



Ons maak die regte skuiwe.

Code of Conduct of Swartland Skaak Akademie

30 March 2026

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1. Purpose

The Swartland Skaak Akademie (hereinafter referred to as "the club") is dedicated to providing a welcoming and friendly environment where members can enjoy playing chess, improving their skills, and engaging in social activities. This Code of Conduct outlines the



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expectations for behaviour to ensure that all members can enjoy their participation in the club.

2. General Conduct

Respect and Courtesy: All members are expected to treat each other with respect and courtesy, both during chess games and in all club-related activities. Offensive language, derogatory remarks, and any form of harassment or discrimination will not be tolerated.

Fair Play: Members must adhere to the principles of fair play, following the official rules of chess and demonstrating sportsmanship at all times. Cheating, manipulating game results, or any form of dishonesty is strictly prohibited.

Inclusivity: The club is open to players of all ages, backgrounds, and skill levels. Members should strive to make the club a supportive and inclusive environment where everyone feels welcome.

Responsibility: Members are expected to take care of the club's equipment and venue. Any damage or misuse of club property must be reported immediately.

Acceptance of Code of Conduct: By joining the club, members agree to abide by this Code of Conduct and to contribute to a positive and enjoyable chess environment for all.

3. Behaviour During Games

Punctuality: Members should arrive on time for games, tournaments, and other scheduled events. If unable to attend, members should inform the relevant organizer as soon as possible.

Silence During Games: To maintain concentration and respect for fellow players, members should remain quiet during games. Talking or making noise near ongoing games is discouraged.

Handling Equipment: Chess pieces and boards should be handled with care. Players should reset the board after a game is finished and ensure all pieces are accounted for.

Rules: The latest FIDE rules will apply to all games.

Mobile Phones and Electronic Devices: Mobile phones and other electronic devices should be switched off or silenced during games. If a phone rings during a game, the player may be penalized according to FIDE rules.

4. Sportsmanship

Grace in Victory and Defeat: Members should be gracious in both victory and defeat. Shaking hands before and after a game is encouraged as a sign of respect.

Constructive Feedback: When offering advice or feedback on a game, members should be constructive and supportive, avoiding criticism that may discourage others.

Avoiding Distractions: Players should avoid actions that may distract their opponents, such as making unnecessary gestures, offering unsolicited advice during a game, or engaging in excessive commentary.

Resignation and Draws: Players may resign at any time if they believe their position is lost. Offering a draw should be done at an appropriate time and in accordance with the rules of chess.

5. Tournament and Event Conduct

Registration: Members wishing to participate in tournaments or events must register by the specified deadline. Late registrations may be subject to a fine or not be accepted, all at the organiser's discretion.

Adherence to Rules: All tournament games will be conducted according to FIDE rules unless otherwise specified by the Tournament Director. Players are expected to familiarize themselves with these rules.

Disputes: In the event of a dispute during a game, players should calmly call for the Tournament Director or a designated official to resolve the issue. Arguing with opponents or officials is not acceptable.

Prize Distribution: Prizes and awards will be distributed fairly according to the results of tournaments. Unsportsmanlike behaviour or attempts to manipulate outcomes will result in disqualification.

6. Online Conduct

Respectful Communication: When participating in online club activities or discussions, members should maintain the same level of respect and courtesy as in face-to-face interactions.

Avoiding Misrepresentation: Members should not misrepresent their identity, rating, or skills in online games or interactions.

7. Disciplinary Actions

7.1. Violations

Reporting Violations: Any member who witnesses or experiences behaviour that violates this Code of Conduct is encouraged to report the incident to the President, Vice President, or Tournament Director. Reports should be made as soon as possible following the incident and can be submitted in person, via email, or through a designated complaint form.

- **Types of Violations:** Violations may include, but are not limited to:
 - Disrespectful or abusive behaviour.
 - Cheating or manipulation of game outcomes.
 - Disruption of club activities or games.
 - Damage to club property or equipment.
 - Any form of harassment, discrimination, or bullying.

7.2. Investigation Process

Initial Assessment: Upon receiving a report of a violation, the President, Vice President, and Tournament Director will review the complaint and determine if further investigation is warranted.

Gathering Information: If an investigation is necessary, the leadership team will gather all relevant information, including statements from the involved parties and any witnesses. This may include reviewing game records, correspondence, or other evidence.

Confidentiality: All reports and investigations will be handled with the utmost confidentiality. The identity of the reporting party and the details of the incident will be kept confidential to protect the privacy of those involved.

7.3. Disciplinary Actions

Warnings: For minor or first-time offenses, the member may receive a verbal or written warning. The warning will outline the nature of the violation and the expected behaviour moving forward. A record of the warning will be kept on file.

Suspension: For more serious violations or repeated offenses, the member may be temporarily suspended from club activities. The duration of the suspension will be determined by the leadership team based on the severity of the violation.

Expulsion: In cases of severe misconduct, such as cheating, harassment, or repeated violations, the member may be expelled from the club. Expulsion will result in the immediate termination of membership and the forfeiture of any dues paid.

Banning from Tournaments: The Tournament Director, in consultation with the President and Vice President, may ban a member from participating in club tournaments if their behaviour disrupts the integrity of the competition.

7.4. Appeal Process

Right to Appeal: A member who has been subject to disciplinary action has the right to appeal the decision. The appeal must be submitted in writing to the President within 14 days of the disciplinary action being communicated.

Review of Appeal: The President, Vice President, and Tournament Director will review the appeal, and any additional evidence provided. They may also consult with other members of the leadership team or an independent mediator if necessary.

Final Decision: After reviewing the appeal, the leadership team will make a final decision, which will be communicated to the member in writing. The decision of the leadership team is final and binding.

7.5. Record Keeping

Documentation: All disciplinary actions, including warnings, suspensions, and expulsions, will be documented and stored securely by the Secretary. These records will be confidential and accessible only to the leadership team and other authorized personnel.

Review of Conduct: The leadership team will periodically review the records of disciplinary actions to ensure consistency and fairness in the enforcement of the Code of Conduct.

8. Conflict Resolution

Open Communication: Members are encouraged to resolve minor disputes or misunderstandings directly through respectful communication. If a conflict cannot be resolved amicably, it should be brought to the attention of the club's leadership.

Mediation: The President, Vice President, or a designated mediator can facilitate a discussion between the parties involved in a conflict to help reach a fair and amicable resolution.

Commitment to Resolution: All members should be committed to finding constructive solutions to conflicts, prioritizing the well-being of the club and its members.

9. Anti-Harassment and Discrimination Policy

Zero Tolerance: The club has a zero-tolerance policy towards any form of harassment or discrimination based on race, gender, age, religion, sexual orientation, disability, or any other protected characteristic.

Reporting Harassment: Any member who feels they have been harassed or discriminated against should report the incident immediately to the President or Vice President. The club is committed to taking all reports seriously and addressing them promptly.

Supportive Environment: The club will take steps to ensure that all members feel safe and supported. This includes taking appropriate action against those who violate this policy.

10. Commitment to Learning and Growth

Encouraging Development: The club is committed to fostering an environment where members can grow and develop their chess skills, regardless of their current level.

Mentorship: Experienced players are encouraged to mentor less experienced members, offering guidance, advice, and support.

Continuous Improvement: The club will regularly seek feedback from members on how to improve the club's activities, events, and overall environment.

11. Inclusivity and Accessibility

Welcoming All Players: The club is committed to being inclusive and accessible to everyone, including people of all ages, abilities, and backgrounds.

Accommodations: The club will make reasonable accommodations to ensure that all members can participate fully in club activities. This may include providing accessible venues or materials, as needed.

12. Annual Review of the Code of Conduct

Review Process: The Code of Conduct will be reviewed annually by the leadership team to ensure it remains relevant and effective.

Member Input: Members will be invited to provide input during the review process. Suggestions and feedback will be considered when updating the Code of Conduct.

Communication of Updates: Any changes to the Code of Conduct will be communicated to all members promptly, and the updated document will be made available.

13. Protection of Personal Information (POPI) Compliance

13.1. Purpose

The club is committed to protecting the personal information of its members in compliance with the Protection of Personal Information Act (POPIA) of South Africa. This policy outlines how the club collects, stores, and uses personal information and the measures in place to ensure its security and confidentiality.

13.2. Collection of Personal Information

Types of Information Collected: The club may collect personal information from members, such as names, contact details, dates of birth, emergency contacts, and any other information necessary for membership registration, communication, and event organization.

Consent: Members must provide explicit consent for the collection and use of their personal information. This consent will be obtained during the membership registration process and cannot be withdrawn without the member suspending their membership.

13.3. Use of Personal Information

Purpose Limitation: Personal information will only be used for the specific purposes for which it was collected, such as managing club memberships, organizing events, and communicating with members.

Communication: The club may use personal information to send members newsletters, event invitations, and other relevant updates. Members can opt-out of such communications at any time.

13.4. Storage and Security of Personal Information

Data Storage: Personal information will be stored securely, either in electronic or physical formats, with access limited to authorized personnel only.

Security Measures: The club will implement appropriate security measures, including password protection, encryption, and secure filing systems, to prevent unauthorized access, alteration, or disclosure of personal information.

13.5. Sharing of Personal Information

Third-Party Sharing: The club will not share members' personal information with third parties without their explicit consent, except where required by law or for the legitimate operation of the club (e.g., registering for external tournaments).

Service Providers: If the club uses third-party service providers (e.g., for web hosting or payment processing), these providers must comply with POPIA and protect members' personal information.

13.6. Access to Personal Information

Right to Access: Members have the right to access their personal information held by the club and to request corrections or updates if necessary. Such requests should be made in writing to the club's Secretary or Data Protection Officer.

Right to Deletion: Members can request the deletion of their personal information from the club's records, subject to any legal or contractual obligations and point 13.2 that may require the club to retain certain information.

13.7. Breach Notification

Incident Response: In the event of a data breach that compromises personal information, the club will take immediate steps to contain the breach and mitigate any potential harm.

Notification: Affected members will be notified of the breach as soon as possible, and the club will report the incident to the relevant authorities as required by POPIA.

13.8. Review and Updates

Regular Review: The club will review its data protection practices regularly to ensure ongoing compliance with POPIA.

Policy Updates: Any updates to this policy will be communicated to members promptly, and the updated policy will be made available to all members.

13.9. Photography and Media Consent

Implied Consent: By becoming a member of the club, you consent to having your photograph taken during club events, meetings, and tournaments. These photographs may be used in social media posts, on the club's website, and in other promotional materials.

Opt-Out Option: If you do not wish to have your photograph used in any of the club's media, you must provide written notice to the Public Relations Officer. This notice should clearly state your request and will be honoured in all future club activities.

Respect for Privacy: The club will respect the privacy of members who choose to opt out and ensure that their preferences are communicated to all relevant parties, including photographers and media managers.

Limitation on Retrospective Action: By giving notice, you acknowledge and understand that any media published before the date of your notice cannot be redacted or removed from the club's media channels. The club will, however, take all reasonable steps to avoid using your image in any future publications.

14. Snacks and Beverages

Club-Provided Refreshments: Occasionally, the club may provide snacks and drinks during meetings or events. Members are welcome to enjoy these refreshments but are expected to consume them responsibly and avoid making a mess.

Bringing Your Own Snacks: Members are permitted to bring their own snacks and beverages to club events. However, they must ensure that any packaging, leftovers, or spills are cleaned up properly. Trash should be disposed of in the designated bins, and any mess should be promptly wiped up.

Maintaining Cleanliness: All members share the responsibility of keeping the club's venue clean and tidy. Members are encouraged to respect the shared space and help maintain a pleasant environment for everyone.

Alcohol Consumption: Alcohol consumption at club events are expressly forbidden, unless such an event is held at a venue where the sale of alcohol is part of their regular business. In such an event alcohol consumption should be moderated, keeping in mind the diverse nature of the membership.

15. Health and Safety

Emergency Procedures: Members should familiarize themselves with the venue's emergency exits and procedures. In the event of an emergency, all members should follow the instructions of the club's leadership or venue staff.

Allergies and Dietary Restrictions: Members should inform the club of any allergies or dietary restrictions, especially if the club provides snacks or meals. The club will make reasonable efforts to accommodate these needs.

Club Responsibility: Participation in club activities is strictly at the member's own risk. The club, its officers, and the venue accept no liability for any personal injury, illness, death, or loss of personal property, however caused. Members are solely responsible for their own safety and the security of their belongings at all times. Attendance at any club event constitutes an agreement to waive all claims against the club and its leadership.

16. Transportation and Parking

Parking Etiquette: Members should park in designated areas and respect any parking rules at the venue. Illegal or inconsiderate parking that inconveniences others is discouraged.

Transport Safety: Members who offer rides to others should ensure their vehicle is safe and that all passengers wear seat belts. No member may offer rides for payment unless they comply with national regulations, and this does so completely in their personal capacity. The member offering the transport indemnifies the club from any claims arising from the ride offered.

17. Club Property and Equipment

Use of Equipment: Club equipment, such as chess sets, clocks, and tables, should be used responsibly. Members should handle all equipment with care and return it to its proper place after use.

Damage or Loss: Members should report any damage to or loss of club property to the Equipment Manager or a club officer immediately. Intentional damage or negligent use may result in disciplinary action.

Borrowing Policy: The club does not provide equipment to borrow to members.

18. Guest Policy

Bringing Guests: Members are welcome to bring one guests to club meetings or events. However, guests are expected to abide by the same Code of Conduct as members. If the same guest has visited the club more than 3 times, they are recommended to join the club.

Guest Registration: For larger events or tournaments, members may need to register their guests in advance. The club may limit the number of guests based on space and resources.

Member Responsibility: Members are responsible for the behaviour of their guests and ensuring they follow club rules.

19. Intellectual Property

Content Ownership: Any content created by members for the club, such as instructional materials, articles, or media, remains the property of the creator unless otherwise agreed upon. The club may use this content for its activities only at no cost with proper attribution.

Plagiarism: Members are expected to respect intellectual property rights. Plagiarism or the unauthorized use of another person's work will not be tolerated.

20. Social Media and Online Conduct

Social Media Etiquette: Members should represent the club positively in any social media interactions. Disparaging comments or negative behaviour online can harm the club's reputation and will be addressed accordingly.

Online Safety: Members should take care when sharing personal information online, whether on the club's social media pages or other platforms associated with the club. The club will protect member information in accordance with its POPI compliance policy.

21. Amendments and Changes to the Code of Conduct

Review Process: The Code of Conduct is a living document and may be amended as necessary to reflect the evolving needs of the club. Any proposed changes will be reviewed by the leadership team.

Member Input: Members will have the opportunity to provide input on proposed changes. A majority vote by the membership or the leadership team may be required to adopt significant amendments.

Notification: Once amendments are made, they will be communicated to all members, and the updated Code of Conduct will be made available.

22. Dismissal of Membership

Voluntary Withdrawal: Members may voluntarily withdraw their membership at any time by providing written notice to the club's Secretary. Dues already paid may not be refunded.

Involuntary Dismissal: A member may be dismissed from the club for repeated or severe violations of the Code of Conduct, subject to the procedures outlined in the disciplinary actions section.

Appeal Process: Dismissed members have the right to appeal the decision as outlined in the disciplinary actions section.

23. Ratification

Acceptance: This Code of Conduct shall be adopted by a two-thirds majority vote of the members present at the inaugural annual general meeting..

Upon Adoption: This document shall become the governing framework for the conduct of members, superceding any previous Code of Conduct.

Signatures: The President, Secretary and at least one other officer shall sign this Code of Conduct and certify its adoption and takes immediate effect.

Approved at Malmesburg on 8 April 2026.

President: Johannes Hiernung Erasmus Signature: [Signature]

Secretary: Elke Führi Signature: [Signature]

Treasurer: Philippus Hendrik Spies Signature: [Signature]