



SOUTH AFRICAN FIGURE SKATING ASSOCIATION

Travel, Attendance & Reimbursement Policy

SAFSA TRAVEL, ATTENDANCE & REIMBURSEMENT POLICY

1. PURPOSE

The purpose of this Policy is to regulate travel, event attendance, and reimbursement undertaken on behalf of the South African Figure Skating Association (SAFSA) in a manner that is fair, transparent, financially responsible, and aligned with good governance in a volunteer-run organisation.

An Official may be required to attend events or travel on SAFSA business only where:

- there is a formal written appointment or mandate;
- the attendance or travel is operationally or governance-critical;
- the function cannot reasonably be performed remotely;
- attendance and financial arrangements are approved in advance;
- safeguarding, legal, ethical, and health requirements are met; and
- any conflict of interest has been declared and managed.

No person may be compelled to travel or attend under unsafe, unreasonable, or improperly authorised conditions.

This Policy must be read together with SAFSA's:

- Constitution
- Safeguarding Policy
- Code of Conduct
- Code of Ethics
- Disciplinary Procedures

2. SCOPE OF APPLICATION

This Policy applies to:

- SAFSA Council Members
- SAFSA Executive Committee Members
- Provincial Chairs and Provincial Council Members
- SAFSA-appointed Officials (Judges, Referees, Technical Specialists)
- Coaches when formally appointed to officiating or technical roles
- Team Managers (national, provincial, or club level, when authorised)
- Athlete Representative(s) appointed in terms of SAFSA's governance framework

Travel or attendance undertaken without prior written approval falls outside this Policy and may not be reimbursed.

3. DEFINITIONS AND INTERPRETATION

3.1 Official

Any individual formally appointed by SAFSA to perform governance, officiating, technical, operational, safeguarding, or representation functions, limited to the scope and duration of the appointment.

3.2 Athlete Representative

An athlete formally elected, appointed, or recognised to represent athlete interests in governance, consultation, and decision-making forums.

The Athlete Representative performs no operational, officiating, or technical function unless separately appointed.

3.3 Required Attendance

Attendance that is mandatory because the event cannot function properly without the role being present, subject to the determination set out in **Annexure B**

3.4 Optional Attendance

Attendance for observation, learning, networking, or convenience. Optional attendance does not create entitlement to reimbursement.

3.5 Event

Any SAFSA-sanctioned competition, championship, meeting, workshop, seminar, Council meeting, Executive meeting, or ISU-related engagement.

3.6 Event Functional Requirements Plan

A document approved by the Executive identifying:

- functions required at an event,
- roles required to perform those functions, and
- the minimum number of people required.

3.7 Conflict of Interest

Any situation where personal, professional, financial, or representational interests may influence, or appear to influence, decision-making.

4. GOVERNING PRINCIPLE – FUNCTIONS FIRST

Attendance decisions shall follow this mandatory sequence:

1. Event functions are approved
2. Roles required to perform those functions are identified
3. Individuals are appointed to those roles
4. Attendance and reimbursement are approved independently

No position, title, or seniority confers automatic entitlement to attend or to be reimbursed.

5. REQUIRED ATTENDANCE AT SAFSA EVENTS

5.1 Competitions (Summary)

National Championships

- Required: President or delegated Vice-President; Secretary / Secretary General; appointed Judges; appointed Technical Specialists
- Not required: other Executive members; Provincial Chairs; Coaches (unless officiating)

SAFSA Finals

- Required: President or delegated Vice-President; Secretary / Secretary General; appointed Judges and Technical Specialists

Inter-Provincial Championships

- Required: appointed Judges; appointed Technical Specialists; Host Provincial Chair

Provincial Championships

- Required: appointed Judges; required Technical Specialists; Host Provincial Chair

Athlete Representatives are not required to attend competitions unless mandated for governance, safeguarding, or disciplinary purposes.

6. SAFSA GOVERNANCE MEETINGS

6.1 SAFSA Council Meetings

- Required attendance: all Council Members (or authorised alternates)
- Attendance arises from constitutional governance obligations

6.2 SAFSA Executive Committee Meetings

- Required attendance: all Executive Committee Members
- Physical attendance only where constitutionally or operationally necessary; remote participation encouraged

6.3 Athlete Representative

- Required attendance: governance, consultation, or safeguarding meetings where formally mandated
- Not required: competitions or operational events

7. ISU CONGRESS & INTERNATIONAL MEETINGS

7.1 ISU Congress

- Required attendance: only SAFSA's formally mandated delegate(s)
- Attendance based on ISU rules and SAFSA mandate, not Executive title

7.2 ISU Meetings, Conferences & Seminars

Attendance required only where:

- SAFSA is formally invited or obligated to attend; and
- the individual is formally designated to represent SAFSA

8. TRAINING, SEMINARS & WORKSHOPS

- Training or workshops do not create automatic entitlement to attendance or funding
- Such activities must be approved separately
- No individual may propose, approve, or deliver an activity that results in their own funded attendance

9. DECISION-MAKING AUTHORITY

- Council approves policy, fee schedules, and exceptional travel
- Executive approves Event Functional Requirements Plans, roles, appointments, and attendance
- No person may recommend or approve their own attendance
- Conflicted individuals must declare and recuse themselves

10. ATTENDANCE DECISION MATRIX (AUTHORITY)

Role	Who Requests	Who Recommends	Who Approves	COI Control
President	Secretary / Vice-President	Executive	Executive (excluding President)	Recusal
Executive Member	Secretary	Executive	Executive (excluding member)	Recusal
Judge / Technical Specialist	NJTC Chair	NTC Chair	Executive	Excluded
Coach acting as official	SAFSCC Chair	NTC Chair	Executive	No dual role
Provincial Chair	Provincial Secretary	Provincial Chair	Executive	No self-approval
Athlete Representative	SAFSA Secretary	Executive	Executive	Recusal
ISU Delegate	Executive	Executive	Council / Executive	Mandated

11. TRAVEL & REIMBURSEMENT

- Only pre-approved, reasonable costs are reimbursable
- Economy class travel applies
- Mileage reimbursed at SAFSA-approved rates
- Supporting documentation and official claim forms required
- No subsistence allowance unless specifically approved by Council

Private vehicle use requires:

- valid driver's licence,
- roadworthy and insured vehicle,
- declaration of business use to insurer.

SAFSA accepts no liability for negligence or unlawful vehicle operation.

12. SAFEGUARDING, ETHICS & CONDUCT

All persons travelling or attending events remain bound by SAFSA's Safeguarding Policy, Code of Conduct, and Code of Ethics at all times.

Safeguarding concerns must be reported immediately.

13. NON-COMPLIANCE

Failure to comply with this Policy may result in:

- refusal or recovery of reimbursement,
- withdrawal of authorisation,
- disciplinary action under SAFSA procedures.

14. REVIEW

This Policy and its Annexures shall be reviewed annually by SAFSA Council or as required by financial or governance considerations.

FORMS – ATTENDANCE APPROVAL FORM

(adopted as part of this Policy)

SAFSA EVENT ATTENDANCE & TRAVEL APPROVAL REQUEST

Name:

Role(s):

Event:

Dates:

1. Requested Event Function

Describe the function to be performed and why on-site attendance is required:

2. Formal Appointment

☐ Attached written appointment

☐ Appointment issued by: _____

3. Remote Feasibility

☐ Function cannot be performed remotely

☐ Explanation provided above

4. Estimated Costs

Item	Estimated Cost
Travel	
Accommodation	
Other	

5. Conflict of Interest Declaration

☐ I declare no conflict of interest

☐ Conflict declared (details attached)

6. Approvals

Recommended by: _____

Date: _____

Approved by (authorised body): _____

Date: _____

Conflict Recusals Recorded: ☐ Yes ☐ No

☒ Final Outcome

- ☐ Approved
- ☐ Approved with conditions
- ☐ Not approved

ANNEXURE I – REQUIRED ATTENDANCE MATRIX

(binding and integral to this Policy)