



## Procedure for Application and Endorsing of EDEN District Colours

- All team selection procedures and criteria for each discipline as well as schools must be sent to EEF at the beginning of each calendar year, and changes from the previous year should be noted with each submission.
- The selector's names also need to be supplied to the EEF, and each discipline and schools must ensure that selectors are registered with the SAEF or SANESA.
- EEF will review the selection procedures to ensure it complies with requirements of the colours policy, as well as the colours policy of the Eden Sports Council.
- As soon as a Selection Mandate is published for an event, same needs to be lodged with EEF and communicated to all participants by the relevant discipline. A Selection Mandate needs to be published at least 3 months before an event so that participants have ample opportunity to qualify, and be familiar with the criteria, the selectors, and the events that will be used for selections.
- No later than 40 days before a competition to which a district team will be sent, the discipline needs to submit EEF Colours Application form (B1) to the EEF colours commission.
- The EEF will ensure that it has valid team selection criteria on record for the discipline or schools, before the application will be processed.
- Once the EEF is satisfied that all criteria have been met, the EEF will submit an application for use of the Eden logo and approval of the team to the Eden Sports Council.
- Once approval has been received from the Eden Sports council, authorisation will be given to the discipline or schools, and the list of athlete names will be provided to the supplier of the clothing and gear for the team.
- The EEF Exco will be informed of the team members, manager and other relevant persons for the team.
- The EEF secretary will send a letter to the gear supplier, informing them of the requirements, as well as the persons to whom gear can be supplied.
- Clothing and gear will only be supplied to the participants on the list, and each participant will be issued with a letter from the federation, which needs to be shown to the supplier when the gear is collected.
- The gear supplier will keep a record of who was supplied with gear, and for which event, and this record will be available for inspection by the Sports Council at any point in time.
- All Team member athletes and accompanying officials must sign the EEF code of conduct before departure for the relevant Event. It is the Discipline's or SANESA's responsibility to ensure that these codes of conduct are signed by relevant parties and to keep this on file, in the event that EEF requires the original of such a signed code.
- The EEF will update the EEF registry with names of the approved team, team selectors and team managers and officials, and will issue same to the sports council for their registry
- After the event, EEF will receive a final list of team members who participated on behalf of the Federation via Form B2, as well as team manager and team officials, and the Team

manager must submit a full report to EEF stipulating the result/ placing of the team and submit relevant photos via EEF Form B3.

- EEF will update the EEF Honours Roll and the Sports council registry with final participant list, team manager and team officials
- If a story about the event was supplied, it will be published on EEF website under Past Events.