



# **SOUTH AFRICAN FIGURE SKATING ASSOCIATION**

**MEMBER OF THE:**

**INTERNATIONAL SKATING UNION  
SOUTH AFRICAN SPORTS CONFEDERATION AND OLYMPIC COMMITTEE**

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## **PROMOTION OF ACCESS TO INFORMATION MANUAL**

**AS REQUIRED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT NO. 2, 2000**

(Herein after referred to as “the Act”)

**THIS MANUAL CONTAINS INFORMATION REQUIRED TO REQUEST ACCESS TO  
THE RECORDS OF**

**THE SOUTH AFRICAN FIGURE SKATING ASSOCIATION**

(Herein after referred to as “SAFSA”)

**Registration no: 005-978 NPO**

***This Manual will also be available from the South African Human Rights  
Commission***

(The SAHRC is hereby acknowledged for their assistance in providing the template to compile the PAIA Manual.)

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## **PARTICULARS IN TERMS OF THE SECTION 51 PAIA MANUAL**

**1. Contact details [Section 51(1)(a)]**

**Head:** Mr VS D’Aguanno, President

**Postal address:**

South African Figure Skating Association, P O Box 60422, **TABLEVIEW**, 7441

**Street Address:**

Silver Oaks Estate, 15 Lazio Street, **PROTEA HEIGHTS**, 7560, Cape Town (by appointment and after work hours only)

**Telephone number:** +27 21 981 8387 (after hours only)

**Fax number:** +27 21 808 4206

**Email address:** [vsd@sun.ac.za](mailto:vsd@sun.ac.za)

## 2. The Section 10 Guide on how to use the Act [Section 51(1)(b)]

The South African Human Rights Commission has compiled a Guide in terms of Section 10 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA). It contains information required by a person wishing to exercise any right, contemplated by the PAIA. It is available in all official languages. The Guide is available for inspection, *inter alia*, at the offices of:

### The South African Human Rights Commission: PAIA Unit The Research and Documentation Department

#### Street address:

Braampark Forum 3, 33 Hoofd Street, Braamfontein

#### Postal address:

South African Human Rights Commission; PAIA Unit Private Bag 2700, Houghton, 2041

**Telephone number:** +27 11 877 3678

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**Email address:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 3. Records available in terms of any legislation [Section 51(1)(d)]

Legislation in terms of which records are held includes but is not limited to the following list:

1. Sport and Recreation Act 110 of 1998 (as amended)
2. Income Tax Act No. 95 of 1967

## 4. Access to the records held by the SAFSA [Section 51(1)(c) and 51(1)(e)]

(i) The latest notice regarding the categories of records of the SAFSA, which, are available without a person having to request access in terms of this Act in terms of [Section 51(1)(c)] most of which are available on the SAFSA website [www.safsa.org.za](http://www.safsa.org.za)

- About SAFSA
- Constitution
- Rule Books
- Communications
- Results
- Provincial Affiliates
- News
- Contact Information of Office Bearers and Provincial Affiliates
- Skating Skills Manual, Second Edition (2002)

(ii) Records that may be requested. A description of the subjects of the records held by the SAFSA and the categories in which these subjects are classed [Section 51(1)(e)]

CATEGORY	RECORDS
<b>Administration</b>	Organisation Registration documents
	Annual Report
	Minutes of Annual General Meetings
	Minutes of Council Meetings
	Minutes of Executive Committee meetings
	Minutes of the International Selections Committee Meetings
	Minutes of the National Judges Technical Committee Meetings
	Minutes of the National Technical Committee Meetings
	Disciplinary Records
	Membership List
<b>Financial Records</b>	Annual Audited Financial Statements
	Accounting Records
	Bank Statements

	Invoices
	Tax Returns

**(iii) The request procedures**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the SAFSA. This request must be made to the address, fax number or electronic mail address of the SAFSA concerned in terms of Section 53(1) of the Act.
- The requester must provide sufficient detail on the request form to enable the head of the SAFSA to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed in terms of Section 53(2)(a), (b) and (c) of the Act.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right in terms of Section 53(2)(d) of the Act.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the SAFSA in terms of Section 53(2)(d) of the Act.

**5. Fees**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The head of the SAFSA must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to the SAFSA is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the SAFSA has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. Details of these fees will be provided subsequent to the adjudication of the request if granted.

**6. Other information as may be prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**7. Availability of the manual [Section 51(3)]**

This manual is also available for inspection free of charge at the home of the President of SAFSA (by appointment and after work hours only). Copies are also available with the South African Human Rights Commission and on the following website: [www.safsa.org.za](http://www.safsa.org.za)