

Postal Address: PO Box 16, Magalieskruin,
Pretoria, South Africa 0150
Tel: +27 12 567 5502
E-mail: secretary@safsa.org.za
NPO Registration No. 005-978



Inspiring all people in South Africa to embrace the joy of figure skating for life.

Dear Members,

To help improve communication and ensure queries are directed to the appropriate office bearer, we would like to provide some clarity on the responsibilities of the SAFSA Executive Committee members.

One of the challenges contributing to delays has been that enquiries are often sent to individuals whose portfolios do not include the matter being raised. Directing your queries to the correct office bearer will assist in ensuring a more efficient response.

Presidential Matters

The President provides the overall leadership, governance and strategic direction of the South African Figure Skating Association. As the chief elected office bearer, the President is responsible for ensuring that the federation operates in accordance with its Constitution, policies and strategic objectives, while representing the interests of figure skating nationally and internationally.

Enquiries relating to the following should be directed to the President:

- Governance and constitutional matters
- Strategic planning and federation leadership
- National policy and organisational oversight
- High-level stakeholder engagement and partnerships
- Relationships with national and international sporting bodies
- Matters requiring executive leadership or presidential intervention
- Federation-wide strategic initiatives
- Official representation of SAFSA
- Escalated matters that cannot be resolved through the appropriate portfolio
- General presidential enquiries

President

Christo Viljoen

president@safsa.org.za

National Deputy President

The National Deputy President supports the President in providing leadership, governance and strategic direction for the South African Figure Skating Association. Working closely with the President and Executive Committee, the Deputy President helps ensure the effective implementation of Council and Executive Committee decisions, promotes collaboration across portfolios and disciplines, and assists in delivering the Federation's strategic objectives.

The Deputy President also acts on behalf of the President when required and undertakes specific responsibilities and projects as delegated by the President or Executive Committee.

SAFSA EXECUTIVES: President: C.J. Viljoen; National Deputy President: V.S. D'Aguanno; National Secretary: A. Petersen; National Treasurer: J. Falconer;

National PRO: G. Malan; National Development Officer: R. Thomson

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Enquiries relating to the following should be directed to the National Deputy President:

- Matters delegated by the President or Executive Committee
- Strategic projects and federation-wide initiatives
- Implementation of Council and Executive Committee decisions
- Governance and organisational support
- Cross-functional coordination between committees and portfolios
- Executive leadership matters in the President's absence
- General enquiries relating to the Deputy President's delegated responsibilities

National Deputy President

Enzo D'Agguano

dpresident@safsa.org.za

Financial Matters

The Treasurer is responsible for the financial management and oversight of the South African Figure Skating Association. This portfolio ensures that the Federation's finances are managed responsibly, transparently and in accordance with SAFSA's financial policies and governance requirements.

Enquiries relating to the following should be directed to the Treasurer:

- Payment requests and supplier invoices
- Reimbursement and expense claims
- Financial queries and budget-related matters
- Membership and federation financial administration
- Financial reporting and record management
- Preparation of annual financial statements
- Liaison with auditors and audit requirements
- Financial reports for Council, the Executive Committee and the Annual General Meeting (AGM)
- General treasury and financial administration enquiries

Treasurer

John Falconer

treasurer@safsa.org.za



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Secretary

The Secretary is responsible for the governance, administration and statutory compliance of the South African Figure Skating Association. The role ensures the effective administration of Council and Executive Committee matters, maintains official records, and serves as the primary liaison between SAFSA and national and international governing bodies.

Enquiries relating to the following should be directed to the Secretary:

- Governance and constitutional matters
- Executive Committee and Council administration
- Meeting notices, agendas and minutes
- Annual General Meetings (AGMs) and Council Meetings
- ISU competition entries and official submissions
- Official correspondence on behalf of SAFSA
- Policies, governance documentation and official records
- Liaison with the International Skating Union (ISU)
- Liaison with the South African Sports Confederation and Olympic Committee (SASCOC)
- Liaison with the Department of Sport, Arts and Culture (DSAC)
- General secretariat and governance enquiries

Secretary

Ann-Elize Petersen

secretariat@safsa.org.za

Administrative Officer

The Administrative Officer provides administrative and operational support to the Executive Committee and assists with the day-to-day administration of the South African Figure Skating Association. This role helps ensure the smooth and efficient operation of the Federation by coordinating administrative processes, maintaining records and supporting communication across all portfolios.

Enquiries relating to the following should be directed to the Administrative Officer:

- General administrative enquiries
- Day-to-day federation administration
- Assistance with forms, documentation and records
- Coordination of administrative processes
- Distribution and filing of official documentation
- General correspondence and administrative support
- Assistance to the Executive Committee and portfolio holders
- Administrative enquiries that do not fall within a specific portfolio
- General office administration and operational support

Administrative Officer

Kareema Leetz

secretary@safsa.org.za

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National PRO: G. Malan; National Development Officer: R. Thomson

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Development

The National Development Officer is responsible for the planning, coordination and growth of athlete, coach and technical official development within the South African Figure Skating Association. The role focuses on creating opportunities that strengthen the standard of figure skating across the country and support long-term athlete and coach progression.

Enquiries relating to the following should be directed to the National Development Officer:

- National athlete development programmes
- Coach education and development initiatives
- Local and international development camps and clinics
- ISU development programmes and opportunities
- Talent identification and athlete pathway programmes
- Development projects and regional initiatives
- Athlete and coach development resources
- General development enquiries

National Development Officer

Rosalind Thomson

ndo@safsa.org.za

Marketing, Public Relations and Social Media

The National Public Relations Officer is responsible for promoting the South African Figure Skating Association, enhancing its public image, and managing national communications across all platforms. This portfolio ensures consistent messaging, celebrates the achievements of the skating community, and supports the promotion of the sport to members, media, sponsors and the public.

Enquiries relating to the following should be directed to the National Public Relations Officer:

- Media enquiries and interview requests
- Marketing and promotional campaigns
- Public relations and corporate communications
- National website content and updates
- Social media content and management
- News articles, press releases and media coverage
- Event publicity and promotional materials
- Branding and communication guidelines
- Sponsorship promotion and partner recognition
- Photography, videography and multimedia content
- General communications enquiries

National Public Relations Officer

Gloria Malan

npro@safsa.org.za

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Summary of Contact Details

- President: Christo Viljoen – president@safsa.org.za
- National Deputy President: Enzo D'Agguano – dpresident@safsa.org.za
- Treasurer: John Falconer – treasurer@safsa.org.za
- Secretary: Ann-Elize Petersen – secretariat@safsa.org.za
- Administrative Officer: Kareema Leetz – secretary@safsa.org.za
- National Development Officer: Rosalind Thomson – ndo@safsa.org.za
- National Public Relations Officer: Gloria Malan – npro@safsa.org.za

We kindly ask all members to submit their enquiries to the relevant office bearer responsible for that portfolio. Doing so will help streamline communication, reduce unnecessary delays, and ensure that matters are being handled by the appropriate Executive Committee member.

Thank you for your cooperation and support in helping us improve communication across the federation.

Gloria Malan