necessary. The services of the SAEF Veterinary Regulations Committee will be used.

7.3. Positive Test

If the result of a test on a sample of a pony’s blood shows the presence of a substance above the permitted level, a report form must be completed and copies sent to the player, the owner of the pony, their club and to the Chairman of the Pony Welfare Committee. The club may be directed by the SAPA to hold a disciplinary hearing. In any case, members are required to cooperate with the SAPA in producing any evidence relevant to any such enquiry by the club or the SAPA when requested to do so.

ANNEX C – GUIDELINES FOR PENALTIES OF MISCONDUCT

CODE OF CONDUCT & GUIDELINES FOR PENALTIES OF MISCONDUCT

It is very rare that any two cases will be the same and the severity and circumstances of the offence should influence whether the matter should be dealt with by a Club Disciplinary Board or the SAPA Disciplinary Board.

The aim of the guidelines for penalties is to provide a measure of consistency across the board. The offences are described in general terms and the penalties are guidelines according to the severity of the offence, the circumstances in which it was committed and the record of the player concerned. It will probably be appropriate for offences committed at higher levels of polo to be dealt with by the SAPA and not at Club level.

Penalties pertaining to South Africa will automatically be implemented in any other recognized polo country including, but not limited to, the UK, USA, Argentina, Australia, New Zealand and African countries.

OFFENCE BY THE PLAYER	DISCIPLINARY SAPA PENALTY IMPOSED
Abuse of or disrespect to an official, another player or member of the public verbally or by any gesture.	One-month suspended sentence for first time offenders otherwise one-month ban from playing any Club polo practices and tournaments or a fine of R2000 payable to SAPA.
Assault by striking or other means another player or official in any physical way on or off the field of play – or physical response to physical aggression.	Six-month suspended sentence for first time offenders otherwise a six-month ban from participating in all Club polo practices and all tournaments or a fine of R6000 payable to SAPA.
Negligent misuse of the stick which endangers another player, official or pony.	One-month suspended sentence for first offence otherwise a one-month ban from participating in any Club polo practices and tournaments or a R1000 fine payable to SAPA.
Intentional misuse of the stick which endangers another player, official or pony.	Six-month suspended sentence for first offenders otherwise a six-month ban from participating in any Club polo practices and tournaments or a fine of R6000 payable to SAPA.
Abuse of player's own horse by striking, abusive use of spurs, jaggng the mouth or any other means contrary to SAPA's Pony Welfare regulations.	Three-month suspended sentence for first time offenders otherwise a three-month ban from participating in all Club polo practices and tournaments or a fine of R3000 payable to SAPA.
Playing ponies in poor condition contrary to SAPA's Pony Welfare regulations.	Banned from taking part in any polo whatsoever until all the relevant player's ponies satisfy SAPA's National Welfare Officer and/or the NSPCA/Provincial Horse Care Unit Welfare Officer.
Deliberately not participating in any match or any part of a match or leaving the field of play other than in the usual course of the match.	Three-month ban from participating in all Club polo practices and tournaments or a fine of R5000 payable to SAPA.

OFFENCE BY THE PLAYER	DISCIPLINARY SAPA PENALTY IMPOSED
Bringing the sport of polo into disrepute through bad behaviour whilst participating at polo tournaments – applicable to behaviour on and off the field - for example total disregard of the polo brand and national colours, excessive alcohol abuse, foul language in a public place or pony lines and involvement in bar brawls / unruly behaviour in a public place.	Three-month suspended sentence for first time offenders otherwise a three-month ban from participating in all Club polo practices and tournaments or a fine of R5000 payable to SAPA.
Repeated dangerous play.	Three-month ban from playing any Club polo practices & tournaments or a fine of R3000 payable to SAPA.

ANNEX D – HANDICAP EVALUATION GUIDELINES

HANDICAP 'S' or STARTER

A person who has little or no experience in polo. It may range from a person who has had no previous riding to someone who is an expert rider but has yet to gain an understanding of the game. A 'starter' is not eligible to play outside the club of which he is a member. If his club considers that he is safe, he may play in domestic matches at his club only off a handicap of -2 but he cannot be given an official handicap of -2 until he has passed his rules test.

HANDICAP '-2'

A -2 handicap is in the gift of the club that the player has joined. The club must certify in writing to the HPA that their member has been raised to -2. Guidelines for a -2 handicap are as follows:

- a. **Rules.** Will need help to prevent him fouling but a sufficient understanding of the Line of the Ball and the Right of Way so that he is not endangering himself or other players on the field. Must have passed the Rules Test.
- b. **Horsemanship.** The ability to stop and turn, hook another player and maintain control when ridden off by an experienced player.
- c. **Hitting.** The ability to hit adequate offside shots most of the time, and to achieve some success with nearside shots.
- d. **Set Plays.** May require some assistance but reasonable knowledge of the standard positioning for set plays; 'throw-ins', 'hit-ins', and 'penalties'.
- e. **Tactics.** Likely to need assistance but has an understanding of the roles and positioning of the different team members, and the importance of counting heads, taking a man, and turning up; what he is meant to be trying to do as part of the team.

A -2 goal player may play in any tournaments up to 6 goals for which he is eligible.

HANDICAP '-1'

A player can only be raised to -1 or above by the HPA Handicap Committee. Guidelines are as follows:

- a. **Rules.** Should not foul but likely to need help against being sucked into fouls by more experienced players.
- b. **Horsemanship.** The ability to ride at speed and ride off safely.
- c. **Hitting.** The ability to hit offside shots of a reasonable length and accuracy, and adequate nearside shots most of the time. Need not be a consistently good striker of the ball.
- d. **Set Plays.** Should not require assistance on the standard positioning for set plays; 'throw-ins', 'hit-ins' and 'penalties'.
- e. **Tactics.** Still likely to need assistance but his understanding should enable him to act independently and create a limited number of plays for teammates.

A -1 goal player may play in any tournaments up to 12 goals for which he is eligible.

HANDICAP '0'

For a 0 goal player, guidelines are as follows:

- a. **Rules.**
 - i. Should have a good understanding of the rules and should rarely foul.
 - ii. Should have passed the CP Umpire Rules Test.
- b. **Horsemanship.** The ability to ride at full speed, stop and turn, ride off safely and maintain control when ridden off and bumped at speed by the most experienced players.
- c. **Hitting.** The ability to hit offside and nearside shots of a reasonable length and accuracy, including tailed backhanders and under the neck. Should be a consistent and reliable striker of the ball on the offside and able to hit the ball more than twice at a fast gallop down the field under pressure. May still be limited on a nearside. Able to turn and/or dribble the ball.

- d. **Set Plays.** Should be completely familiar with positioning for set plays; 'throw-ins', 'hit-ins', and 'penalties', and also be able to help other less experienced players.
- e. **Tactics.** Should be able to anticipate the play so that he is not just chasing the ball and make the right decision on taking the man or the ball. Able to turn the play from defense to offense without fouling.

A 0 goal player may play in any tournaments, including High Goal, for which he is eligible.