

SECTION 9: ADMINISTRATIVE & FINANCIAL REGULATIONS

1. Retention of Records

The following records must be retained at both National and Provincial level for the periods indicated:

- 1.1. Original Minutes of Meetings – **5 Years**
- 1.2. Account Books (Cash Book, Ledger, and Journal) – **5 years**
- 1.3. Annual Audited Financial Statements – **5 years**
- 1.4. Vouchers supporting Account Book entries – **5 years**
- 1.5. Copies of any Permission or Special Permission granted in terms of the Non-profit Organisation Act, No. 71 of 1997 (as amended) – **5 years**
- 1.6. Membership Forms –
Provided that an Annual Membership List is retained for **5 years**, Membership Forms need only be retained for current members.
- 1.7. Test Forms –
Test forms need to be retained at Provincial level for **two (2) years**.
- 1.8. Competition Protocols –
Retention of protocols is at the **discretion** of the Executive at National level and the Provinces at Provincial level.
- 1.9. Correspondence –
At the discretion of the Executive at National level and the Provinces at Provincial level, but for **no less than three (3) years**.

2. Payments, Fees, Refunds and Financial Responsibilities

2.1. General Principles

- 2.1.1. All fees, payments, refunds, fines, and penalties payable to SAFSA, Provincial Associations, clubs, or organisers shall be administered transparently and in accordance with these Rules.
- 2.1.2. Participation in any SAFSA-sanctioned activity constitutes acceptance of the applicable financial obligations and refund conditions.
- 2.1.3. No entry, test, or participation shall be considered valid until full payment has been received, unless otherwise approved in writing by the relevant authority.
- 2.1.4. SAFSA may levy reasonable administrative charges to recover costs arising from withdrawals, amendments, late submissions, travel or accommodation changes, special administrative requests, or additional liaison with Local Organising Committees (LOCs), International Federations, or other third parties. Such charges shall be cost-reflective, non-punitive, approved by SAFSA Council, published in the applicable fees schedule, and applied consistently. No administrative charges shall apply to safeguarding, grievance, or disciplinary matters.

3. Entry Fees

- 3.1. Entry fees apply to all SAFSA-sanctioned competitions, events, and official activities where specified.
- 3.2. Entry fees shall be:
 - 3.2.1. Published in advance in official competition announcements; and
 - 3.2.2. Payable by the stated closing date.
 - 3.2.3. Late entries may be refused or accepted at the discretion of the organiser, and may be subject to additional fees.
 - 3.2.4. Entry fees are non-transferable between competitions, skaters, or events unless expressly approved in writing.

4. Test Fees

- 4.1. Test fees shall be payable for all SAFSA-recognised tests and assessments.
- 4.2. Test fees shall be determined and published by SAFSA or the relevant authority prior to the test date.
- 4.3. No test shall be taken unless the applicable test fee has been paid in full by the prescribed deadline.
- 4.4. Test results may be withheld where payment obligations have not been met.

5. SAFSA Administrative Charges

5.1. Guiding Principles for Administrative Charges

- 5.1.1. Administrative charges must:
 - 5.1.1.1. Reflect actual administrative, financial, or operational costs incurred
 - 5.1.1.2. Not be punitive in nature
 - 5.1.1.3. Be approved by SAFSA Council and reviewed annually
 - 5.1.1.4. Be clearly communicated in advance
 - 5.1.1.5. Be consistently applied
 - 5.1.1.6. Allow for exemption or waiver in exceptional circumstances (at SAFSA's discretion)

5.2. Categories of Permissible Administrative Charges

- 5.2.1. Travel and Accommodation Amendments (International & Domestic)
SAFSA may levy an Administrative Amendment Fee where changes are requested after official bookings or submissions have been made.
- 5.2.2. Chargeable events include:
 - 5.2.2.1. Flight changes initiated by athletes, coaches, team managers, or officials
 - 5.2.2.2. Accommodation changes (dates, rooms, occupants, extensions)
 - 5.2.2.3. Late arrival or early departure requests affecting group bookings
 - 5.2.2.4. Change of airline routing for non-medical reasons
- 5.2.3. Basis of charge:
 - 5.2.3.1. Actual airline or accommodation penalties **plus**
 - 5.2.3.2. A fixed SAFSA administration fee (per change request)

Note: Medical or force-majeure changes may be exempt where supporting documentation is provided.

5.3. Withdrawal from Competitions or Events

- 5.3.1. SAFSA may charge a **Withdrawal Administration Fee** where an individual or team withdraws from a competition after deadlines established by SAFSA, the ISU, or the LOC.
- 5.3.2. Applicable to:
 - 5.3.2.1. Late withdrawals after official entry submission
 - 5.3.2.2. Withdrawal requiring re-seeding, re-draws, or replacement procedures
 - 5.3.2.3. Withdrawal causing financial loss or administrative burden
- 5.3.3. Fee may cover:
 - 5.3.3.1. Entry fees forfeited to the LOC/ISU will be added to the Withdrawal Administration Fee
 - 5.3.3.2. SAFSA staff administrative time
 - 5.3.3.3. Documentation updates and notifications

5.4. LOC / ISU Liaison and Special Administrative Requests

- 5.4.1. A **Special Administrative Handling Fee** may be charged for requests that require SAFSA to engage directly with:
 - 5.4.1.1. Local Organising Committees (LOCs)
 - 5.4.1.2. ISU offices
 - 5.4.1.3. Host federations
 - 5.4.1.4. Event organisers

Examples:

- Requests to negotiate exceptions or concessions
- Travel confirmations outside standard processes
- Accreditation corrections due to late or incorrect submissions
- Custom letters (visas, immigration, embassies) beyond standard service

5.5. Late or Incorrect Submissions

- 5.5.1. An **Late Processing Fee** may be applied where SAFSA must intervene to correct or process:
 - 5.5.1.1. Late entries
 - 5.5.1.2. Incomplete documentation
 - 5.5.1.3. Incorrect personal details submitted
 - 5.5.1.4. Missed internal SAFSA deadlines that still fall within LOC/ISU deadlines

5.6. Emergency or After-Hours Administrative Requests

- 5.6.1. Where staff are required to work outside standard administrative timelines due to avoidable urgency, SAFSA may charge an **Emergency Processing Fee**.

Examples include:

- Last-minute changes due to oversight
- Urgent documentation requests
- Weekend or public-holiday processing

5.7. Re-Issuing or Amending Official Documents

- 5.7.1. Administrative charges may apply for:
 - 5.7.1.1. Duplicate letters of invitation
 - 5.7.1.2. Re-issued accreditation confirmations
 - 5.7.1.3. Corrected nomination letters

5.7.1.4. Replacement team documentation

5.8. Accreditation and Registration Corrections

5.8.1. An **Accreditation Amendment Fee** may be charged if:

- 5.8.1.1. Names, roles, or delegations change after submission
- 5.8.1.2. SAFSA must submit amended credentials to the LOC or ISU

5.9. Financial Administration Charges

5.9.1. These may include:

- 5.9.1.1. Returned payment handling
- 5.9.1.2. Incorrect EFT references requiring manual reconciliation
- 5.9.1.3. Late payment follow-up beyond published deadlines

5.10. Non-Chargeable Matters (Good Governance Protection)

5.10.1. Administrative fees **may not be charged** for:

- 5.10.1.1. Safeguarding reports or complaints
- 5.10.1.2. Grievance or disciplinary processes
- 5.10.1.3. Medical emergencies (with proof)
- 5.10.1.4. Force majeure events (with documentation)
- 5.10.1.5. SAFSA administrative errors

5.11. Transparency and Publication

5.11.1. All administrative charges must be published in:

- 5.11.1.1. SAFSA Fees ANNEXURE A
- 5.11.1.2. Event bulletins (where applicable)
- 5.11.1.3. Fees must be updated annually and approved by SAFSA Council
- 5.11.1.4. Members must be informed before charges are incurred where reasonably possible

5.12. Discretion and Waivers

5.12.1. SAFSA reserves the right to:

- 5.12.1.1. Reduce or waive administrative fees
- 5.12.1.2. Apply partial charges
- 5.12.1.3. Consider individual circumstances
- 5.12.1.4. Decisions to waive fees do not create precedent.

6. Refund Policies

6.1. Refunds shall only be considered where expressly permitted under the applicable competition, test, or event conditions.

6.2. Unless otherwise stated:

- 6.2.1. Entry and test fees are non-refundable after the official closing date;
- 6.2.2. Administrative and processing fees are non-refundable.

6.3. Refunds may be considered in exceptional circumstances, such as:

- 6.3.1. Verified medical withdrawal; or
- 6.3.2. Event cancellation by SAFSA or the organiser.

6.4. Any approved refund shall be processed in the manner and timeframe determined by SAFSA or the relevant organising body. Refer to the [SAFSA Standard Refund Policy](#)

7. Fines and Penalties

- 7.1. SAFSA reserves the right to impose fines or financial penalties for:
 - 7.1.1. Breaches of SAFSA Rules, policies, or regulations;
 - 7.1.2. Late withdrawals or no-shows where specified;
 - 7.1.3. Failure to comply with administrative or entry requirements.
- 7.2. Fines and penalties shall be:
 - 7.2.1. Communicated in writing;
 - 7.2.2. Payable within the stipulated timeframe; and
 - 7.2.3. Enforceable as a condition of continued participation or affiliation.
- 7.3. Failure to settle fines or penalties may result in:
 - 7.3.1. Suspension of competition or testing privileges;
 - 7.3.2. Withholding of results or accreditation; or
 - 7.3.3. Further disciplinary action.

8. Financial Responsibilities of Clubs and Skaters

- 8.1. Clubs are responsible for ensuring that:
 - 8.1.1. All required fees on behalf of their skaters or officials are paid timeously; and
 - 8.1.2. Financial obligations to SAFSA and Provincial Associations are met in full.
- 8.2. Skaters, or where applicable their parents or guardians, are responsible for:
 - 8.2.1. Payment of all entry fees, test fees, fines, and penalties applicable to the skater;
 - 8.2.2. Ensuring that payments are made by published deadlines.
- 8.3. Outstanding financial obligations may result in:
 - 8.3.1. Ineligibility to enter competitions or tests;
 - 8.3.2. Suspension of membership or participation rights; or
 - 8.3.3. Referral for administrative or disciplinary action.

9. Authority and Amendments

- 9.1. SAFSA Council retains authority over the interpretation and enforcement of these financial regulations.
- 9.2. These Rules may be amended from time to time to ensure effective financial governance and operational efficiency.

ANNEXURE A – FEES

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

ANNEXURE B – COMPETITION STREAMS & SECTIONS

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

ANNEXURE C – SECTION AGE & TIME REQUIREMENTS

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

ANNEXURE D – SKILLS & STAR TEST REQUIREMENTS (MEDAL & CERTIFICATE RECOGNITION)

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

ANNEXURE E – SECTION REQUIREMENTS & CTES SCORES

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

ANNEXURE F – JUDGES LIST

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
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ANNEXURE G – COACHES LIST

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
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ANNEXURE H – FEDERATION COLOURS AWARDS

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
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ANNEXURE I –

- Available on the Webpage:
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APPENDICE A – SINGLES & PAIRS MASTER SPREADSHEET

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
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APPENDICE B – SYNCRO MASTER SPREADSHEET

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APPENDICE C – COUPLES DANCE MASTER SPREADSHEET

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APPENDICE D – SOLO ICE DANCE MASTER SPREADSHEET

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APPENDICE E – MEDIA & COMMUNICATIONS GUIDELINE

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

APPENDIX F - GLOSSARY OF TERMS

- Available on the Webpage:
<https://safsa.org.za/governance-documents/>
- Download the applicable **ANNEXURE** by clicking on it

11. Appendices

Use appendices for material that changes often.

Examples:

Age calculation tables
Test summary charts
Competition level equivalency
Code of points references
SAFSA forms and templates
Glossary of technical terms