

Y**TEACHING ASSISTANTSHIP PROGRAM****1 Introduction**

- 1.1 The purpose of the Teaching Assistantship Program (TAP) is to encourage current Eligible athletes to commence a part-time teaching assistantship training program by means of mentored coaching.
- 1.2 The TAP shall be recognised by the Council, Provincial Committees, SAPSU, NJTC, NTC and other Standing Committees of SAFSA as a formally adopted SAFSA training program that may, subject to the conditions below, be used by participating athletes to demonstrate prior teaching experience when such athletes have subsequently retired from active participation in all ISU and SAFSA sanctioned competitive events and wish to apply to SAFSA and SAPSU to become a fulltime or part-time SAFSA and SAPSU accredited Coaches.
- 1.3 Athletes participating in the TAP shall be termed Teaching Assistants (TA) and may be remunerated for their services rendered. Such remuneration that must be declared may only be utilised for purposes related directly to active participation in ISU and SAFSA sanctioned competitive events and such expenses must also be declared. The expenses are limited to the TA's:
 - 1.3.1 Coaching fees (Figure Skating, gymnasium fees, various other instructor fees);
 - 1.3.2 Ice usage fees;
 - 1.3.3 Figure Skating equipment (boots, blades, costumes); and
 - 1.3.4 Travelling, living and subsistence expenses relating to ISU and/or SAFSA sanctioned competitive events or training sessions.

2 Minimum requirements to take part in the TAP

- 2.1 Only Eligible athletes may participate in the TAP and who:
 - 2.1.1 have reached the age of sixteen (16) years;
 - 2.1.2 have passed the Intergold Figure Skating test qualification in the Figure Skating discipline in which they intend to teach;
 - 2.1.3 have competed in an ISU International or Championship or SAFSA Interprovincial or National Championship in all the sections of the Figure Skating

discipline referred to in rule Y.2.1.2 in the past twelve (12) months;

2.1.4 A Provincial Committee may require that the candidate athlete complete certain activities or courses before or within a specified time period prior to the candidate athlete receiving permission to register in the TAP; and

2.15 meet any other provision approved by the Provincial Committee concerned and that is not in contravention with any statute, clause, rule, regulation or provision in the SAFSA and Provincial Constitution or their Rules and Regulations.

2.2 It is required that all TA's taking part in the TAP shall at all times, both inside and outside the skating rink, conduct themselves in a professional manner and in a manner that does not in any way bring the sport of Figure Skating or SAFSA into disrepute. In addition, TA's must due to the combination of being both an athlete as well as an TA conduct themselves in an exemplary manner that will be considered as appropriate conduct as a role model in the sport of Figure Skating and SAFSA itself.

3 Application process

3.1 The TAP is administered solely by the Provincial Committee of the Province in which the candidate athlete is currently registered and such candidate athlete may only apply to the Provincial Committee of the Province in which the athlete is currently registered.

3.2 A Provincial Committee may levy an annual registration fee for candidate athletes to take part in the TAP to offset any costs related to the administration of the TAP.

3.3 A Provincial Committee may at its sole discretion limit the total number of athletes in the TAP or limit the number of athletes in a specific discipline in the TAP of the Province concerned.

3.4 The TAP registration period is from the 1st of April of any year to the 31st of March in the subsequent year or whatever other commencement and end date otherwise decided by the Provincial Committee concerned.

3.5 All candidate athletes wishing to apply for the first time to take part in the TAP must apply by means of the TAP Annual Registration Form (Appendix 12) to the Provincial Committee

by the due date specified by the Provincial Committee concerned.

- 3.6 All TA's currently registered in the TAP must reapply by means of the TAP Annual Registration Form (Appendix 12) to the Provincial Committee by the due date specified by the Provincial Committee concerned.
- 3.7 Any candidate athlete's or TA's TAP application received after the dates listed in rules Y.3.5 or Y.3.6 shall be considered at the sole discretion of the Provincial Committee concerned and if considered and approved shall not be approved beyond the end date listed in rule Y.3.4.
- 3.8 The candidate athlete or TA must indicate on the TAP Annual Registration Form the SAFSA approved and registered Coach that will act as the candidate athlete's TAP Mentor Coach for the duration of the registration period. The TAP Mentor Coach must indicate his/her availability and approval to act as a coaching mentor on the TAP Annual Registration Form. It shall be the candidate athlete's or Teaching Assistant's responsibility to identify his or her TAP Mentor Coach and obtain the TAP Mentor Coach's approval prior to submitting the application.
- 3.9 The candidate athlete or TA may request permission to have more than one (1) but no more than three (3) TAP Mentor Coaches. The Provincial Committee may reject the listed TAP Mentor Coach(es) listed on the application form and appoint a different TAP Mentor Coach for the candidate athlete.
- 3.10 The Provincial Committee considering the application should consult with the listed TAP Mentor Coach(es) and the Executive of SAPSU with regards to the suitability of the candidate athlete to take part or in the case of current TA's to continue to take part in the TAP.
- 3.11 The Provincial Committee must within two (2) months of receiving the application give the candidate athlete or TA written notice of its approval for or rejection of the candidate athlete or TA to take part in the TAP. If a candidate athlete's or TA's application is rejected the reason(s) for the rejection must be stated.
- 3.12 Any circumstance(s) relating to the TA that has changed since the TAP Annual Registration Form was submitted and that can be reasonably inferred to have made a material difference to the TA himself or herself or to his or her participation or ability to effectively participate in the TAP

must be declared within one (1) week of such change in circumstance by the TA's to the Provincial Committee.

4 Administration and limitation of authority

- 4.1 A Provincial Committee together with the TAP Mentor Coach(es) should endeavour to assist the TA's to gain the necessary experience whilst the TA is taking part in the TAP.
- 4.2 The Provincial Committee and TAP Mentor Coaches responsibilities include assisting the TA to source pupils and guide the TA to attain knowledge relating to coaching techniques, technical standards, the business of coaching (marketing, billing, ethics) and etcetera.
- 4.3 A TA is not limited to sourcing pupils from their respective TAP Mentor Coach pupil-base only.
- 4.4 Pupils of the TA need not be current SAFSA members or current members of SAFSA Affiliated Clubs.
- 4.5 The TA may not enter pupils for SAFSA Tests or SAFSA recognised competitive events. Pupils of the TA entered for SAFSA Tests or SAFSA recognised competitive events must be entered with the prior written approval of the TAP Mentor Coach.
- 4.6 SAFSA members or members of SAFSA Affiliated Clubs may approach a TA for lessons. Subsequent to the necessary consultations, the TAP Lesson Booking Form (Appendix 13) must be completed and signed by the:
 - 4.6.1 pupil or his or her legal guardian if the pupil is younger than eighteen (18) years of age at the time of signature;
 - 4.6.2 TA; and
 - 4.6.3 TAP Mentor Coach who will act as mentor to the TA for the pupil.
- 4.7 The duly completed and signed TAP Lesson Booking Form must be submitted to the Provincial Committee within one (1) week of the member commencing skating lessons with the TA.
- 4.8 The responsibility to submit the completed TAP Lesson Booking Form lies solely with the TA.

- 4.9 The TA must maintain on a daily basis a Teaching Assistant Logbook (Appendix 14) that specifies the date, time and pupil that was given a lesson.
- 4.10 The TA lesson fee is renewed annually and decided by the Provincial Committee in consultation with the Executive of SAPSU.
- 4.11 The fees due to the TA for the coaching services rendered may be payable by the pupil or his or her legal guardian directly to the TA unless the Provincial Committee concerned decides otherwise.
- 4.12 All TA's must submit on a biannual basis their individual Teaching Assistant Logbooks, a declaration letter indicating that the log book is a true and accurate reflection of the coaching activity of the TA together with reconciliations for the prior six (6) months of income earned from lesson fees received and expenses paid in accordance with rule Y.1.3. Such income must be supported by copies of receipts issued to pupils and tax invoices or receipts received for expenses incurred.

5 Sanctions

- 5.1 Provincial Committees shall discipline any TA for violating or failing to comply with any of the provisions, regulations and rules listed in section Y of these rules and may result in the Provincial Committee sanctioning the TA.
- 5.2 Should the circumstance(s) referred to in rule Y.3.12 be deemed by the Provincial Committee concerned to have a negative impact on the ability of the TA to continue to participate in the TAP, such Provincial Committee after consultation with the TA may remove with immediate effect or at a specified date the TA from the TAP.
- 5.3 Sanctions applied to TA may include one or a combination of the following listed sanctions depending on the severity of the violation or failure to comply with the rules:
- 5.3.1 A written warning;
 - 5.3.2 A monetary fine not exceeding R 2 000 (two Thousand Rands);
 - 5.3.3 Suspension from the TAP for the remainder of the unexpired portion of the registration period;
 - 5.3.4 Imposition of a specified period banning future participation in the TAP not exceeding ten (10) years.

- 5.4 It is at the Provincial Committee's sole discretion to decide on the degree of severity for a violation or failure to comply with the rules and on the sanction or combination of sanctions.
- 5.5 Multiple violations or repeating the same or different violations will normally result in a combination and increased severity of the sanctions listed in rule Y.5.3.
- 5.6 TA's may appeal the findings of a disciplinary hearing and consequent sanctions applied by the Provincial Committee to the Council of SAFSA only in cases where a finding of the disciplinary hearing is disputed or that the sanction in rule Y.5.3.4 has been imposed by the Provincial Committee.
- 5.7 If the SAFSA Council becomes aware and, by means of an acceptable dispute resolution process, decides that a Provincial Committee, in terms of Section Y of these rules, is failing or has failed to:
- 5.7.1 Conform to the rules and regulations in Section Y;
 - 5.7.2 Ensure that the rules and regulations in Section Y are complied with; and
 - 5.7.3 Failing to discipline and sanction any TA for violating the rules and regulation in Section Y,

then the SAFSA Council may sanction the Provincial Committee concerned and in addition to any other sanction immediately or at a specified date suspend the TAP in the Province concerned.