



1992-2016

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MISSION

To make a contribution towards Nation Building and Healing of our land, South Africa, and the Transformation of our Society, through the Development of Athletics, from Grassroots to the highest levels of Excellence

To	ASA Members
From	ASA Office
Date	30 November 2016
Subject	ASA License Registration Process
No pages	1 + 2017 License Form

ELECTRONIC TRANSMISSION

Dear ASA Members

Circular 62 of ASA 2016 – ASA LICENSE REGISTRATION PROCESS

The ASA License Registration process recently came under scrutiny, as an athlete needed a copy of the ASA License Registration Form, to be used during a legal process. The relevant province/club was not able to assist the athletes in providing such a copy. Likewise ASA are challenged in court by an Official, and ASA are left defenceless as the relevant club did not issue the Official with an ASA license.

It is therefore very important that in the wake of a new year, the ASA License Registration Process is reinforced by our members.

ASA is in process of presenting 2017 ASA Licences to ASA Provinces in January 2017. The ASA Provinces will in turn issue the ASA licences to the affiliated clubs.

In accordance with the ASA Constitution, clubs registered to the relevant Province are the only Constitutional Structure that can issue licenses to Athletes, Technical Officials, Coaches, and Administrators.

For governance reasons, all Members must complete a License Registration Form. This License Registration Form must be kept on record by the club for at least 5 years.

Copies (not originals) of the License Registration Form and/or a spreadsheet containing a list of all Members registered to a club are presented to the relevant ASA Province.

The ASA Province in turn provides ASA with a list of Members registered in their province, and ASA will constitute the ASA Province accordingly.

Lastly, ASA provided an electronic registration process to clubs and provinces. This electronic registration process however is for the use of the club to register the athlete electronically.

The club must still ensure that Members complete the ASA License Registration Form as the Members needs to sign the form and the club must keep record of it.

This signed document will be the only document that will be regarded as legal during any legal process.

Please find attached an ASA License Registration Form to be applied during the 2017 Athletics Season.

Your assistance in governing the licensing process will be highly appreciated.

Athletics greetings

Richard Stander
ASA ACEO
Not signed due to electronic sending