



## RCFA Club, Regional, National, and International Tournament Participation Code of Conduct

### 1. DEFINITIONS

For the purposes of this Code of Conduct (“the Code”), the following terms shall have the meanings assigned to them below. These definitions apply uniformly across all RCFA levels (International, National, and Namibia) unless expressly stated otherwise.

- 1.1. **“RCFA International”** Refers to the supreme global governing authority of Ring Contact Fighting Arts, responsible for the development, administration, and enforcement of all international standards, rules, regulations, disciplinary structures, policies, and strategic directives applicable to RCFA worldwide. RCFA International retains ultimate and overriding authority over all subordinate RCFA bodies
- 1.2. **“RCFA National”** Refers to the recognised national governing body of Ring Contact Fighting Arts within a specific country. RCFA National oversees and regulates all provincial, regional, local, and club structures affiliated with RCFA within that country. RCFA Namibia operates under the jurisdiction and policies of RCFA National.
- 1.3. **“RCFA Namibia”** Refers to the officially recognised National Federation of Ring Contact Fighting Arts within the Republic of Namibia. RCFA Namibia operates under the authority delegated by RCFA International and RCFA National and is responsible for governance, administration, licensing, discipline, and regulation of all RCFA-related activities within Namibia.
- 1.4. **“The Code”** Refers to this Code of Conduct, including any schedules, appendices, supplementary policies, directives, or amendments issued by RCFA International, RCFA National, or RCFA Namibia. The Code may be amended from time to time, and Members are deemed to be aware of, and bound by, the most current version.

- 1.5. **“Member”** Refers to any individual participating in, associated with, or acting under the authority of RCFA International, RCFA National, or RCFA Namibia. This includes, but is not limited to:
- 1.5.1. Athletes / Competitors / Fighters / Participants
  - 1.5.2. Coaches and Assistant Coaches
  - 1.5.3. Instructors (Sensei’s and Shihans) and Assistant Instructors (Ushidoshi’s)
  - 1.5.4. RCFA Officials, Referees, Judges, Time Keepers, Table Officials, Kick Counters, KIHAP Operators
  - 1.5.5. National, Provincial, Regional, and Club Team Members
  - 1.5.6. Volunteers and Event Personnel
  - 1.5.7. Appointed Managers, Administrators, and Support Staff
  - 1.5.8. Selectors, Examiners, and Technical Advisors
  - 1.5.9. Any person holding accreditation, licensing, or recognition from RCFA
  - 1.5.10. Individuals travelling with any RCFA-sanctioned delegation. A person remains a “Member” for the duration of their active involvement and for any period during which disciplinary proceedings or obligations remain unresolved.
- 1.6. **“Minor”** Refers to any Member under the age of eighteen (18) years as defined by Namibian law. Minors may only participate in, or be bound by, this Code upon written informed consent from a Parent or Guardian. RCFA Namibia reserves the right to request additional documentation to verify guardian or parental guardianship.
- 1.7. **“Parent / Guardian”** Refers to a legally recognised adult who has lawful authority to sign documents, provide consent, make decisions, or act on behalf of a Minor. For purposes of safeguarding, this definition includes biological parents, adoptive parents, court-appointed guardians, and individuals with legally verified custodial authority.
- 1.8. **“Event”** Refers to any activity, function, gathering, programme, or operation sanctioned, organised, supervised, funded, or officially recognised by RCFA International, RCFA National, or RCFA Namibia. This includes, but is not limited to
- 1.8.1. Tournaments and Competitions
  - 1.8.2. National and International Team Participation(s)
  - 1.8.3. Trials, Selection Camps, Gradings and Evaluations
  - 1.8.4. Training Camps, Workshops, and Seminars
  - 1.8.5. Official Travel (domestic or international)
  - 1.8.6. Meetings, Examinations, Courses, or Conferences
  - 1.8.7. Demonstrations, Exhibitions, Fundraisers, or Public Relations Activities. All such Events fall within the jurisdiction of this Code
  - 1.8.8. Club or Regional, National or International Year-End Functions.
- 1.9. **“Policies and Codes”** Refers to all official governance documents, rules, declarations, agreements, and compliance requirements issued

by RCFA International, RCFA National, or RCFA Namibia, including but not limited to:

- 1.9.1. RCFA Conduct, Ethics & Disciplinary Codes
  - 1.9.2. RCFA Anti-Doping Code
  - 1.9.3. RCFA Coach / Instructor Declaration
  - 1.9.4. RCFA Harassment, Bullying & Abuse Prevention Policy
  - 1.9.5. RCFA Indemnity & Liability Waiver Policy
  - 1.9.6. RCFA Medical Fitness & Health Declaration
  - 1.9.7. RCFA Officials' Code & Declaration
  - 1.9.8. RCFA Safeguarding & Sexual Offenders' Policy
  - 1.9.9. RCFA Travel & Team Representation Policy
  - 1.9.10. Any future policy added, amended, or replaced by the Authorities
  - 1.9.11. These documents collectively form part of this Code, and non-compliance constitutes a breach.
- 1.10. **“Standard Beer”** Refers to a 330ml alcoholic beverage, used solely for the purpose of quantifying maximum permissible alcohol consumption under certain RCFA alcohol-related restrictions, where applicable.
- 1.11. **“Willie Glass”** Refers to a standard beer glass commonly used in Namibia and recognised within RCFA Namibia for measurement consistency in relation to alcohol consumption regulations.
- 1.12. **“Immediate Suspension”** Refers to a provisional, protective suspension applied without the requirement of a formal hearing, enacted at the discretion of the Executive Committee (“EXCO”) of RCFA Namibia and/or the Martial Arts Federation of Namibia (“MAN”). Immediate Suspension may be imposed where:
- 1.12.1. A Member poses a potential risk to safety, reputation, or integrity of RCFA;
  - 1.12.2. A serious allegation requires investigation;
  - 1.12.3. The Member's continued participation may interfere with disciplinary or safeguarding processes.
  - 1.12.4. Immediate Suspension is not a finding of guilt but serves as a precautionary measure.
- 1.13. **“Governing Law”** Refers to the laws of the Republic of Namibia applicable to sports governance, including but not limited to:
- 1.13.1. Namibia Sports Act 12 of 2003
  - 1.13.2. Child Care and Protection Act
  - 1.13.3. Labour Act
  - 1.13.4. Anti-Doping Regulations
  - 1.13.5. Any relevant statutory provisions or regulations
  - 1.13.6. Where conflicts exist, Governing Law prevails over internal RCFA policies.

- 1.14. **“Authorities”** Refers collectively to the bodies responsible for governance, compliance, discipline, and oversight within the RCFA system, namely:
- 1.14.1. Namibian Ministry of Youth and Sport (Ministry)
  - 1.14.2. Namibia Sports Commission (NSC)
  - 1.14.3. Martial Arts Federation of Namibia (MAN)
  - 1.14.4. RCFA International (RCFAI)
  - 1.14.5. RCFA National
  - 1.14.6. RCFA Namibia (including its EXCO, committees, and appointed officials)
  - 1.14.7. The Authorities hold the right to enforce compliance, conduct investigations, issue sanctions, and regulate participation at all levels.

## 2. **PURPOSE AND APPLICATION**

### 2.1. **Purpose of the Code**

- 2.1.1. This Code of Conduct establishes clear and enforceable standards of behaviour, professionalism, safety, integrity, and accountability for all individuals representing RCFA—whether as individuals or as Members of a team—at club, regional, national, or international levels.
- 2.1.2. This Code applies regardless of funding source, including but not limited to:
  - (1) Self-funded participation
  - (2) Sponsorship (Provided or Self Obtained)
  - (3) Funding provided by the Namibia Sports Commission (NSC)
  - (4) Support from the Ministry of Youth and Sport
  - (5) Support from any other institution, organization, or partner entity.

### 2.2. **Scope of Application**

- 2.2.1. This Code applies to participation in:
  - (1) Any RCFA-sanctioned activity, event, programme, or function, and
  - (2) Any event organised by another organisation in which RCFA participates or is represented.
  - (3) The Code covers the entire duration of involvement, including but not limited to:
    - (i) Pre-event preparation and training
    - (ii) Travel (domestic, national and international)
    - (iii) Accommodation (domestic, national and international)
    - (iv) Competition and official duties
    - (v) Team activities
    - (vi) Leisure or free time that is connected in any way to the event or RCFA representation

### 2.3. **Duty to Protect the Reputation of RCFA and Namibia**

- 2.3.1. Members shall acknowledge and accept that their conduct directly reflects upon:
- (1) Themselves as sporting individuals
  - (2) Their club
  - (3) RCFA Namibia, RCFA National, and RCFA International
  - (4) The reputation and image of the Republic of Namibia
  - (5) Members are therefore required to uphold exemplary conduct at all times during RCFA-related activities.

## **2.4. Objectives of the Code**

2.4.1. The goals of this Code are to:

- (1) Safeguard the reputation, dignity, and integrity of RCFA, its Member clubs, its national structures, and the Republic of Namibia.
- (2) Ensure the safety, respect, equality, dignity, well-being, and fair treatment of all participants, officials, management, support staff, touring Members, and supporters.
- (3) Prevent misconduct, unethical behaviour, legal liabilities, and any form of reputational harm that may arise from actions by Members.
- (4) Promote cultural sensitivity, responsible citizenship, and conduct that reflects positively on RCFA and Namibia both domestically, nationally and abroad.

## **2.5. Reason for the Code's Existence**

2.5.1. This Code exists to regulate behaviour, ensure safety, and uphold the highest standards of professionalism, sportsmanship, integrity, discipline, and ethical conduct during all RCFA-sanctioned activities, including regional, national and international tournaments, training, and representation.

## **2.6. Binding Effect**

2.6.1. This Code applies to all Members as defined in Section 1.5, and is binding on every Member participating in any RCFA-sanctioned Event.

2.6.2. Compliance is mandatory, and breach of this Code may result in disciplinary action under the RCFA disciplinary structures.

# **3. SCOPE**

## **3.1. General Application**

3.1.1. This Code of Conduct applies to all Members from the moment they depart their place of residence for any RCFA-related event until their official return home.

3.1.2. It governs conduct throughout the entire duration of:

- (1) Travel and transit
- (2) Accommodation
- (3) Official and sporting activities
- (4) Public and media interactions
- (5) Leisure and social activities

3.1.3. Interpersonal conduct with any individual connected to RCFA

3.1.4. This includes all local, regional, national, and international events in which RCFA is represented or participates.

- 3.2. Continuous Application**
- 3.2.1. The Code remains fully in effect at all times, in all settings connected to the Event, including but not limited to:
- (1) Travel and Transit - Airports, bus stations, taxi ranks, ports, border posts, and all points of departure, arrival, or transfer
  - (2) Domestic and international transport, including private and shared vehicles
  - (3) Accommodation - Hotels, guesthouses, hostels, sporting facilities, athlete villages, private, shared, or temporary lodging arrangements and camping.
  - (4) Official and Sporting Activities - Training sessions, warm-ups, and technical preparations, Tournaments, qualifying events, trials, and official competitions, workshops, seminars, meetings, briefings, and official ceremonies, administrative or managerial duties related to RCFA activities
- 3.3. Public and Media Interactions**
- 3.1.1. Interviews, press conferences, and official statements
  - 3.1.2. Social media use, online content, and digital communications
  - 3.1.3. Any engagement that could be perceived as representing a RCFA individual, a Club, Regional, National team or Namibia.
- 3.4. Leisure and Social Activities**
- 3.4.1. Free time, excursions, team-building activities, and informal gatherings outside and from the Event.
  - 3.4.2. Recreational or non-official activities connected to the Event
- 3.5. Interpersonal Conduct**
- 3.5.1. Interactions with hosts, fans, media, officials, team mates, management, and other Members of the RCFA community
  - 3.5.2. Members must maintain respect, professionalism, and integrity at all times.
- 3.6. Member Responsibilities**
- 3.6.1. Members are expected to uphold the principles, standards, and expectations of this Code at all times.
  - 3.6.2. Behaviour must reflect positively on the individual, RCFA, their club, the National teams and the Republic of Namibia.
- 3.7. Compliance with Governance**
- 3.7.1. All Members are subject to the RCFA governance structure and must comply with all Policies and Codes listed in Section 1.9, including but not limited to ethics, conduct, medical, anti-doping, and safeguarding rules.

### **3.8. Interpretation**

- 3.8.1. References to liability, responsibility, confidentiality, misconduct, or governance matters in this Code must be interpreted in conjunction with the relevant RCFA Policy or Code governing that specific area.
- 3.8.2. Compliance with both the Code and the associated policies is mandatory.

## **4. GOVERNING LAW AND AUTHORITIES**

- 4.1. This Code shall be governed by and construed in accordance with the laws of the Republic of Namibia.
- 4.2. All governance and disciplinary processes under this Code must comply with:
  - 4.2.1. The Namibia Sports Act 12 of 2003
  - 4.2.2. Namibia Sports Commission guidelines and Constitution
  - 4.2.3. Martial Arts Federation of Namibia (MAN) oversight requirements and Constitution
  - 4.2.4. RCFA Namibia Constitution
- 4.3. Where applicable, RCFA Namibia shall seek guidance from NSC and MAN.
- 4.4. RCFA Namibia acts under the overarching authority of RCFA National and RCFA International.

## **5. GENERAL PRINCIPLES**

All members are required to uphold the following core principles:

### **5.1. Integrity and Sportsmanship**

- 5.1.1. Act with honesty, integrity, fairness, and respect in all circumstances.
- 5.1.2. Demonstrate exemplary sportsmanship in victory and defeat.

### **5.2. Representation and Reputation**

- 5.2.1. Uphold and promote the reputation, dignity, and core values of RCFA International, the Namibian national and regional teams, and the Republic of Namibia at all times.
- 5.2.2. Refrain from any conduct (verbal, written, or physical) that may bring the RCFA, any participant, official, instructor, team, club, or the broader Namibian sporting community into disrepute, public criticism, or undermine its integrity.
- 5.2.3. Act with respect, professionalism, and integrity in all circumstances, recognizing that behavior reflects upon the RCFA and the nation domestically, nationally and internationally.



### **5.3. Compliance and Obedience**

- 5.3.1. Comply fully with all applicable tournament rules, host country laws, and event or venue regulations, as well as any directives issued by the RCFA or event organizers.
- 5.3.2. Respect and follow all lawful and reasonable instructions issued by senior team members, RCFA coaches, instructors, appointed officials, or team management during events or tours.
- 5.3.3. Uphold all RCFA policies and codes.

### **5.4. Professional Conduct and Team Cohesion**

- 5.4.1. Maintain discipline, respect, and cooperation within the team environment at all times, regardless of rank, role, or circumstance.
- 5.4.2. Contribute positively to team morale and overall success, including cooperation with teammates, officials, and assisting with logistics, setup, tournament preparation and break-down after the Event.
- 5.4.3. Behavior that disrupts team unity, undermines authority, or damages morale is misconduct and may result in disciplinary action.
- 5.4.4. Maintain punctuality, and readiness for competition.
- 5.4.5. Cooperate honestly in all investigations, hearings, and inquiries.

### **5.5. Respect for Others**

- 5.5.1. Treat all team mates, opponents, officials, instructors, team management, tournament organizers, and members of the public with respect, courtesy, and professionalism.
- 5.5.2. Refrain from any form of discrimination, harassment, abuse, intimidation, or offensive behavior based on race, gender, religion, nationality, disability, sexual orientation, or any other characteristic.
- 5.5.3. Avoid conduct that could harm or discredit another individual, organization, or RCFA (verbal, physical, or digital).
- 5.5.4. Any violations may result in disciplinary measures.
- 5.5.5. Refrain from abusive, violent, discriminatory, or harassing behavior.

### **5.6. Language and Behavior**

- 5.6.1. Refrain from using profane, obscene, discriminatory, or offensive language, gestures, or communications related to the event, team, or organization.
- 5.6.2. Avoid inappropriate, sexually suggestive, or otherwise offensive conduct, particularly around minors or vulnerable individuals.
- 5.6.3. Refrain from sexual misconduct of any nature.
- 5.6.4. Refrain from alcohol, drug abuse or any other intoxication.
- 5.6.5. Any breach is considered misconduct and may result in disciplinary action.

## **5.7. Integrity and Fair Play**

- 5.7.1. Do not engage in match-fixing, gambling on fights or outcomes, bribery, collusion, or any activity compromising competition integrity.
- 5.7.2. Uphold and promote the spirit, integrity, and reputation of the RCFA, demonstrating honesty, fairness, and respect for rules.
- 5.7.3. Any violations are considered serious misconduct and may result in disciplinary action.
- 5.7.4. Refrain from breaches of the RCFA Anti-Doping Code.
- 5.7.5. Avoid any behavior that compromises safety, integrity, or fairness.

## **6. APPEARANCE AND UNIFORM**

### **6.1. Official Uniforms**

- 6.1.1. Team uniforms must be worn as directed by RCFA management and in accordance with NSC/MAN requirements for all official events, competitions, training sessions, and media appearances.
- 6.1.2. Personal Grooming and Hygiene is of utmost importance
- 6.1.3. Members are required to maintain high standards of personal grooming and hygiene at all times.

### **6.2. Uniform Integrity**

- 6.2.1. Unauthorized alterations, modifications, or removal of sponsor logos on uniforms or official apparel are strictly prohibited.

### **6.3. Duration of Uniform Wear**

- 6.3.1. Team attire must be worn from the time of departure until the official return, as required by RCFA management or the Namibian Sports Commission (NSC).

### **6.4. Professional Conduct of Officials**

- 6.4.1. All officials, coaches, and instructors are considered on official duty for the entire duration of travel and events.
- 6.4.2. They must demonstrate professional, respectful, and exemplary behavior at all times, reflecting positively, non-intoxicated on the team(s) and Namibia.

## **7. TRAVEL AND LOGISTICS**

### **7.1. Punctuality and Attendance**

- 7.1.1. Members shall arrive on time for all travel, meetings, departures, and team activities. Repeated lateness may be considered misconduct and subject to disciplinary action.
- 7.1.2. Members must adhere to all travel schedules, itineraries, and instructions issued by RCFA.

## **7.2. Personal Documentation**

- 7.2.1. Members are responsible for ensuring all personal documentation—including passports, visas, medical clearances, travel and personal insurance, and vaccinations—is valid and up-to-date prior to departure.
- 7.2.2. Passports must not expire within 6 months after the Event. Please make sure expire dates are confirmed and legit.
- 7.2.3. Copies of all relevant documentation shall be securely stored in digital format as a backup.
- 7.2.4. Electronic copies must be retained by the Member and provided promptly upon request or in case of emergency to tournament or tour organizers.

## **7.3. Packing and Personal Belongings**

- 7.3.1. Members shall pack personal belongings responsibly and ensure they are secure throughout travel.
- 7.3.2. RCFA or its authorized representatives are not liable for any loss, theft, or damage to personal belongings during travel, accommodation, training, competition, or related activities.
- 7.3.3. Members shall not possess, transport, or use prohibited or illegal substances, including:
  - (1) Drugs and controlled substances
  - (2) Alcohol and tobacco where restricted
  - (3) Performance-enhancing substances (doping or banned supplements)
  - (4) Any unsafe, hazardous, explosives or restricted items
- 7.3.4. Any violation of this provision is considered serious misconduct and may result in disciplinary action.

## **7.4. Handling of Sporting Equipment**

- 7.4.1. Members shall exercise due care and responsibility for all sporting equipment and property entrusted to them, ensuring appropriate and safe use.
- 7.4.2. Loss, damage, or malfunction caused by negligence or misuse may result in financial liability and/or disciplinary action.
- 7.4.3. Any issues with equipment must be reported immediately to the team manager, coach, instructor, or relevant supervisory official.

## **7.5. Behaviour During Travel**

- 7.5.1. Members shall maintain professional, courteous, and respectful behaviour toward team mates, officials, airline/transport staff, and the public.
- 7.5.2. Disruptive, unruly, disrespectful, or offensive conduct during flights, transits, or in public spaces is strictly prohibited and may result in disciplinary action.
- 7.5.3. Members' conduct during travel reflects on RCFA and the Republic of Namibia.

## **7.6. Compliance with Laws and Regulations**

- 7.6.1. Members shall comply with all applicable regional, national and international laws, airline policies, transport regulations, and customs requirements.
- 7.6.2. Failure to comply may result in disciplinary action and potential legal consequences.
- 7.6.3. Members shall:
  - (1) Carry valid travel documents and ensure accessibility throughout the tour or competition.
  - (2) Familiarize themselves with local laws, customs, health regulations, and behavioral norms.
  - (3) Report immediately to RCFA any incident involving law enforcement, arrest, or legal action.
  - (4) Exercise cultural sensitivity and respect for local traditions and customs.
- 7.6.4. RCFA reserves the right to deny participation or remove any Member who fails to comply with legal, safety, or conduct requirements.

## **7.7. Team Responsibilities**

- 7.7.1. Cooperation and teamwork during travel are mandatory and contribute to the overall success, safety, and reputation of the team and RCFA.
- 7.7.2. Senior Members, team officials, and designated chaperones have a duty of care to assist, protect, and supervise minors or vulnerable Members, ensuring their safety and well-being at all times.
- 7.7.3. Duty of care includes supervising vulnerable individuals during downtime and ensuring they are accompanied by a responsible adult in public spaces.
- 7.7.4. All Members must remain vigilant against risks such as exploitation, trafficking, abuse, or neglect, and immediately report any concerns or suspicious activity to team management or RCFA representatives.
- 7.7.5. Reporting must be immediate, clear, and cooperative, with the safety of vulnerable individuals prioritized.
- 7.7.6. RCFA ensures confidentiality and support for those reporting concerns.
- 7.7.7. A zero-tolerance policy applies: any Member found to engage in, facilitate, or ignore acts of exploitation, trafficking, or abuse will face immediate disciplinary action, including potential removal from the team, expulsion from the sport, and legal consequences.

## **8. LODGING AND ACCOMODATION**

### **8.1. Respect for Property and Staff**

- 8.1.1. All Members shall adhere to the rules and regulations of hotels, guesthouses, sports facilities, or any other private property where RCFA related activities or events are held.

- 8.1.2. Members must treat all staff, service providers, and property owners with courtesy, respect, and professionalism at all times. Any inappropriate behavior, misconduct, or breach of rules may result in disciplinary action as determined by RCFA management.

## **8.2. Cleanliness and Order**

- 8.2.1. Members are required to maintain cleanliness, tidiness, and orderliness in their rooms and in all common areas they use.
- 8.2.2. All rooms and areas are subject to inspection by team management or instructors to ensure these standards are upheld.
- 8.2.3. Failure to maintain proper cleanliness, or any damage, neglect, or excessive mess, may result in financial liability and disciplinary action.

## **8.3. Visitors and Access Control**

- 8.3.1. Unauthorized visitors are strictly prohibited in team lodging rooms or any private areas designated for team use.
- 8.3.2. Access is limited to team Members, approved officials, and designated staff only.
- 8.3.3. Members—including athletes, officials, instructors, and management staff—are prohibited from engaging in private offsite visits, family gatherings, meals, or any personal social activities during official tours or events unless explicitly approved by RCFA management.
- 8.3.4. All Members are required to remain with the team group at all times during official events or tours to ensure safety, discipline, accountability, and mutual support.
- 8.3.5. Participation in all team activities, including travel, training, competition, and team-building exercises, is mandatory.
- 8.3.6. Room visits between team Members or officials must occur with doors open, lights on, and windows unobstructed to ensure transparency and safeguarding.
- 8.3.7. Any breach of these practices may result in disciplinary action.

## **8.4. Curfews and Quiet Hours**

- 8.4.1. All Members must adhere to curfews and quiet hours as set by RCFA management or the accommodation facility.
- 8.4.2. Lights must be out, and Members must be settled in their assigned rooms by 22:00 (10:00 PM)
- 8.4.3. Exceptions to this rule are allowed only for official team duties, sanctioned responsibilities, or unavoidable delays and must be approved by RCFA management.
- 8.4.4. Disruptive noise, unauthorized gatherings, parties, or late-night activities are strictly prohibited.
- 8.4.5. Noncompliance may be considered misconduct and result in disciplinary measures.

**8.5. Responsibility for Property**

- 8.5.1. Members are personally responsible for any damage, loss, or misuse of property or facilities resulting from their actions or negligence.
- 8.5.2. Financial restitution may be required, and disciplinary measures may be enforced as appropriate.

**8.6. Dress Code**

- 8.6.1. Members must dress neatly, appropriately, and in an age-appropriate manner in lounges, dining areas, and all public spaces within the accommodation and not limited to entertainment or recreational areas and swimming pools.
- 8.6.2. Sportswear is only permitted in designated areas or when specifically authorized by team management.

**8.7. Room Sharing and Cooperation**

- 8.7.1. Members sharing rooms or facilities must show mutual respect, maintain personal boundaries, and cooperate to create a professional and comfortable living environment.
- 8.7.2. Conflicts or issues should be promptly reported to team management.
- 8.7.3. All room assignments, bed allocations, and roommate pairings are determined by RCFA management and must be strictly respected.
- 8.7.4. Changes to room arrangements are not permitted without express approval from management. These arrangements are designed to promote team unity, discipline, and positive team dynamics.

**8.8. Group Lodging Policy**

- 8.8.1. All Members must travel, lodge, and remain together as a unified team for the entire duration of official events, including all travel and accommodation periods.
- 8.8.2. Individual exceptions for separate lodging, personal visits, excursions, or alternative travel arrangements are strictly prohibited unless expressly approved in writing by RCFA Senior Management before departure.
- 8.8.3. Unauthorized separation from the team may be considered misconduct and will be subject to disciplinary action.

**8.9. Safety and Conduct**

- 8.9.1. Members are responsible for their whereabouts at all times during travel and lodging. They must:
  - (1) Comply with headcounts, roll calls, and room checks conducted by team management.
  - (2) Follow all safety procedures and protocols established by RCFA management.
  - (3) Be accessible and responsive to instructions from officials, instructors and designated team leaders.

- 8.9.2. Failure to comply with these requirements may be considered misconduct and could result in disciplinary action.

## **9. TRAINING, COMPETITIONS AND OFFICIAL FUNCTIONS**

### **9.1. Attendance and Preparedness**

- 9.1.1. All Members shall attend all practices, meetings, briefings, and official gatherings as directed by RCFA Namibia, RCFA International, MAN, or the NSC.
- 9.1.2. Members must be punctual, fully prepared, and properly equipped for all scheduled activities.
- 9.1.3. Attendance and preparedness must align with the RCFA Conduct, Ethics & Disciplinary Codes and all related governance documents.

### **9.2. Competition Presence and Support**

- 9.2.1. Members are required to remain present for the full duration of all competitions to support teammates, demonstrate professionalism, and uphold the reputation of RCFA.
- 9.2.2. Members must also attend and remain for all main card events in order to:
- (1) Support RCFA athletes,
  - (2) Learn and develop through observing competitive environments,
  - (3) Maintain spectator presence,
  - (4) Contribute to event atmosphere, and
  - (5) Fulfill streaming and audience-engagement requirements.

### **9.3. Sportsmanship and Professional Conduct**

- 9.3.1. Members shall refrain from any form of unsportsmanlike conduct, disruptive behaviour, public protest, or any action—whether verbal, physical, written, or digital—that may discredit RCFA, its affiliates, teammates, officials, or the nation of Namibia.
- 9.3.2. All behaviour must comply with the RCFA Conduct, Ethics & Disciplinary Codes and all related RCFA Policies and Codes.

### **9.4. Formal Decorum and Etiquette**

- 9.4.1. Members shall maintain appropriate decorum, etiquette, and respectful behaviour during all formal receptions, ceremonies, presentations, briefings, and official events.
- 9.4.2. Conduct must reflect professionalism and align with RCFA governance standards.

**9.5. Respectful Communication**

- 9.5.1. Members must use respectful, professional, and age-appropriate language in all interactions, both on and off the field, including digital communication.
- 9.5.2. All communication must comply with the RCFA Harassment Policy, the RCFA Conduct, Ethics & Disciplinary Codes, and all other applicable RCFA Policies and Codes.

**10. TEAM CONDUCT AND DYNAMICS**

**10.1. Respectful Behaviour**

- 10.1.1. Members shall treat teammates, officials, opponents, and all other individuals with courtesy, respect, and professionalism at all times.
- 10.1.2. Behaviour must comply with the RCFA Conduct, Ethics & Disciplinary Codes, the RCFA Harassment Policy, and all other applicable RCFA Policies and Codes.

**10.2. Team Cohesion and Positive Dynamics.**

- 10.2.1. Members shall foster unity, cooperation, and a positive team environment.
- 10.2.2. Members must refrain from engaging in gossip, negativity, harmful comments, or conduct that creates conflict, division, or undermines team morale or negative and uncomfortable situations.

**10.3. Reporting of Disputes and Concern.**

- 10.3.1. Any disputes, concerns, interpersonal issues, or inappropriate conduct must be reported through the appropriate RCFA reporting channels, including procedures established under the RCFA Conduct, Ethics & Disciplinary Codes and related governance documents.
- 10.3.2. Members are encouraged to seek early assistance in resolving conflicts professionally and responsibly.

**10.4. Zero Tolerance for Abuse**

- 10.4.1. Bullying, harassment, intimidation, discrimination, or any form of abuse—whether verbal, physical, emotional, or digital—is strictly prohibited under all circumstances.
- 10.4.2. Violations will be addressed under the RCFA Harassment Policy, the RCFA Sexual Offenders' Policy & Declaration, and the RCFA Conduct, Ethics & Disciplinary Codes.

**10.5. Duty of Care, Fairness, and Equal Treatment**

- 10.5.1. Instructors, officials, and management must exercise discipline, fairness, impartiality, and a duty of care toward all participants—not only those from their own clubs, dojos, or training groups.



- 10.5.2. During both national and international events, all clubs and Members must be treated equally and provided with the same level of attention, guidance, support, and understanding in accordance with RCFA governance standards.

#### **10.6. Relationships Affecting Impartiality**

- 10.6.1. Relationships between athletes, coaches, instructors, officials, or management that could compromise—or reasonably be perceived to compromise—impartiality, professionalism, objectivity, or fairness are strictly prohibited.
- 10.6.2. Such matters shall be evaluated and addressed according to the RCFA Conduct, Ethics & Disciplinary Codes and all related RCFA Policies.

#### **10.7. Impartiality of Officials**

- 10.7.1. All officials must act impartially at all times. They must avoid decisions, behaviour, associations, or actions that could be perceived as biased, preferential, or favouring any individual, club, or group.
- 10.7.2. Officials must comply with the RCFA Officials' Declaration and all RCFA Codes governing neutrality, fairness, and ethical conduct.

### **11. MEDIA AND SOCIAL MEDIA**

#### **11.1. Authorized Communication**

- 11.1.1. Only individuals specifically authorized by RCFA management may make official statements, issue public commentary, or provide interviews to the media on behalf of RCFA, the team, or the delegation.
- 11.1.2. Unauthorized representation of RCFA in the media is strictly prohibited.

#### **11.2. Professional Conduct on Social Media**

- 11.2.1. All social media activity by Members, officials, and participants and other traveling tour members must demonstrate respect, professionalism, honesty, and integrity.
- 11.2.2. Online communications must be factual, considerate, and free from inflammatory, misleading, defamatory, harmful, or harassing content.
- 11.2.3. All digital behaviour must align with RCFA governance policies and expected standards of conduct.

### **11.3. Confidentiality and Information Protection**

- 11.3.1. Members must not share, post, or discuss any confidential or sensitive information. This includes—but is not limited to—team matters, strategies, internal decisions, officiating discussions, logistical arrangements, injuries, medical details, personnel issues and or disciplinary actions.
- 11.3.2. Protecting confidential information is mandatory for safeguarding the team and the organization RCFA and its members.

### **11.4. Prohibited Content**

- 11.4.1. Political, offensive, discriminatory, defamatory, explicit, or otherwise inappropriate content is strictly prohibited across all media platforms, including written posts, comments, images, videos, and shared content.
- 11.4.2. Members must ensure that all public communications reflect good judgment and align with RCFA ethical and conduct standards.

### **11.5. Event-Related Commentary**

- 11.5.1. Members must refrain from publicly discussing or posting about officiating decisions, competition outcomes, or any sensitive event-related matters during or after competitions.
- 11.5.2. This includes all forms of commentary—public, private, direct, or indirect—that may influence perceptions or compromise event integrity or members involved.

### **11.6. Protection of RCFA Reputation**

- 11.6.1. All Members must act in a manner that protects and upholds the reputation of RCFA, its partners, sponsors, and the Namibian delegation.
- 11.6.2. Any media or social media activity that damages or may reasonably be perceived as damaging to RCFA's reputation may result in disciplinary action, including removal from the event, suspension, or dismissal from the team and sport.

## **12. SAFETY AND MEDICAL REQUIREMENTS**

### **12.1. Medical Fitness Declaration**

- 12.1.1. All Members must submit a current and valid Medical Fitness Declaration prior to participating in any training, competition, or travel event.
- 12.1.2. The declaration must confirm that the Member is physically and medically fit to participate in all activities associated with RCFA Namibia.
- 12.1.3. Members are responsible for ensuring that all medical information provided is accurate, honest, and up to date, including disclosure of any chronic conditions, allergies, medications, or past injuries.

- 12.1.4. RCFA reserves the right to request additional documentation (e.g., a doctor's letter or medical exam) if concerns arise regarding a Member's health or safety.
- 12.1.5. No Member will be allowed to travel, tour, participate in or officiate at any Event if they are not medically insured via a legal and legit Medical Insurance Company that specifically covers martial arts and contact sports.

## **12.2. Consent to Emergency Medical Treatment**

- 12.2.1. By participating in RCFA club, regional, national and international activities, Members give consent for qualified medical personnel, first aid responders, to administer emergency treatment if required.
- 12.2.2. This consent includes, but is not limited to:
  - (1) First aid
  - (2) Emergency medical care
  - (3) Transport to a medical facility
  - (4) Necessary medical procedures deemed essential for the Member's immediate safety and well being.
- 12.2.3. RCFA will make all reasonable efforts to contact the Member's emergency contact or guardian as soon as possible following any serious incident.

## **12.3. Medical Interventions for Minors**

- 12.3.1. All Members under the age of 18 must have written parental or legal guardian consent before any medical treatment is administered, except in cases where immediate emergency intervention is necessary to preserve life or prevent serious harm.
- 12.3.2. Parents/guardians must ensure that the Club is provided with up-to-date:
  - (1) Contact information
  - (2) Medical information for the Minor
  - (3) Signed consent forms for treatment, travel, and medication
- 12.3.3. When possible, non-emergency treatment will only proceed once the parent/guardian has been consulted and approval is confirmed.

## **12.4. Medical Withdrawal from Competition**

- 12.4.1. RCFA reserves the right to remove or withdraw any Member from training, travel, or competition if:
  - (1) A medical professional deems the Member unfit to continue, or

- (2) The Club's management has reasonable grounds to believe participation may risk the Member's health, safety, or well-being, or that of others.
- 12.4.2. The decision may be based on:
  - (1) Medical assessments
  - (2) Visible illness or injury
  - (3) Failure to submit required medical documentation
  - (4) Behaviour indicating potential medical distress
- 12.4.3. This action is taken solely to protect the Member and ensure the safety of the team. Members are expected to comply with all decisions made for medical reasons.

### **13. ALCOHOL AND INTOXICATING SUBSTANCES**

#### **13.1. Zero-Tolerance Policy**

- 13.1.1. RCFA upholds a strict zero-tolerance policy toward the misuse of alcohol, illegal drugs, controlled substances, or any intoxicating products.
- 13.1.2. This policy exists to:
  - (1) Protect the health and safety of all Members;
  - (2) Maintain professionalism and discipline; and
  - (3) Preserve the reputation of RCFA and the Namibian delegation during club, regional, national, and international events.

#### **13.2. Alcohol Prohibition Without Written Approval**

- 13.2.1. The consumption, possession, or distribution of alcohol by any Member is strictly prohibited unless expressly authorised in writing by RCFA Senior Management.

#### **13.3. Alcohol Ban During Travel and Competition Period**

- 13.3.1. No Member may consume alcohol:
  - (1) From the time of departure from home,
  - (2) Until the final fight, competition, or official commitment has been fully completed at the sanctioned event or location.
- 13.3.2. Limited alcohol consumption may only be permitted after all duties are concluded, in line with Clause 13.5, and with written authorization from RCFA Senior Management.
- 13.3.3. Without prior written approval or permission no alcohol shall be consumed until officially returned home.

#### **13.4. Limited Alcohol Consumption (When Authorised)**

- 13.4.1. **Limited alcohol consumption** may be authorised only under suitable and formally approved circumstances, such as:
  - (1) Official receptions,
  - (2) Cultural ceremonies,
  - (3) Diplomatic/hospitality events, or
  - (4) Formal functions connected to the tournament.

**13.4.2. Any such permission must:**

- (1) Be granted in writing,
- (2) Comply fully with RCFA guidelines, and
- (3) Be adhered to strictly by all authorised Members.

**13.5. Alcohol Limits (Definition of "Under the Influence")**

13.5.1. To ensure clarity, the following limits define the maximum permissible consumption when limited alcohol use has been authorised

13.5.2. A Member will be regarded as under the influence if they consume more than:

- (1) Two (2) standard beers or alcoholic beverages, siders, beer shandies, etc. (330ml each), or
- (2) Two (2) glasses of wine (red or white 150ml each), or
- (3) Two (2) single shots of spirits (normal measured tots – 25ml each).

13.5.3. Additional clarification:

- (1) No Member may exceed two (2) standard beers.
- (2) "Standard Beer" is defined as 330ml and not 500ml.
- (3) A Willie Glass shall count as equivalent to one (1) Standard Beer.
- (4) Exceeding these limits constitutes misconduct and a breach of this Code.

**13.6. RCFA Right to Withdraw Members on Suspicion**

13.6.1. Due to the difficulty of determining the exact amount of alcohol or substances consumed, RCFA Senior Management retains the sole discretion and authority to:

- (1) Withdraw any Member from competition,
- (2) Remove them from official duties, or
- (3) Limit their participation if it is reasonably suspected that the Member has consumed any form of alcoholic drink, drugs, or any intoxicating substances during an official activity or event period.

13.6.2. No testing is required for RCFA to act but not limited to if they would like to conduct randomly tests.

**13.7. Prohibited Devices (Vapes, Hookah, Etc.)**

13.7.1. The following devices are strictly prohibited during any RCFA activity or event unless specifically authorised in writing:

- (1) Vapes
- (2) Electronic cigarettes
- (3) Hubbly bubbly (hookah)
- (4) Any similar inhalation devices

13.7.2. These items may be used to conceal intoxicating or prohibited substances, making them incompatible with RCFA regulations.

**13.8. Consequences for Being Under the Influence or being intoxicated**

13.8.1. Any Member found to be or possibly be:

- (1) Under the influence of alcohol or drugs or any of the illegal substance without written authorization, or behaving in a manner impaired by substance used will face disciplinary action, including but not limited to:
  - (i) Immediate suspension
  - (ii) Removal from the Event
  - (iii) Disqualification from competition
  - (iv) Further disciplinary processes under RCFA regulations
  - (v) Removal from Regional and/or National colours and accreditation.

13.8.2. Fitness to Compete or Officiate Members must remain:

- (1) Under the legal limits,
- (2) In full physical fitness,
- (3) In full mental fitness to participate safely.
- (4) Failure to comply will result in removal from competition or duties.

**13.9. Anti-Doping Compliance**

13.9.1. Mandatory Compliance - All Members must comply with:

- (1) RCFA Anti-Doping Regulations,
- (2) WADA (World Anti-Doping Agency) standards, and
- (3) National anti-doping laws and regulations of Namibia.

13.9.2. Member Obligations Members agree to:

- (1) Submit to testing when requested
- (2) Cooperate fully with authorised officials
- (3) Accept sanctions imposed under applicable anti-doping rules.

**13.10. Illegal Drugs and Controlled Substances**

13.10.1. The possession, use, trafficking, or distribution of illegal or controlled substances is strictly prohibited at all times.

Violations:

- (1) Will result in immediate disciplinary action,
- (2) May result in expulsion from the event, and and sport
- (3) May lead to criminal charges under Namibian and/or international law.

**13.11. Duty of Officials, Coaches, and Senior Members**

13.11.1. All coaches, instructors, officials, management personnel, and adult Members are required to:

- (1) Lead by example,
- (2) Enforce this policy consistently, and
- (3) Report violations to RCFA Senior Management immediately.

- 13.11.2. RCFA welcomes and approves the taking of pictures, voice recordings and videos to proof any misconduct.
- 13.11.3. Failure to report known misconduct is itself a breach of this Code.

#### 13.12. **Non-Compliance and Team Selection**

- 13.12.1. Any Member who refuses to comply with the alcohol, drug, and substance conditions set out in this Code:
  - (1) Will not be considered for selection to regional, national, or international teams.
  - (2) May be barred from travel, competition, or representation under RCFA.
  - (3) RCFA holds the right and sole discretion to allow or deny, provide access to any individual member, participant, official or spectator from any Event, to register, participate, officiate, demonstrate or act as a spectator should they have not signed and accepted this Code of Conduct and provided proof of the acceptance thereof or violated the Code.
- 13.12.2. This ensures discipline, fairness, and the protection of RCFA's reputation nationally and internationally.

#### 13.13. **Mandatory Signature and Acceptance**

- 13.13.1. Failure to sign and accept this Code of Conduct by the required deadline requested from RCFA management will result in:
  - (1) Exclusion from any team selection(s)

### 14. **DISCIPLINARY PROCEDURES**

#### 14.1. **Purpose**

- 14.1.1. The purpose of this Disciplinary Procedure is to provide a clear, fair, and transparent process for addressing:
- 14.1.2. Any breach or alleged breach of the RCFA Code of Conduct;
- 14.1.3. Any refusal or failure to sign and accept the RCFA Code of Conduct;
- 14.1.4. Any behaviour that brings RCFA Namibia, RCFA International, the sport, or the Republic of Namibia into disrepute
- 14.1.5. Any misconduct as defined in this Code or in RCFA Conduct, Ethics and Disciplinary Policies.
- 14.1.6. These procedures ensure accountability, natural justice, consistency, and the right to appeal for all Members.

#### 14.2. **Scope**

- 14.2.1. This procedure applies to all RCFA Members, including:
  - (1) Athletes, fighters and participants
  - (2) Coaches and instructors
  - (3) RCFA Referees, judges, and table officials

- (4) Team managers, logistics staff, and appointed officials
- (5) Parents/guardians accompanying minors
- (6) Any person acting under RCFA authority at club, regional, national, or international level

#### 14.3. Principles

All disciplinary matters will follow these principles:

**14.3.1. Fairness and Impartiality:** No Member will be disciplined without knowing the allegation and being given an opportunity to respond.

**14.3.2. Confidentiality:** All reports, proceedings, and documents will remain confidential.

**14.3.3. Proportionality:** Sanctions must match the seriousness of the misconduct.

**14.3.4. Consistency:** Similar cases will be treated consistently.

**14.3.5. Right of Representation:** A Member may be accompanied by a representative or support person at any hearing.

**14.3.6. Right of Appeal:** Every disciplinary decision may be appealed once within the RCFA framework.

**14.3.7. Standard of Proof:** Balance of probabilities applies.

**14.3.8. Higher Standard (Where Appropriate):** For serious allegations such as harassment, abuse, or doping, a higher standard of scrutiny may be applied.

#### 14.4. Categories of Misconduct

| Level                     | Description                                                                                    | Examples                                                                                                       |
|---------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Minor Misconduct</b>   | Breaches of team rules or conduct standards that do not significantly harm RCFA or individuals | Lateness, missed meetings, minor disrespect, dress code breaches, untidy accommodation                         |
| <b>Serious Misconduct</b> | Actions that damage RCFA's reputation, disrupt team unity, or violate safety/substance rules   | Verbal abuse, refusal to follow lawful instructions, curfew violations, misuse of alcohol, unauthorised travel |
| <b>Gross Misconduct</b>   | Actions causing major harm, endangering others, or bringing RCFA/Namibia into disrepute        | Assault, theft, doping, discrimination, intoxication, criminal offences, sexual misconduct, social media abuse |



#### **14.5. Reporting Misconduct**

- 14.5.1. Any suspected breach must be submitted in writing to the Team Manager, Disciplinary Officer, or RCFA Executive within 48 hours of the incident.
- 14.5.2. The report must include:
  - (1) Name of Member(s) involved
  - (2) Date, time, and location
  - (3) Description of the misconduct
  - (4) Names of witnesses and supporting evidence such as voice recordings, photos and videos.
- 14.5.3. RCFA will acknowledge receipt and begin a preliminary assessment.
- 14.5.4. RCFA has the right to use any material available including but not limited to personal member photos, video footage, surveillance camera footage available to prove any suspected misconduct.

#### **14.6. Preliminary Assessment**

- 14.6.1. Disciplinary Officer or authorised RCFA representative will:
  - (1) Review the report;
  - (2) Classify the alleged misconduct (minor, serious, gross);
  - (3) Decide whether to:
    - (i) Issue an informal warning (for minor misconduct), or
    - (ii) Initiate a Formal Disciplinary Hearing (for serious or gross misconduct).

#### **14.7. Notification of Formal Hearing**

- 14.7.1. If a hearing is required, the Member will receive written notice at least 7 calendar days before the hearing.  
The notice will include:
  - (1) Details of the alleged breach(es)
  - (2) Possible sanctions
  - (3) Date, time, and location of the hearing
  - (4) The right to representation
  - (5) The right to present evidence or call witnesses
  - (6) Access to relevant documents

#### **14.8. Disciplinary Hearing**

- 14.8.1. The hearing will be conducted by a Disciplinary Committee appointed by the RCFA Executive, consisting of three impartial Members, including at least one senior official and or instructor and one independent representative.
- 14.8.2. The Committee will:
  - (1) Review all evidence and witness statements
  - (2) Allow the Member to respond fully
  - (3) Consider mitigating and aggravating factors
  - (4) Determine whether a breach occurred

- (5) Decide and impose the appropriate sanction
- 14.8.3. Written decisions will be issued within 14 days of the hearing.

#### **14.9. Sanctions**

- 14.9.1. Depending on the seriousness of the offense, the Committee may impose one or more of the following sanctions:

| <b>Level</b>              | <b>Possible Sanctions</b>                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minor Misconduct</b>   | Verbal warning, written warning, apology, or short-term exclusion from activities                                                                                                                            |
| <b>Serious Misconduct</b> | Suspension from the event or next competition; forfeiture of travel/funding benefits; final written warning; temporary removal of position or title                                                          |
| <b>Gross Misconduct</b>   | Immediate suspension or removal from the event/team; stripping of national colours; permanent exclusion from RCFA-sanctioned events; legal referral; reporting to national sporting authorities (NSC or MAN) |

#### **14.10. Recording of Outcomes**

- 14.10.1. All disciplinary decisions must be:
- (1) Documented in writing and signed by the Committee Chair
  - (2) Filed in the Member's RCFA record
  - (3) Provided to the Member, their regional instructor/manager, and RCFA Executive

#### **14.11. Appeals Process**

- 14.11.1. Right to Appeal** - A Member may appeal a decision within 7 calendar days of receiving the written outcome.
- 14.11.2. Grounds for Appeal** - Appeals may be made on the basis of:
- (1) Procedural unfairness
  - (2) New evidence that was not reasonably available
  - (3) A sanction that is disproportionate to the offence

#### **14.12. Appeal Procedure**

- 14.12.1. Appeals must be submitted in writing to the RCFA National Appeals Committee.
- 14.12.2. The appeal hierarchy is as follows, and higher levels may only be used after the previous level issues a decision:
- (1) RCFA Namibia EXCO
  - (2) Martial Arts Federation of Namibia (MAN)
  - (3) Namibia Sports Commission (NSC)
  - (4) The Appeals Committee (three senior members uninvolved in the original case) will review evidence and may uphold, amend, or overturn the decision.

14.12.3. The decision of the Appeals Committee is **final and binding**.

**14.13. Immediate Suspension**

**14.13.1.** RCFA may immediately suspend a Member if:

- (1) Their conduct threatens safety, order, or reputation.
- (2) They are under investigation for serious or gross misconduct.
- (3) Law enforcement is involved.
- (4) Suspension remains in effect until the process is completed.
- (5) A review of the suspension must occur within **5 days**.

**14.14. Failure to Sign or Accept the Code of Conduct**

14.14.1. Members who fail or refuse to sign the RCFA Code of Conduct by the deadline are not eligible for any RCFA-sanctioned activity, team, or Event.

14.14.2. This applies to athletes, fighters, participants, officials, instructors, management and any accompanying Members.

**14.15. Reporting to Authorities**

14.15.1. In cases involving criminal behaviour, doping, safeguarding breaches, or other legal violations, RCFA will report the matter to:

- (1) Law enforcement (if required)
- (2) Namibia Sports Commission (NSC)
- (3) Martial Arts Namibia (MAN)
- (4) Any other relevant authority

**14.16. Record Keeping & Confidentiality**

14.16.1. All records, reports, minutes, and outcomes will be securely stored by RCFA for a minimum of five (5) years, accessible only to authorised officials.

**14.17. Enforcement & Review**

14.17.1. This Disciplinary Procedure forms part of the official RCFA Code of Conduct.

14.17.2. It will be reviewed annually by the RCFA Executive Committee to ensure fairness, effectiveness, and compliance with national sports governance standards.

**15. PRIVACY AND DATA PROTECTION**

**15.1. Collection, Storage, and Processing of Personal Data**

15.1.1. RCFA shall collect, store, and process personal data strictly for the purposes necessary to administer membership, conduct organizational operations, fulfill legal obligations, and provide services to Members

- 15.1.2. Personal data shall be collected through lawful and transparent means, and Members shall be informed of the purpose for which their data is required.
- 15.1.3. RCFA shall implement appropriate technical and organizational measures to ensure the security, confidentiality, and integrity of all personal data under its control.

#### **15.2. Data Retention**

- 15.2.1. Personal data shall be retained for a minimum of five (5) years from the date of collection or the cessation of a Member's affiliation, whichever is later, unless a longer retention period is required by law.
- 15.2.2. Upon expiry of the retention period, data shall be securely deleted, anonymized, or otherwise disposed of in accordance with applicable data protection regulations and RCFA's internal policies.

#### **15.3. Member Rights: Access and Correction**

- 15.3.1. Members may, upon written request, obtain confirmation of whether RCFA holds their personal data and may request reasonable access to such data.
- 15.3.2. Members may request correction or updating of inaccurate, incomplete, or outdated personal data.
- 15.3.3. RCFA shall respond to such requests within a reasonable period and may require verification of identity prior to releasing or modifying personal information.
- 15.3.4. Nothing in this clause shall restrict RCFA from declining requests where permitted by law (e.g., to protect the rights of others or maintain confidentiality).

### **16. AMENDMENTS**

#### **16.1. Right to Amend**

- 16.1.1. RCFA reserves the exclusive right to amend, revise, or supplement this Code of Conduct or any portion thereof as deemed necessary to address organizational changes, legal requirements, or emerging best practices.
- 16.1.2. Amendments may be initiated by the Executive Committee, a designated governance body, or other authority empowered under RCFA's constitution.

## **16.2. Notice of Amendments**

- 16.2.1. Notice of proposed amendments shall be communicated to Members at least fourteen (14) days prior to their intended date of enforcement.
- 16.2.2. Notice may be given through email, official publications, RCFA's website, or any other communication channels recognized by RCFA.
- 16.2.3. Unless otherwise specified, amendments shall take effect on the date indicated in the notice, and continued membership constitutes acceptance of the revised Code.

## **17. SEVERABILITY**

### **17.1. Validity of Remaining Provisions**

- 17.1.1. If any clause, provision, or portion of this Code is determined to be invalid, illegal, or unenforceable by a competent authority, such invalidity shall not affect the remaining provisions.
- 17.1.2. The remainder of this Code shall remain in full force and effect, and the invalid portion shall be interpreted or modified, to the extent possible, in a manner that preserves its original intent and purpose.
- 17.1.3. If modification is not possible, the offending clause shall be deemed severed without impairing the applicability or enforceability of the remaining sections.

## **18. ACKNOWLEDGEMENT & ACCEPTANCE**

- 18.1. As a Member, I hereby acknowledge that I have read, fully understood, and agree to comply with all the terms and conditions set forth in this Tournament Code of Conduct.
- 18.2. I accept and agree that these conditions are legally binding upon me in my capacity as a representative of RCFA and/or as a sporting member of the Republic of Namibia.
- 18.3. I understand that my failure to comply with the conditions set forth in this Code, or my refusal to execute this document, will result in the following consequences:
  - 18.3.1. I shall be excluded from, and not be permitted to, participate, compete, travel, or otherwise engage with any RCFA team, or as an individual participant on any club, regional, national, development, or invitational team or squad.
  - 18.3.2. I shall be excluded from officiating, managing, or accompanying any RCFA team, or from participating as an individual in any RCFA-sanctioned event.

- 18.3.3. By executing this document below, I covenant and commit to conducting myself in full accordance with the standards, values, and expectations established by RCFA in this Code.
- 18.3.4. Failure to comply with any lawful instruction, regulation, or provision of this Code may result in disciplinary action, which may include, but is not limited to, the following measures:
- (1) The issuance of verbal or written warnings;
  - (2) Formal disciplinary hearings that could lead to suspension and/or removal from an event, activity, or elected team;
  - (3) Stripping of national colours, titles, or recognition, and/or the imposition of other sanctions as determined by RCFA;
  - (4) Expulsion from the sport or permanent exclusion from RCFA activities;
  - (5) The initiation of civil or criminal legal actions;
  - (6) In the event that an instructor is unavailable or otherwise unable to fulfil their responsibilities, the club may be temporarily closed, or a replacement instructor may be appointed to represent the club, city, or region.
  - (7) The decision to appoint a replacement instructor shall be made at the discretion of RCFA or the relevant governing authority based on the circumstances.
- 18.3.5. RCFA reserves the absolute right to determine the appropriate disciplinary action for each case, and the decision of RCFA or its duly authorized representatives shall be final and binding upon the Member.

## DECLARATION

I, the undersigned, hereby declare that I have read, understood, accept, and agree to fully comply with the RCFA Tournament Code of Conduct and all RCFA Policies and Codes. I agree to comply with its provisions in full and accept responsibility for the consequences of any breach.

|                            |  |
|----------------------------|--|
| <b>Full Name:</b>          |  |
| <b>ID/Passport Number:</b> |  |
| <b>Signature:</b>          |  |
| <b>Date:</b>               |  |
| <b>Place:</b>              |  |

## PARENT/GUARDIAN CONSENT (if Member is a Minor)

I, the duly authorised parent/legal guardian of the above Minor, hereby warrant, accept, acknowledge, and agree as follows:

1. Full Compliance and Understanding of Code: I confirm that I have read, understood, and accept the full scope of this Code and all related RCFA Policies and Codes. I further confirm that the Minor has also read, understood, and accepts the Code. I guarantee that the Minor shall be fully bound by and strictly adhere to every provision, exactly as required of an adult Member.
2. Consequence Acceptance and Responsibility: I accept full personal responsibility for the Minor's behaviour. I acknowledge that the Minor understands and accepts responsibility for their own conduct, and that any breach of the Code will result in disciplinary action, sanctions, or financial liabilities. I agree to be bound by and accept all such consequences imposed by RCFA.
3. Participation and Medical: I consent to the Minor's participation in the Event and authorize any necessary emergency medical treatment as deemed appropriate by the team management or medical personnel.

|                                         |  |
|-----------------------------------------|--|
| <b>Full Name<br/>(Parent/Guardian):</b> |  |
| <b>ID/Passport Number:</b>              |  |
| <b>Signature:</b>                       |  |
| <b>Date:</b>                            |  |
| <b>Place:</b>                           |  |