

## MINUTES

### COUNCIL MEETING OF CYCLING SOUTH AFRICA

**14<sup>th</sup> November 2015, 08h00 The Garden Court Hotel and Conference Centre OR Tambo International Airport**

1. Welcome:
  - A minute's silence was observed in memory of all those from our cycling family who have passed away this year.
  - WN opened the meeting and reiterated the importance of the Council by reading from point 12.1 of the constitution in which it is explained that the Council is the highest authority of Cycling SA and shall determine its policy, decide upon its budget and give directives to Exco. He stressed the need for all the regions to be present at the Council meetings in order to fully maximise their voice and help guide the organisation going forward.
2. Attendance: William Newman (WN), Hendrik Wagener (HW), Piet van Niekerk (PvN), Greg Stedman (GS), Corne Bence (CBe), Pieter Aucamp (PA), Derksen Olivier (DO), Yster Xatasi (YX), Rodrique Januarie (RJ), Brett Coates (BC), Johan Smith (JS), Mike Burns (MBu), Ansie de Jager (AdJ), Wynand Pretorius (WP), Etienne Joubert (EJ), Cecile Slabbert (CS), Mike Bradley (MBr), Gregory van Heerden (GvH), Mylene Paynter (MP).
3. Apologies: Theo Viljoen (TV), Heine de Jager (HdJ), Margot Gerber (MG), Craig Proctor-Parker (CPP), Lise Olivier (LO), Deon Steyn (DS), Marius Basson (MB), Bosseu Boshoff (BB), Mark Carroll (MC),
4. To read the notice convening the meeting:
  - GvH read the notice convening the meeting.
5. To read, confirm, amend or reject the Minutes of the previous Council Meeting:
  - WN confirmed that the minutes had been distributed timeously; he requested confirmation of the minutes from the floor.
  - PA proposed acceptance.
  - HW seconded the proposal.
  - The minutes were approved by the majority.
6. Matters arising from previous minutes:
7. WN requested the tabling of any matters arising. No matters were tabled for consideration. Consideration, adoption or rejection of the following Motions/Resolutions:

#### 7.1. Gauteng Cycling Association:

William Newman (President), Hendrik Wagener (Vice President), Financial Trustee (Vacant)

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**Management Committee:-** Johan Smith (Track), Brett Coates (MTB), Bosseu Boshoff (Road), Margot Gerber (BMX), Mike Burns (Para), Mark Carroll (Coaching), Ansie de Jager (Technical) Corné Bence (Recreation), Yster Xatasi (Youth, Transformation & Development), Pieter Aucamp (Disciplinary), Craig Proctor-Parker (Events Safety & Security), Lise Olivier (Women's Commission)

**Affiliated to:-** International Cycling Union (UCI) / African Continental Confederation (CAC) / South African Sport Confederation and Olympic Committee (SASOC)

7.1.1.Motion: Any application for membership of CSA as well as licence applications must be approved by a Cycling club duly constituted and recognised by a Regional and/or Provincial Association and such applicant must be a member of such club.

- WN requested input from the floor. The discussions resulted in the following action points;
  - ❖ The establishment of a commission to investigate membership and licencing with the aim of determining the viability of a one licence system for implementation in the 2017 season.
  - ❖ The proposal to form the commission was approved by the majority of members present.
  - ❖ The commission to consist of the following members; PvN, GS, BC, CS, MBr.
  - ❖ PvN requested that the commission be provided with a mandate in writing clearly setting out its powers and functions as sanctioned by Exco.
  - ❖ WN requested that the Office and PvN attend to this.

7.1.2.Motion: CSA should not be entitled to deduct VAT and a so-called “5% handling fee” on fees (such as provincial levies) collected by CSA on behalf of provinces;

- WN requested input from the floor.
- MBr explained that CSA’s NPO registration was pending and once received would result in VAT charges falling away.
- PvN suggested that the VAT issue be put on ice pending the NPO registration.
- With regards to the 5% handling fee discussion resulted in the following action point;
  - ❖ The 5% handling fee charged by CSA to offset fees resulting from collecting funds on behalf of Provinces would remain in place.
  - ❖ However Provincial bodies that collect funds on behalf of CSA would now be allowed to charge 5% handling fee on the CSA portion of the funds collected.
  - ❖ The proposal was approved by the Majority of members present.

7.1.3.Motion: CSA must clarify the allocation of MTB colours to non-licensed riders;

- WN requested input from the floor.
- After various contributions from the members the following was confirmed;
  - ❖ That Provincial colours can only be awarded to fully licensed riders and that all Provincial colour applications must be submitted to the relevant Provincial Sports Councils for ratification prior to issuing.
  - ❖ All members present approved the proposal.

7.1.4.Motion: CSA to implement a system to validate day licences.

- This motion was referred to the commission established in 7.1.1 for inclusion into their investigation into licencing and membership.

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## 7.2. William Newman:

### 7.2.1. Revision of policy disallowing Cycling South Africa to own equipment.

- WN explained that it was at times necessary for the Federation to acquire equipment especially that needed by our athletes to enable them to prepare and compete optimally.
- MBr explained the difficulty in auditing the Federations equipment as it was often spread out across the country making it difficult for our Auditors to verify the presence/state of the equipment without us incurring large costs.
- PvN suggested placing all the Federations assets in a Trust.
- GS requested clarity on which person in the organisation would be tasked with determining if equipment could be purchased or not.
- General consensus was that this should be overseen by the Financial Trustee.
  - ❖ The motion to allow the purchasing of equipment was in principle passed by the Majority of members present.
  - ❖ A commission to be formed consisting of PvN and PA to review the procurement policy and finalise the re-wording of the relevant policy.

### 7.2.2.1. A racing licence is required to participate in any provincial championship

- The general consensus of the members present was that forcing all riders to have a racing licence in order to participate in Provincial championships would have serious negative implications for racing, and result in very small numbers of riders at the events.
- PvN suggested that this motion be put on ice pending the outcome of the commission's investigation into membership as tabled in point 7.1.1 as it pertained to licencing and membership.
- The meeting agreed.

### 7.2.3.2. Full individual Cycling SA membership fees will be due to Cycling SA, with no portion given to Provinces

- In the discussion on this point it was suggested that instead of a portion of the CSA membership fee reverting back to the Province on top of their membership fee that the Provinces rather standardise their fee to their members this would be far easier to administer and would result in faster payments from CSA. There was a general consensus around this from the members.
- PA requested that this request be taken back by the Provinces to their committees for deliberation and for a decision to be provided by the 23<sup>rd</sup> November 2015. The suggested Provincial fee to be standardised at R50
- WN agreed to withdraw the tabled motion pending the outcome of the standardised fee.
- The majority of the members present approved the course of action above.

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7.2.4.3. Each provincial affiliate shall pay an annual membership contribution to Cycling SA. The initial fee will be R2 000.00 which will be reviewed annually.

- MBr confirmed that CSA is charging an annual membership fee to the provincial affiliates.
- WN requested that the Office establish whether this was embedded in the constitution and if not to action it's inclusion with the Constitution committee.

7.2.5.4. The suspension of a member which has failed to pay its contribution shall be placed on the agenda of the next Council meeting.

- This point follows on from 7.2.4.3 and the office to ensure that it is in the constitution.

7.3. South African Cycling Association request to meet in order to formalise the following:

7.3.1. The recognition of the historical role the South African Cycling Association occupied in the South African and international cycling context.

7.3.2. Awarding of Springbok colours to SACA cyclists and officials.

7.3.3. Track Cycling infrastructure and future thereof.

7.3.4. Remarks and references sited on your official CSA website.

7.3.5. Transformation or the lack thereof in cycling as perceived by the remaining executive members of the SACA.

- The representatives of SACA were not present at the meeting, however an email was sent to the Office and read out to the meeting by GvH (see letter attached) the crux of the letter being the following request:  
*That you mandate the executive of your organization to meet with us at your offices in Cape Town at a date and time mutually agreed upon.*
- WN requested that CSA acknowledge their request and added that a meeting of this nature would be worthwhile and allow for the issues tabled to be discussed and begin the process of recognition of the role that SACA played in cycling in the past.
- WN suggested that due to financial constraints it would not be feasible to arrange for the whole of Exco to attend a meeting in Cape Town, therefore the following delegation was suggested; WN, YX, HW, MP, GvH, CBe.
- This proposal was carried by the Majority.

7.4. Western Cape Technical Committee:

7.4.1. UCI rule 1.1.010 section 1.7 Organisers License - No action can be taken against any race organiser until they are licensed.

- After discussion the general consensus was that all event organisers who wish to have their races sanctioned must be in possession of a CSA Event Organiser's licence. This ruling is currently in place but is yet to be implemented.
  - ❖ MBr to ensure that CSAMS has the capacity to issue the licence and that all the necessary terms and conditions are clearly available.

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- ❖ GS requested that a one page summary of the regulations, terms and conditions and reasons for the implementation of the EO licence be sent out to all Provinces and Event organisers.
- ❖ Once everything is in place the Office to ensure that all race sanctioning is conditional on presentation of the EO Licence.

7.4.2. UCI rule 1.2.019 Unsanctioned Races - No fully licensed rider may ride a race that is not on the calendar, if this rule is enforced then race organisers will put there events on the calendar as they make use of our top riders for publicity of their events.

- WN indicated that this motion may stem from the current issue in the Western Cape in regards to PPA “fun” rides which due to the lack of official league races have become more race like. As per the PPA agreement events with a racing section require sanctioning and these “fun” rides were occurring in a grey area.
- MBr added that in recent “fun” rides there had been a lot of pressure from our elite riders requesting that the event be sanctioned in order for the racing to be safer.
- WN requested that the PPA agreement be re-visited in order to ensure that the spirit of the agreement was being adhered to with special attention to the definition of “racing” and “fun ride”
- WP requested that the Technical commission look into this and provide the necessary definitions.
- PA added that the Legal committee be consulted to go over the PPA agreement as well as the definitions to ensure clarity and compliance.
- The following action points stem from the discussion above:
  - ❖ More information on the rules regarding participation in unsanctioned events must be made available to our licensed riders enabling them to exert the necessary pressure on Event Organisers to sanction their events.
  - ❖ Technical commission to review the rules and regulations and provide a clear definition of what constitutes a race and what is a fun ride.
  - ❖ PvN to review the PPA agreement, and the definitions provided by the Technical commission.

The points above were approved by the majority of members present.

7.4.3. The SA cycling rule book must be revised for Road and Track as it contradicts itself as well as the UCI Rules.

- WP indicated that the Technical commission had requested input on this from Mr Craig Hawtrey.
  - ❖ WN requested that the Technical commission contact Mr Hawtrey and make the necessary amendments.
- This course of action was approved by the majority of members present.

7.4.4. A separate section in the rule book must be drawn up for Schools cycling as they do not fall under the UCI rules, they should have their own rules.

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- MBr reiterated that SASC has a comprehensive set of rules and regulations.
  - ❖ WN requested that the Technical commission add the SASC rules to the current rule set.
- This course of action was approved by the majority of members present.

8. Consideration, adoption or rejection of the Budget for 2016:

- MBr presented the Budget for 2016
- PvN complimented MBr on the excellent work that he has done with regards to the finances and in the compilation of the budget, and that the direction taken strengthened the need for a one licence system.
- GS added that MBr had created a good value proposition and now this needed to be taken to the market place.
- JS suggested that going forward we should consider increasing the price of our membership fee as it was still very low.
- WN requested that a strategy for the roll out of the marketing of our value proposition be developed in order to grow membership.
- GS suggested that CSA have a presence at all major events in South Africa as well as providing training to the marketing staff employed to drive membership at events, clubs etc.
- PA noted that the brochures for the loyalty card still had the old membership fee of R120 on them, and requested that information be made available explaining that the new membership fee was R150 to avoid confusion and potential unhappiness.
  - ❖ MBr to formulate a marketing plan for implementation at events etc. to drive membership.
- WN requested the adoption of the budget for 2016 as presented by MBr
- Proposed by CB
- Seconded by BC
- The Budget was approved by the majority of the members present.

9. Closing:

- WN thanked all the members for their time and input and closed the Council meeting at 10h30.



23/11/2015

Mr William Newman President Cycling South Africa

Date Approved

William Newman (President), Hendrik Wagener (Vice President), Financial Trustee (Vacant)

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