



## SOUTH AFRICAN EQUESTRIAN FEDERATION

NPO:071-702 VAT: 4700262068

**Postal Address:** P.O. Box 30617, Kyalami, 1684, South Africa

**Physical Address:** No 475 Popenfus drive, Beaulieu Country Estate, Kyalami, Johannesburg.

**Telephone:** +27 11 468 3236 Fax: +27 86 545 6558

**Email:** [admin@saef.org.za](mailto:admin@saef.org.za)



2 December 2016

To all Equestrians, Clubs, Show Holding Bodies and Officials,

### **SAEF Registration 2017**

Following the unanimous adoption of the new SAEF Constitution on Saturday, 12th November 2016, and to comply with the requirements of SASCOC, a new contract to supply a personalised software system to manage the SAEF has been agreed to, and the 2017 registration protocols have been established. This system will be going live during the course of the week 5 to 9 December 2016. The full system will be implemented in different phases.

- All Equestrian Clubs in the country must register with the SAEF on the new system and will be implemented in phases.
- All club members are to register on the system once the clubs have been loaded. No individual may participate in any SAEF equestrian sport without first belonging to a SAEF registered club, and then being registered as a club member on the SAEF system. This includes all officials, coaches and recreational riders.
- No club, individual member or Show Holding Body may participate in any Discipline Association event without being registered with the SAEF first.
- All Show Holding Bodies are required to be associated with a club and are also required to register on the SAEF system.

As the Club registration is to be done first, the SAEF Provincial Federations are in the process of accrediting the clubs and will enable them to be registered on the system as a priority. At this stage, existing club members as supplied by the clubs will also be loaded onto the club platform ready to be validated by the individual members. Detailed instructions for individual registration will be on the SAEF website as well as sent to the clubs for distribution.

The SAEF registration fee for 2017 for all adult equestrians will be R300 and R210 for all those who are under the age of 18 years on the 1st January 2017. At this stage all payments are to be done via EFT directly into the SAEF bank account. A payment gateway option will be available early in 2017.

In an attempt to be transparent detailed requirements for all the above registrations can be seen on page 2 of this letter.

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**President:** Andre Truter  
**Acting Vice President:** Willem Edeling  
**Secretary General:** Wessel Strauss  
**Finance:** Marika Pieterse  
**Transformation:** Brenda Wessels  
**Coopted member:** Sylvia Bruckener  
**Coopted member:** Eric Stoch

**CONSTITUENT MEMBERS:**  
All Discipline Associations, Associate Members and Athlete's commission.





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### Protocol for the Registering of Clubs with the SAEF.

To qualify for registration with the SAEF, a club is required to lodge the following documents with the District or Provincial President of the relevant Equestrian Federation or send to [clubs@saef.org.za](mailto:clubs@saef.org.za) :

- 5 or more members
- A signed constitution which is subordinate to the SAEF constitution
- Confirmation of a bank account
- Minute of last AGM or Founding AGM
- Names and contact details of the office bearers.

### Some points to take into consideration:

- Generally, a member of a club is only liable for subscriptions as required by the rules of the club.
- The club's *domicilium citandi et executandi*, will determine the club's geo-political district or province.
- A club may sign a Service Level Agreement with a Field of Play should it require such.
- A club may act as a Show Holding Body or contract with a Show Holding Body to run events on its behalf.
- Both Fields of Play and Show Holding Bodies which are not clubs need to register on the SAEF's management system under the auspices of a Club.

Once the Club has been verified by the Provincial Federation, it will be activated to be registered on the SAEF's management system. Should the club have existing members, their details may be loaded directly onto the system. Each of those members will be activated as SAEF members once they have paid their SAEF membership fees and reflect on the SAEF bank statement.

Once the club and the member have been registered on the SAEF management system, they will then be able to register with the Discipline Associations of their choice and compete in those disciplines.

Disciplines Associations should not seek any fee to register a Club or Show Holding Body.

A club will be given a three month's grace period to get its documentation submitted, during which time its athletes may register and compete, but during which time the Club will not be able to vote.

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There is no fee for a Club to be listed on the SAEF management system but an IT license fee of R500.00 per annum will be payable to have full functionality such as the management of its members, emailing facilities etc. This amount will be subsidised by the SAEF for all Clubs and Provincial Federations for 2017.

### PHASE 1 – IMMEDIATE IMPLEMENTATION PROCESS

1. All clubs will receive a template to complete for the initial data import into the software system
2. Once the club has been approved by SAEF and activated, the designated administrator will receive login details. This will enable them to view and managed their uploaded members.
3. The administrator will need to activate the members for them to receive their login details and validate their information.
4. Once members are active on system, they will be able to apply for SAEF membership.

Kind Regards

Wessel Strauss  
Secretary General

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