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To	AFS Members		
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Subject	2021 AFFILIATION & LICENSING PROCEDURES _Revised 23 Oct 20		
Page	1	Of Pages	6

ELECTRONIC TRANSMISSION

Dear AFS Members.



AFS 2021 AFFILIATION AND LICENSING PROCEDURE:

AFFILIATION.

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

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

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.

25.2.5 Temporary License fees are due within four (4) days after the event.

AVAILABILITY OF INFORMATION.

1. Affiliation documents were earlier sent to Clubs 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 WA, 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 when licensing form is available.
2. CLUBS
 - 2.1 Receive / Download license forms.
 - 2.2 Distribute license form (MS Word 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 clubs and make sure to make the payment to the clubs.

4. CLUBS
 - 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 license order form, spreadsheet (Excel File in its original format) and license forms to the AFS Office 14 days in advance of licenses needed, 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 License order form and fully completed and signed license forms can be submitted by e-mail in Excel, MS Word format, or fax, scanned, photocopies forms can be handed in at the AFS Office or send by e-mail.
 - 4.5 Make payment to AFS.
5. AFS
 - 5.1 Check completeness and sign athletes license forms and compare totals with license order form.
 - 5.2 Check completeness of club's 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.
 - 5.5.1 The office provides clubs with an invoice.
 - 5.5.2 Clubs that provide the AFS Office with a proof of payment with the submission of forms will be provided with a PAID Invoice.
6. CLUBS
 - 6.1 Pay the licenses, if not paid with submission of forms.
7. AFS
 - 7.1 Prepare licenses for collection and notify clubs of collection date.
 - 7.2 Licenses will be issued after a 5 working day period after the correct completed documentation is received and the clubs 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.
 - 7.4 Where licenses to be sent via post, clubs will be invoiced for the cost involved.

8. CLUBS
 - 87.1 Arrange for collection according to the allocated date and issue licenses to athletes.
 - 8.2 First license order and documents, 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 each year.

PERMANENT LICENSING PROCEDURERS FROM MARCH TO END OF SEPTEMBER EACH YEAR.

10. CLUBS & ATHLETES
 - 10.1 For licenses issued from March, repeat above process and submit license order form, 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, if posted the cost for the service will be added to the club's account.
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 order (license order form) from the AFS office the total of Temporary Licenses needed, 4 (four) weeks before the event.
2. AFS Office will notify clubs of collection date and time.
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 proof of EFT payment / amount for temporary licenses sold.
3. If the event is on a Saturday, 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 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 December 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 2021:

1.	Affiliation cost for Junior 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 Junior Licenses from the age of 8 years to 12 years as on 31 December 2021.	R60.00
5.	Permanent Junior Licenses from the age of 13years to 19 years as on 31 December 2021.	R130.00
6.	Permanent Senior License from the age of 20 years and up as on 31 December 2021.	R130.00
7.	Temporary Licenses	R50.00
8.	Coaches & Technical Officials affiliation including a license.	R150.00
8.	Post of Licenses ordered.	According service provider fees

ATTACHED TO THIS COMMUNICATION:

1. 2021 AFS Permanent and Temporary License order form.
2. 2021 AFS Club Registered Members _V01 Sep 20.
3. ASA Circular 45 of 2020 Ordering of 2021 Licenses.
4. ASA Circular 46 of 2020 ASA Registration form for 2021 athletics season.
5. ASA Circular 51 of 2020 Issuing of 2021 Permanent Licenses and related regulations.

Gerrit COETZER
GENERAL MANAGER