

Suite 21
Private Bag x16
Brandwag
9324
or
P.O. Box 12172
Brandwag
9324



Tel: 051-4303251

Fax: 051-4303264
086-2282062

E-mail: admin@athleticsfs.co.za
www.athleticsfs.co.za

To	AFS Affiliated Members		
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Subject	2020 AFFILIATION & LICENSING PROCEDURES		
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Dear AFS Members.



AFS 2020 AFFILIATION AND LICENSING PROCEDURE:

INTRODUCTION TO AFFILIATION AND LICENSING PROCEDURES:

1. Club administration is not up to standard and restrain Provincial affiliation and Provincial and National license administration.
2. License administration is not up to standard and prevent licensed members to claim.
3. High fraud rate with permanent and temporary licenses.
4. Lack of statistics on Club, Provincial and National level prevent ASA to provide the National Department of Sport (EPG report) with correct statistics, this leads to athletics not in good standing with the National Government.
5. Clubs, Provincial Federations and ASA cannot provide a list of affiliated members.
6. Athletes apply to participate outside South Africa cannot be provided with a clearance certificate by ASA due to in-complete and in-correct data or even no data at all.
7. Individuals wants to buy licenses directly from the office. No licenses will be sold or issued to individuals
8. To make office administration fluent and according to AFS and ASA Rules and Regulations.
9. To enforce target dates and timeframes to streamline administration.

AFFILIATION.

1. End of February each year: Affiliation Documents had to be submitted.
1. End of February each year: Affiliation fees had to be paid.
2. End of June each year: No new clubs will be accepted for the specific year and will be considered for the next year.

With reference to the AFS Constitution, the following will be maintained.

AFS Constitution Paragraph 25. FINANCIAL MATTERS

25.1 The financial year-end of AFS shall be 31 December every year.

25.2 Membership Fees.

25.2.1 Affiliation and license fees will be determined by the Executive Board.

25.2.2 Affiliation and license fees are due on or before the last day of February of every year.

25.2.3 If affiliation and license fees have not been paid before such date the defaulting member will be automatically suspended from all ASA and Provincial affairs and shall only be re-instated when the cause for that suspension will have been removed and the Executive Board approved such reinstatement.

25.2.4 If the amount due is paid, including a penalty equal to half of the members affiliation fee, the Executive Board may lift the suspension.

AVAILABILITY OF INFORMATION.

1. Clubs will receive affiliation documents by e-mail.
2. Affiliation documents will be available on the AFS website to download.
3. It is advisable to regularly log into the web-sites of the IAAF, ASA and AFS for more information and stay updated with the current development of athletics.

PERMANENT LICENSING PROCEDURERS FROM 1 JANUARY TO END OF FEBRUARY EACH YEAR:

1. AFS
 - 1.1 Notify clubs & schools when licensing form is available.

2. CLUB / SCHOOLS
 - 2.1 Receive / Download license forms.
 - 2.2 Distribute license form / excel file to members to be completed.

3. ATHLETES / COACHES / TECHNICAL OFFICIALS / ADMINISTRATORS
 - 3.1 Complete and sign licenses forms.
 - 3.2 Hand completed and signed form back to the club / school and make sure to make the payment to the club / school.

4. CLUB / SCHOOLS
 - 4.1 Receive completed and signed forms back from athletes.
 - 4.2 Confirm correctness of form and signed by Club representative.
 - 4.3 Complete the athlete's data sheet (Excel spreadsheet)
 - 4.4 Submit spreadsheet (Excel File) and license forms to the AFS Office before any licenses will be issued.
 - 4.4.1 Data sheet must be submitted by e-mail or memory stick, in original format (Excel), no other formats will be accepted.
 - 4.4.2 Fully completed and signed license forms can be submitted by e-mail (scanned), fax or photocopies handed in at the AFS Office.
 - 4.5 Make payment to AFS.

5. AFS
 - 5.1 Check completeness and sign athletes license forms.
 - 5.2 Check completeness of club / school athlete's datasheet (excel file).
 - 5.3 Allocate the license numbers on the athlete datasheet (excel file) and license forms.
 - 5.4 Capture Club datasheet on Provincial datasheet.
 - 5.5 Invoice clubs / schools.
 - 5.5.1 The office provides clubs / schools with an invoice.
 - 5.5.2 Clubs / schools that provide the AFS Office with a proof of payment with the submission of forms will be provided with a PAID Invoice.

6. CLUB / SCHOOL
 - 6.1 Pay the licenses, if not paid with submission of forms.

7. AFS
 - 7.1 Prepare licenses for collection and notify club / school of collection date.
 - 7.2 Licenses will be issued after a 5 working day period after the correct completed documentation is received and the club / school is notified of the collection date. No licenses will be issued with submission of documents.
 - 7.3 Licenses will only be issued between 09:00 and 13:00 during working days.
 - 7.3 Where licenses to be sent via courier, clubs must arrange own courier service.

8. CLUB / SCHOOL
 - 8.1 Arrange for collection according to the allocated date and issue licenses to athletes.
 - 8.2 All license forms, fully completed and signed and the spreadsheet (Excel), must be with the AFS office before the last day of February each year.

9. AFS
 - 9.1 Submit Provincial datasheet (Excel file) to ASA before the end of March.

PROCEDURES FROM MARCH TO END SEPTEMBER EACH YEAR.

10. CLUB /SCHOOL & ATHLETES
 - 10.1 For licenses issued from March, repeat process and submit updated datasheet (Excel spreadsheet) and fully completed licenses forms monthly to the AFS Office.

11. AFS
 - 11.1 Submit Provincial updated datasheet (Excel file) quarterly to ASA.

12. ASA
 - 12.1 ASA will only supply licenses to Provinces up to 30 September each year.

**PERMANENT LICENSES WILL ONLY BE ISSUED TO AFFILIATED CLUBS.
NO PERMANENT LICENSES WILL BE ISSUED TO INDIVIDUALS.
NO PERMANENT LICENSES WILL BE ISSUED WITHOUT PROOF OF PAYMENT.**

TEMPORARY LICENSES ADMINISTRATION:

COST

1. Temporary license cost R50 per license and must be paid to AFS.
2. If Temporary Licenses must be sent by Courier clubs must arrange own courier service.
2. Clubs are allowed to increase the amount of a temporary licenses.

RULES:

1. Please take note of the following rules on temporary license bibs.
 - 1.1 Temporary Licenses will have **NO** insurance.
 - 1.2 ASA Rule 1.2 “The Athletics South Africa athlete licensing system will apply at all athletics competitions held in South Africa as per ASA National or Provincial Fixtures List.” Asa Rule 1.3 “All athletics competitions not listed on ASA National and Provincial Fixtures Lists will automatically be declared ineligible and eligible athletes participating in ineligible competitions and the results of the ineligible competition will also be declared ineligible.”
 - 1.3 Only single license bibs will be issued and must be worn according to ASA Rules 24.3. Temporary Licenses are only valid for the specific race issued.
 - 1.4 Athletes must complete and sign the indemnity tear-off strip and the event organisers must collect all tear-off strips before the start of the race/meeting. ASA Rule 24.3.7: “Athletes taking out temporary licenses must sign an indemnity accepting the conditions of the meeting organisers and the rules of ASA. Where Organizers fail to provide indemnity forms to the participants/officials, the organizer will be held liable for any claims related to the event”.

ADMINISTRATION:

1. Clubs must arrange with the AFS office the total of Temporary Licenses needed and collection date and time, 4 (four) weeks before the event.
2. All tear-off strips (indemnity) from a race/meeting and the temporary licenses not used, must be back at the AFS Office within four (4) days after the race/event with the amount for temporary licenses sold.
3. If the race/event is on the last day /Saturday of the month, the tear-off strips (indemnity), the temporary licenses not used and the amount for temporary licenses sold, must be back at the AFS Office on the Wednesday following the Saturday of the race/event.
4. If the temporary licenses are not back as mentioned above, the club will receive an invoice for all the temporary licenses received.
5. No temporary licenses will be issued before the previous batch of temporary licenses are not settled with AFS.

TIME FRAMES TO KEEP IN MIND:

1. End of February each year: Affiliation Documents had to be submitted.
2. End of February each year: Affiliation fees had to be paid.
3. End of June each year: No new clubs will be accepted for the specific year and will be considered for the next year.
4. Quarterly submission of Athletes data form (Excel file) in its original format as Excel file
5. 30 September each year: No Permanent licenses will be issued after this date.

COST FOR 2020:

1.	Affiliation cost for Development Clubs (Schools only)	R0.00
2.	Affiliation cost for Probation Clubs	R1,000.00
3.	Affiliation cost for full membership	R2,000.00
4.	Permanent Licenses from the age of 8 years to 12 years as on 31 December 2020	R60.00
5.	Permanent License from the age of 13 years and up	R130.00
6.	Temporary Licenses	R50.00
7.	Clubs must arrange own courier service to collect Licenses	As arranged by Clubs

Gerrit COETZER
GENERAL MANAGER