



South African Practical Shooting Association

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Dispute Resolution Procedure (As adopted at the Annual Council Meeting on 24 February 2018)

1. OBJECTIVES

- 1.1 To determine the Rules & Regulations pertaining to a process whereby disputes, which will occasionally arise between individual members and/or member organisations and/or the Federation, can be resolved.
- 1.2 To resolve such disputes in a fast, uncomplicated manner, preferably by negotiation and agreement between the parties.

2. DEFINITIONS AND INTERPRETATION

- 2.1 Unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa.
- 2.2 Unless already defined in the Federation's Constitution, the following expressions shall have the following meanings assigned to them:
 - 2.2.1. **Complainant**
An individual member or member organisation submitting a grievance.
 - 2.2.2. **Mediation**
An interactive process whereby a neutral third party assists in resolving conflict through communication and negotiation.
 - 2.2.3. **Mediator**
A neutral third party who facilitates the process of mediation.
 - 2.2.4. **Secretary**
The person elected to serve on the Management Committee as Secretary.
- 2.3 In the event of any doubt as to the meaning of any of the provisions of this agreement, the interpretation placed thereon by the Executive Council shall be final and binding upon all members of the Federation.



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3. PROCESS

Grievance

- 3.1 Any member organisation or individual member having a grievance shall notify his relevant Councillor in writing, within fourteen (14) days of the occurrence giving rise to the grievance, stating all the relevant facts.
- 3.2 Should the relevant Councillor or member organisation be unable to resolve the grievance, or if the grievance still exists, the relevant Councillor shall submit the grievance to the Secretary who will distribute the details to Management Committee within seven (7) days of receipt thereof.

Mediation

- 3.3 The Management Committee shall appoint a Mediator within seven (7) days of receipt of the grievance, to act on its behalf.
- 3.4 The Chairperson shall assist in the mediation, failing which the Management Committee shall appoint an assistant from within its ranks.



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3. PROCESS (cont)

- 3.5 Any person entitled to be appointed as a Mediator or assistant shall:
- 3.5.1. Be a member in good standing; and
 - 3.5.2. Not have a vested interest in the outcome; and
 - 3.5.3. Not have been a party to the occurrence which gave rise to the grievance.
- 3.6 Mediation will commence expeditiously, but no later than two (2) months after the occurrence which gave rise to the grievance, failing which:
- 3.6.1. Should the complainant be at fault, the alleged offense will lapse and be of no further effect; or
 - 3.6.2. The matter will revert to the Management Committee for resolution.
- 3.7 The content of the mediation shall remain confidential to those parties involved in the process.
- 3.8 The Mediator shall report to the Management Committee in writing, as to the outcome only of the mediation, within one (1) month of attending to said matters.
- 3.9 If the grievance still exists following mediation, the complainant will have the Right to Appeal, in terms of the Federation's Constitution.