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SURFING SOUTH AFRICA | EVENT SANCTIONING POLICY

Policy Owner: Surfing South Africa
Effective Date: 1 August 2026

Approval Authority: Board of Directors
Review Date: 1 August 2028

1. PURPOSE

The purpose of this Event Sanctioning Policy ("Policy") is to establish a clear, consistent and transparent framework for the sanctioning of surfing competitions and events by Surfing South Africa ("SSA").

The Policy defines:

- a) the meaning and scope of SSA sanctioning;
- b) the minimum requirements applicable to an SSA-sanctioned event;
- c) the respective responsibilities of SSA and an Event Organiser;
- d) the governance, safety, safeguarding and incident-reporting requirements applicable to sanctioned events;
- e) the circumstances in which SSA may impose conditions upon, suspend, withdraw or decline sanctioning;
- f) the information that may reasonably be required by SSA in connection with a sanctioned event.

This Policy is intended to support the safe, fair, professional and responsible delivery of surfing events in South Africa while recognising the independence and respective responsibilities of SSA and third-party Event Organisers.

2. STATUS OF SURFING SOUTH AFRICA

Surfing South Africa is the recognised National Federation and governing body for the sport of surfing in South Africa.

SSA is a member of the South African Sports Confederation and Olympic Committee (SASCOC), the African Surfing Confederation (ASC) and the International Surfing Association (ISA). Surfing South Africa is recognized by the Department of Sport, Arts and Culture (DSAC) as the governing federation for the sport of surfing in South Africa.

SSA is responsible for the governance and development of surfing within its jurisdiction and performs its functions in accordance with its Constitution, policies, rules and regulations and the applicable South African sporting framework.

SSA may sanction surfing competitions and events conducted by SSA itself, its recognised structures, affiliated bodies or independent third-party Event Organisers.





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3. APPLICATION OF THIS POLICY

This Policy applies to any surfing competition or event for which formal sanctioning by SSA is required or requested.

This may include, but is not limited to:

- a) professional surfing competitions;
- b) international surfing competitions conducted in South Africa;
- c) national and regional competitions;
- d) events conducted by private or commercial Event Organisers;
- e) events operated by international surfing organisations or rights holders;
- f) SSA national events;
- g) events conducted by SSA-affiliated structures; and
- h) any other surfing competition or event which SSA determines requires formal sanctioning.

Additional or event-specific requirements may be agreed between SSA and an Event Organiser in writing.

4. DEFINITION OF SANCTIONING

For purposes of this Policy, "sanctioning" means the formal recognition and approval by SSA of a surfing competition or event conducted within South Africa.

SSA sanctioning confirms that, based on the information provided to SSA, the event has met or agreed to comply with the applicable requirements established by SSA for recognition as an SSA-sanctioned event.

Sanctioning does not mean that SSA assumes responsibility for the internal corporate, employment, commercial or operational affairs of an independent Event Organiser.

Unless otherwise expressly agreed in writing, sanctioning does not constitute a partnership, joint venture, employment relationship, agency relationship or transfer of legal responsibility between SSA and the Event Organiser.

Each organisation remains responsible for its own personnel, contractors, internal governance, statutory obligations, commercial activities and legal compliance, except where responsibility has been expressly allocated differently under a written event-specific agreement.

Sanctioning is event-specific. It must not be interpreted as blanket approval for future events, future funding applications or future commercial partnerships unless separately approved by Surfing South Africa.



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5. APPLICATION FOR SANCTIONING

An Event Organiser seeking SSA sanctioning must submit an application within the timeframe determined by SSA. The application should include, where applicable:

- a) the official name of the event;
- b) proposed event dates;
- c) proposed venue or location;
- d) details of the Event Organiser;
- e) the primary responsible person and contact details;
- f) event classification and competition level;
- g) competition divisions;
- h) anticipated number of competitors;
- i) competition format and applicable competition rules;
- j) details of the Contest Director or equivalent senior event official;
- k) details of the Head Judge or equivalent senior technical official;
- l) information relating to water safety and emergency response;
- m) confirmation of appropriate insurance;
- n) confirmation that applicable permits and statutory approvals will be obtained;
- o) any sanctioning fee applicable to the event; and
- p) any additional information reasonably required by SSA for the purpose of considering the sanctioning application.
- q) confirmation of all commercial partners, title sponsors and funding applications where Surfing South Africa's name, logo or status as the recognised National Federation has been referenced or will be referenced.

5.1 Pre-Approval of Future Events

No Event Organiser may publicly announce, advertise, market, seek sponsorship, seek commercial partnerships, seek funding, approach any sponsor, commercial partner, municipality, government department, public entity, funding agency, venue owner or other third party, issue media releases, publish social media content, or otherwise represent that a future event is sanctioned by, endorsed by, jointly presented with, supported by or affiliated with Surfing South Africa until written sanctioning approval has been granted by SSA for that specific event.

An application for sanctioning, preliminary discussions with SSA, or sanctioning granted for previous events shall not be interpreted as approval to make such representations.

Any unauthorised representation may be considered by SSA when determining whether to approve, condition, suspend or decline sanctioning of the event.

SSA may approve the application, approve it subject to conditions, request further information or decline the application. Sanctioning must be confirmed by SSA in writing.



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6. REPRESENTATION OF SANCTIONING, PARTNERSHIPS AND FUNDING

No Event Organiser may represent to any sponsor, commercial partner, municipality, government department, public entity, funding agency, venue owner or other third party that:

- an event is sanctioned by Surfing South Africa;
- an event is endorsed by Surfing South Africa;
- an event is being delivered in partnership with Surfing South Africa;
- Surfing South Africa supports or has approved an event;
- funding is being sought on behalf of or jointly with Surfing South Africa;

unless:

- a) SSA has been consulted;
- b) SSA has provided written approval; and
- c) where applicable, formal sanctioning has been granted.

An application for sanctioning does not constitute approval to represent an event as sanctioned by SSA.

The use of SSA's name, reputation or status as the recognised National Federation for the purpose of securing sponsorship, funding or commercial partnerships without SSA's prior written approval may constitute grounds for refusal, suspension or withdrawal of sanctioning.

7. RESPECTIVE RESPONSIBILITIES

7.1 SSA Responsibilities

Subject to the nature of the event and any event-specific agreement, SSA may be responsible for:

- a) granting formal sanctioning;
- b) establishing the minimum requirements applicable to sanctioned events;
- c) approving or recognising competition rules where required;
- d) confirming membership or eligibility requirements where applicable;
- e) exercising disciplinary jurisdiction over persons subject to SSA's authority;
- f) administering safeguarding obligations falling within SSA's jurisdiction;
- g) considering serious incidents that may require action under SSA's Constitution, policies, Codes of Conduct or disciplinary procedures;
- h) providing technical officials where expressly agreed; and
- i) monitoring compliance with the conditions of sanctioning.

7.2 Event Organiser Responsibilities

Unless otherwise agreed in writing, the Event Organiser is responsible for:

- a) planning and delivering the event;
- b) obtaining required permits and approvals;
- c) ensuring appropriate public liability and event-related insurance;
- d) ensuring adequate water safety, medical and emergency response arrangements;
- e) ensuring the venue is suitable for the proposed event;
- f) managing its own employees, contractors, volunteers and service providers;
- g) complying with applicable laws and regulations;
- h) complying with applicable safeguarding obligations;
- i) managing operational risks associated with the event;
- j) complying with applicable competition and technical requirements; and
- k) notifying SSA of serious incidents in accordance with this Policy.



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8. ORGANISATIONAL INDEPENDENCE AND INTERNAL GOVERNANCE

SSA and independent Event Organisers remain separate organisations with their own governance structures and areas of accountability.

Each organisation is independently responsible for:

- a) appointing and managing its employees;
- b) appointing and managing its contractors and service providers;
- c) employment contracts;
- d) remuneration;
- e) human resources matters;
- f) statutory employment obligations;
- g) internal corporate governance; and
- h) internal policies and procedures.

Neither SSA nor an Event Organiser is ordinarily entitled, solely by virtue of an event being sanctioned, to inspect or demand copies of the other organisation's confidential employment contracts, personnel files, internal HR documentation or unrelated corporate records.

Where confirmation of compliance is reasonably necessary for the delivery, safety or legal compliance of a sanctioned event, either party may request reasonable confirmation that the relevant obligation has been met.

This provision does not prevent disclosure where required by law, court order, regulatory authority or an express written agreement between the parties.

9. COMPETITION RULES AND TECHNICAL STANDARDS

SSA-sanctioned events must be conducted in accordance with the competition rules recognised by SSA for the relevant event.

SSA may recognise the competition rules of an international federation, professional surfing organisation or other recognised competition authority for a specific sanctioned event.

Where an Event Organiser operates under its own recognised competition rules, those rules may govern the technical conduct of the competition.

The applicable competition rules must be identified before the event.



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10. OFFICIALS

The Event Organiser must ensure that suitably qualified and experienced officials are appointed for the event. Where SSA technical accreditation is required, officials must meet the applicable SSA requirements. Where an international or professional Event Organiser operates its own technical officiating system, SSA may recognise those officials for the purposes of the sanctioned event. SSA may request the names and roles of senior officials responsible for the event.

11. MEMBERSHIP AND PARTICIPANT ELIGIBILITY

Where SSA membership is required as a condition of participation in a sanctioned event, participants must hold valid SSA membership. Members participating in or working at SSA-sanctioned events remain subject to applicable SSA rules, Codes of Conduct and disciplinary requirements. Event-specific eligibility requirements may also apply.

12. INSURANCE

The Event Organiser must maintain appropriate insurance for the nature and scale of the event, including public liability insurance where applicable. SSA may require reasonable evidence or confirmation of insurance, including a certificate of insurance. Where SSA provides specific services or operational components at an event, the respective insurance responsibilities of the parties should be identified in the applicable agreement. Sanctioning by SSA does not, in itself, mean that an Event Organiser or its personnel are insured under SSA's insurance policies.

13. PERMITS AND STATUTORY APPROVALS

Unless otherwise agreed in writing, the Event Organiser is responsible for obtaining all permits, permissions and statutory approvals required to conduct the event.

These may include:

- a) municipal event permits;
 - b) beach or coastal permits;
 - c) environmental approvals;
 - d) landowner permissions;
 - e) safety approvals; and
 - f) any other regulatory approval applicable to the event.
- SSA may request confirmation that required permits or approvals have been obtained.



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14. HEALTH, SAFETY AND EMERGENCY MANAGEMENT

The Event Organiser must implement reasonable measures to protect the health and safety of participants, officials, staff, contractors, volunteers and spectators.

Appropriate arrangements should include, where relevant:

- a) water safety personnel;
- b) first aid and medical response;
- c) emergency evacuation procedures;
- d) emergency contact protocols;
- e) severe weather procedures;
- f) dangerous surf or ocean-condition procedures;
- g) incident management procedures; and
- h) coordination with emergency services where necessary.

The Contest Director, Event Director or appropriately authorised person must have authority to suspend or terminate competition where conditions present an unacceptable safety risk.

15. SAFEGUARDING

SSA is committed to providing a sporting environment that is safe and free from abuse, harassment, exploitation, bullying, discrimination and other forms of prohibited conduct.

SSA's applicable Safeguarding Policy and related requirements shall apply to persons subject to SSA's jurisdiction.

An Event Organiser must maintain appropriate safeguarding arrangements applicable to its event and personnel.

Where a safeguarding concern arises involving an SSA member, athlete, coach, official, volunteer or other person subject to SSA's jurisdiction, SSA must be notified as soon as reasonably practicable.

Nothing in this Policy prevents any person from reporting suspected criminal conduct directly to the South African Police Service or any other competent authority.



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16. SERIOUS INCIDENT REPORTING

The Event Organiser must notify SSA as soon as reasonably practicable of any Serious Incident occurring in connection with an SSA-sanctioned event where the incident may reasonably engage SSA's governance, safeguarding, disciplinary, safety or regulatory responsibilities.

A Serious Incident may include:

- a) alleged physical violence or assault;
- b) allegations of abuse;
- c) safeguarding concerns;
- d) sexual harassment or sexual misconduct;
- e) serious bullying, intimidation or harassment;
- f) serious misconduct involving an athlete, coach, official or other accredited person;
- g) serious injury or fatality;
- h) an incident requiring significant emergency service intervention;
- i) alleged criminal conduct occurring in connection with the event;
- j) serious discrimination;
- k) conduct that may result in disciplinary proceedings; or
- l) any other incident that may reasonably require consideration by SSA in the fulfilment of its governance responsibilities.

Initial notification should be provided promptly, even where an investigation has not yet been concluded.

The Event Organiser should subsequently provide SSA with sufficient factual information to enable SSA to determine whether any action is required within SSA's own jurisdiction.

This may include, where reasonably available and legally permissible:

- a) an incident report;
- b) a factual summary of the incident;
- c) identification of the persons involved;
- d) relevant witness statements;
- e) reports from event officials;
- f) confirmation of immediate action taken;
- g) confirmation of any safeguarding measures implemented;
- h) the outcome of any disciplinary or investigative process relevant to SSA's jurisdiction; and
- i) confirmation of any referral to police or other competent authorities.

SSA acknowledges that certain information may be confidential, subject to privacy protections or legally privileged.

Nothing in this Policy requires the disclosure of legally privileged communications or confidential legal advice.

Where full documentation cannot lawfully or appropriately be disclosed, the Event Organiser must use reasonable endeavours to provide SSA with sufficient information or an appropriate summary to enable SSA to fulfil its own governance obligations.

Referral of a matter to an Event Organiser's legal department does not, in itself, remove the obligation to provide SSA with appropriate updates regarding matters relevant to SSA's jurisdiction.



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17. DISCIPLINARY JURISDICTION

The sanctioning of an event does not automatically transfer disciplinary authority from one organisation to another.

An Event Organiser may exercise disciplinary jurisdiction under its own rules over persons subject to those rules.

SSA retains the right to consider disciplinary action against SSA members or other persons subject to SSA's Constitution, Codes of Conduct, rules or policies.

Where the same conduct may fall within the jurisdiction of both SSA and an Event Organiser, the parties should cooperate reasonably and share appropriate information, subject to applicable legal and confidentiality requirements.

Action taken by one organisation does not necessarily prevent the other organisation from considering whether separate action is required under its own rules.

18. INFORMATION SHARING AND CONFIDENTIALITY

SSA and the Event Organiser should cooperate and share information where reasonably necessary for:

- a) event safety;
- b) safeguarding;
- c) serious incident management;
- d) disciplinary proceedings;
- e) regulatory compliance;
- f) insurance matters;
- g) dispute resolution; or
- h) fulfilment of their respective responsibilities in relation to the sanctioned event.

Information must be handled responsibly and in accordance with applicable privacy and data protection requirements, including the Protection of Personal Information Act where applicable.

Requests for information should be proportionate to the purpose for which the information is required.

Sanctioning does not provide either party with an unrestricted right to access the confidential internal records of the other.



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19. BRANDING AND REPRESENTATION

An Event Organiser may only use SSA's name, logo or intellectual property with SSA's prior approval.

Where approved, an event may be described as:

"Sanctioned by Surfing South Africa"

or such other wording as approved by SSA.

SSA sanctioning must not be represented as SSA ownership, management or financial endorsement of the event unless this has been expressly agreed in writing.

No Event Organiser may represent, imply or state that an event is sanctioned by, endorsed by, jointly presented with or affiliated with Surfing South Africa except in accordance with this Policy and following written sanctioning approval from SSA.

20. SANCTIONING FEES AND EVENT FUNDING

SSA may charge an event sanctioning fee.

The applicable fee, payment terms and any additional charges must be communicated to the Event Organiser.

Where SSA provides additional services, personnel, equipment or technical support, these arrangements may be subject to separate fees or agreements.

Any ad hoc application for funding (for example, international surfing events) must be submitted to the Board of SSA in the year prior to the year that the event funding is being applied for. The SSA Board would require all the relevant detailed financial and other information and satisfy themselves that the ad hoc application warrants submission to the Department of Sport Arts and Culture (DSAC) and for the Minister's approval.

Furthermore, SSA and DSAC would require the applicant to follow the procedures as outlined in the Bidding and Hosting of International Sport and Recreational Events Regulations.

The official application for funding as well as the completed documentation as required by DSAC and the Minister of Sport Arts and Culture would need to be submitted by SSA, the recognized National Federation for the sport of surfing. The event would have to fall in the DSAC funding year in order for the application to be approved and financed by DSAC.



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21. CONDITIONS OF SANCTIONING

SSA may impose reasonable conditions upon sanctioning.

Conditions may relate to:

- a) safety;
- b) insurance;
- c) safeguarding;
- d) technical requirements;
- e) membership;
- f) officials;
- g) reporting;
- h) branding;
- i) compliance with applicable SSA policies; or
- j) other matters reasonably connected to the responsible sanctioning of the event.

22. SUSPENSION OR WITHDRAWAL OF SANCTIONING

SSA may suspend or withdraw sanctioning where:

- a) material information provided in the sanctioning application was false or misleading;
- b) the Event Organiser materially breaches the conditions of sanctioning;
- c) required insurance is not maintained;
- d) required permits or approvals are not obtained;
- e) there is a serious or unresolved safety concern;
- f) serious safeguarding requirements are not complied with;
- g) the Event Organiser fails, without reasonable justification, to report a Serious Incident;
- h) the Event Organiser refuses to provide information reasonably necessary for SSA to fulfil its governance obligations;
- i) continuation of the event presents a serious risk to participants or the sport; or
- j) there is another material breach of this Policy or the applicable Sanctioning Agreement; or
- k) the Event Organiser has knowingly represented an event as sanctioned by, endorsed by, conducted in partnership with, or otherwise supported by Surfing South Africa, or has sought sponsorship, funding, commercial support or governmental assistance using SSA's name, logo or recognised status as the recognised National Federation, without SSA's prior written approval.

Except in urgent safety, safeguarding or legal circumstances, SSA should provide the Event Organiser with reasonable notice of the concern and an opportunity to respond or remedy the breach before sanctioning is withdrawn.



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23. FUTURE SANCTIONING

Compliance with this Policy may be considered when SSA determines whether to sanction future events operated by the same Event Organiser.

SSA may impose additional conditions on future sanctioning where previous events have raised material safety, governance, safeguarding, disciplinary or compliance concerns.

24. DISPUTE RESOLUTION

Where a dispute arises regarding sanctioning, SSA and the Event Organiser should first attempt to resolve the matter through direct good-faith discussions between authorised representatives.

Where the matter cannot be resolved, it may be escalated to the Chief Executive, General Manager or equivalent senior representative of each organisation.

Any further dispute-resolution process may be determined by the applicable Sanctioning Agreement or other agreement between the parties.

25. POLICY INTERPRETATION

The SSA Board of Directors is the final authority regarding the interpretation of this Policy, subject to SSA's Constitution and applicable law.

The Board may delegate administration of the Policy to the SSA General Manager or another authorised representative.

26. REVIEW

This Policy will be reviewed periodically by SSA and may be amended by the Board of Directors.

Material amendments affecting existing sanctioned events should be communicated to affected Event Organisers.

Approved by the Surfing South Africa Board of Directors

Date: _____

Signed: _____

Name: _____

Capacity: _____



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SURFING SOUTH AFRICA (SSA) EVENT SANCTIONING AGREEMENT

This Event Sanctioning Agreement ("Agreement") is entered into between:

SURFING SOUTH AFRICA ("SSA")

and

EVENT ORGANISER: _____

Registration/Company Number (if applicable): _____

Registered/Business Address: _____

Authorised Representative: _____

Contact Number: _____

Email: _____

1. EVENT DETAILS

Event Name:	
Event Dates:	
Event Venue/Location:	
Event Classification:	
Competition Divisions:	
Estimated Number of Competitors:	
Contest/Event Director:	
Head Judge/Technical Lead:	
Applicable Competition Rules:	



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2. PURPOSE

The purpose of this Agreement is to record the terms upon which Surfing South Africa grants sanctioning to the Event identified above.

This Agreement must be read together with the Surfing South Africa Event Sanctioning Policy.

By signing this Agreement, the Event Organiser acknowledges that it has received, read and agrees to comply with the applicable requirements of the SSA Event Sanctioning Policy.

3. GRANT OF SANCTIONING

Subject to compliance with this Agreement and the SSA Event Sanctioning Policy, SSA grants sanctioning to the Event for the dates and venue specified above.

Sanctioning is limited to the Event identified in this Agreement and may not be transferred to another event, date or organiser without SSA's written approval.

4. STATUS OF THE PARTIES

SSA and the Event Organiser are independent organisations.

Nothing in this Agreement creates a partnership, joint venture, employment relationship or agency relationship between the parties unless expressly stated in a separate written agreement.

Each party remains responsible for its own internal governance, personnel, employees, contractors, financial obligations and statutory compliance.



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5. EVENT ORGANISER UNDERTAKINGS

The Event Organiser undertakes to:

- a) conduct the Event professionally and responsibly;
- b) comply with the applicable competition rules;
- c) comply with applicable laws and regulations;
- d) obtain all required permits and approvals;
- e) maintain appropriate event-related insurance;
- f) implement appropriate health, safety, medical and emergency arrangements;
- g) implement appropriate safeguarding measures;
- h) appoint suitably qualified and experienced officials;
- i) comply with the applicable conditions of SSA sanctioning;
- j) report Serious Incidents in accordance with the SSA Event Sanctioning Policy; and
- k) cooperate reasonably with SSA regarding matters falling within SSA's governance jurisdiction.

6. SSA UNDERTAKINGS

SSA undertakes to:

- a) confirm the Event's sanctioned status;
- b) administer the sanctioning process consistently and reasonably;
- c) respect the Event Organiser's operational and organisational independence;
- d) maintain the confidentiality of information received, subject to applicable legal and governance requirements;
- e) communicate material sanctioning concerns to the Event Organiser; and
- f) cooperate reasonably with the Event Organiser in matters relating to the sanctioned status of the Event.



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7. INTERNAL GOVERNANCE AND PERSONNEL

Each party is solely responsible for the employment, appointment, contracting, remuneration and management of its own personnel.

Neither party is required, solely as a consequence of this Agreement, to provide the other party with copies of individual employment contracts, personnel files, internal HR documentation or unrelated corporate compliance records.

Where information is reasonably necessary to confirm compliance with an obligation directly relevant to the Event, the relevant party may request reasonable confirmation that the obligation has been satisfied.

8. INSURANCE

The Event Organiser confirms that appropriate insurance will be maintained for the Event.

Public Liability Insurer: _____

Policy/Certificate Reference: _____

Period of Cover: _____

Evidence of insurance may be requested by SSA.

SSA sanctioning does not automatically extend SSA's insurance coverage to the Event Organiser or its personnel.

9. PERMITS

The Event Organiser confirms that it is responsible for obtaining the permits and approvals required to conduct the Event, unless otherwise agreed in writing.

Relevant Permit Authority: _____

Permit Reference (if available): _____



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10. SAFETY AND EMERGENCY MANAGEMENT

The Event Organiser confirms that appropriate arrangements will be in place for:

- ☐ Water safety
- ☐ First aid
- ☐ Medical response
- ☐ Emergency response
- ☐ Severe weather and dangerous ocean conditions
- ☐ Event suspension or evacuation where required

Responsible Safety Officer/Person: _____

Emergency Contact Number: _____

11. SAFEGUARDING

The Event Organiser acknowledges the importance of maintaining a sporting environment free from abuse, harassment, exploitation, bullying and other prohibited conduct.

The Event Organiser agrees to notify SSA as soon as reasonably practicable of safeguarding concerns involving persons who may fall within SSA's jurisdiction.

Each organisation retains responsibility for safeguarding matters falling within its own jurisdiction, while cooperating where responsibilities overlap.



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12. SERIOUS INCIDENT REPORTING

The Event Organiser must notify SSA as soon as reasonably practicable of any Serious Incident connected to the Event that may reasonably engage SSA's governance, safeguarding, disciplinary, safety or regulatory responsibilities.

Serious Incidents may include physical violence or assault, allegations of abuse, serious misconduct, safeguarding concerns, serious injury or fatality, alleged criminal conduct or other significant incidents identified in the SSA Event Sanctioning Policy.

Where an investigation is ongoing, the Event Organiser should provide an initial notification and reasonable updates.

The Event Organiser agrees to provide SSA with sufficient factual information, where legally permissible, to enable SSA to determine whether further action is required within SSA's jurisdiction.

Nothing in this Agreement requires either party to disclose legally privileged communications or confidential legal advice.

Where information cannot appropriately be disclosed in full, the parties will endeavour to agree upon an appropriate factual summary or alternative means of providing sufficient information for their respective governance purposes.

13. DISCIPLINARY MATTERS

Each party retains disciplinary authority over persons subject to its respective rules and jurisdiction.

Where an incident may fall within the jurisdiction of both organisations, the parties agree to cooperate reasonably, subject to applicable confidentiality, privacy and legal requirements.

Disciplinary action taken by one organisation does not automatically prevent the other organisation from considering separate action under its own rules.



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14. CONFIDENTIALITY AND INFORMATION SHARING

Information shared between the parties must be handled responsibly and used for the purpose for which it was provided.

Information sharing must be proportionate and subject to applicable privacy and data protection requirements.

Neither party has an unrestricted right to access the other's confidential internal records solely because the Event is sanctioned by SSA.

15. SSA BRANDING

The Event Organiser:

- ☐ May use the wording "Sanctioned by Surfing South Africa"
- ☐ May use the SSA logo subject to SSA brand approval
- ☐ May not use the SSA logo

Any approved use of SSA branding must not imply that SSA owns, operates or financially guarantees the Event unless expressly agreed in writing.

16. SANCTIONING FEE

Sanctioning Fee: R _____

Payment Due Date: _____

Additional Agreed Services: _____

Additional Fees: R _____



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17. EVENT-SPECIFIC RESPONSIBILITIES

The following responsibilities have been specifically agreed between the parties:

SSA Responsibilities:

Event Organiser Responsibilities:

Shared Responsibilities:

Where there is a conflict between these expressly agreed event-specific responsibilities and the general provisions of the SSA Event Sanctioning Policy, the written event-specific allocation of responsibility will apply to the extent of that conflict.

18. SUSPENSION OR WITHDRAWAL OF SANCTIONING

SSA may suspend or withdraw sanctioning in accordance with the SSA Event Sanctioning Policy.

Except where urgent safety, safeguarding or legal concerns require immediate action, SSA will provide the Event Organiser with reasonable notice of a material concern and an opportunity to respond or remedy the matter.



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19. LIABILITY

Each party remains responsible for its own acts and omissions and those of its personnel, employees, contractors and agents, subject to applicable law and any separate written agreement between the parties.

SSA's sanctioning of the Event does not constitute an assumption by SSA of responsibility for the Event Organiser's operational, commercial, employment or statutory obligations.

Any additional indemnity or liability arrangements applicable to the Event must be recorded separately in writing.

20. DISPUTE RESOLUTION

Any dispute arising from this Agreement should initially be addressed through good-faith discussions between the authorised representatives of SSA and the Event Organiser.

If the matter cannot be resolved, it will be escalated to the senior executive or authorised representative of each organisation.

The parties may thereafter agree upon an appropriate mediation, arbitration or other dispute-resolution process.

Nothing in this clause prevents either party from seeking urgent legal relief where necessary.

21. ENTIRE SANCTIONING AGREEMENT

This Agreement, together with the SSA Event Sanctioning Policy and any expressly incorporated event-specific agreement, constitutes the terms applicable to SSA's sanctioning of the Event.

Any amendment must be agreed in writing by authorised representatives of the parties.



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22. ACCEPTANCE

By signing below, the parties confirm that they understand and accept their respective responsibilities in relation to the sanctioned Event.

FOR SURFING SOUTH AFRICA

Name: _____

Capacity: _____

Signature: _____

Date: _____

FOR THE EVENT ORGANISER

Organisation: _____

Name: _____

Capacity: _____

Signature: _____

Date: _____



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EVENT SANCTIONING REQUIREMENTS CHECKLIST

This checklist summarises the minimum requirements applicable to events seeking sanctioning by Surfing South Africa ("SSA"). It should be read together with the SSA Event Sanctioning Policy and, where applicable, the Event Sanctioning Agreement.

SPONSORSHIP & EVENT REPRESENTATION

- ☐ SSA has approved any use of its name, logo or status as National Federation
- ☐ SSA has approved any representation that the event is an SSA partnership or jointly delivered event
- ☐ No sponsorship or funding proposals have represented the event as SSA sanctioned prior to SSA approval
- ☐ No public announcement, media release, advertising, website publication or social media communication has represented the event as SSA-sanctioned or affiliated with SSA prior to written sanctioning approval.
- ☐ No sponsorship proposal, funding application, commercial partnership proposal, public announcement, media release or social media communication has represented the event as sanctioned by, endorsed by or affiliated with SSA prior to written sanctioning approval.

BEFORE THE EVENT

Event Information

- ☐ Event name, dates and venue submitted to SSA
- ☐ Event Organiser and responsible contact person identified
- ☐ Event classification, divisions and competition format confirmed
- ☐ Applicable competition rules identified
- ☐ Contest/Event Director and senior technical officials identified

Permits and Compliance

- ☐ Required municipal, beach, coastal or other permits obtained or confirmed
- ☐ Applicable legal and statutory requirements addressed
- ☐ Event-specific conditions imposed by relevant authorities complied with

Insurance

- ☐ Appropriate public liability and event-related insurance in place
- ☐ Certificate or reasonable confirmation of insurance available to SSA on request

Safety and Emergency Planning

- ☐ Water safety arrangements confirmed
- ☐ First aid and medical response confirmed
- ☐ Emergency procedures in place
- ☐ Responsible safety contact identified
- ☐ Procedures in place for dangerous surf, severe weather and competition suspension

Safeguarding

- ☐ Appropriate safeguarding measures in place
- ☐ Relevant personnel aware of applicable safeguarding responsibilities
- ☐ Process in place to report safeguarding concerns or Serious Incidents

SSA Requirements

- ☐ SSA membership requirements confirmed, where applicable
- ☐ Technical or officiating requirements confirmed
- ☐ Applicable sanctioning fee agreed and paid or payment arrangements confirmed
- ☐ SSA sanctioning confirmed in writing
- ☐ Any conditions attached to SSA sanctioning have been acknowledged and accepted by the Event Organiser.



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DURING THE EVENT

- ☐ Event conducted in accordance with the approved or recognised competition rules
- ☐ Appropriate safety and medical arrangements maintained
- ☐ Applicable permits and insurance remain valid
- ☐ Serious incidents are reported to SSA as soon as reasonably practicable where they may engage SSA's governance, safeguarding, disciplinary or safety responsibilities

Serious Incidents may include:

- Physical violence or assault
- Abuse or safeguarding concerns
- Serious misconduct
- Serious injury or fatality
- Alleged criminal conduct
- Serious harassment, bullying or discrimination
- Incidents requiring significant emergency service or police intervention

AFTER A SERIOUS INCIDENT

Where applicable, the Event Organiser should provide SSA with sufficient information to enable SSA to determine whether further action is required within its own jurisdiction.

This may include:

- ☐ Factual incident report or incident summary
- ☐ Identification of persons involved
- ☐ Relevant official or witness reports
- ☐ Immediate action taken
- ☐ Safeguarding measures implemented
- ☐ Status or outcome of any investigation or disciplinary process
- ☐ Confirmation of any police or regulatory referral, where relevant

Legally privileged communications or confidential legal advice are not required to be disclosed.

Where full documentation cannot appropriately be provided, a sufficient factual summary or reasonable update should be supplied.



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ORGANISATIONAL BOUNDARIES

SSA sanctioning does not give either party unrestricted access to the other's internal governance, employment, HR or corporate records.

Each organisation remains responsible for its own:

- ☐ Employees and employment contracts
- ☐ Contractors and service providers
- ☐ Internal HR processes
- ☐ Remuneration arrangements
- ☐ Internal corporate governance
- ☐ Statutory employment compliance

Where confirmation is reasonably required for the safe or compliant delivery of the event, either party may request appropriate assurance that the relevant obligation has been met.

CORE PRINCIPLE

SSA sanctioning confirms that an event meets the requirements necessary for recognition as an SSA-sanctioned event. It does not transfer operational control, governance responsibility or legal accountability from one organisation to another.

Where responsibilities overlap—particularly in relation to safety, safeguarding, Serious Incidents, disciplinary matters and regulatory compliance—the parties are expected to cooperate and share appropriate information in accordance with the SSA Event Sanctioning Policy and, where applicable, the Event Sanctioning Agreement.

Event Organiser Declaration

☐ The Event Organiser confirms that the information provided to SSA in support of this sanctioning application is true, complete and accurate and that the Event will be conducted in accordance with the SSA Event Sanctioning Policy, the Event Sanctioning Agreement (where applicable), and any conditions imposed by SSA.

The Event Organiser further acknowledges that failure to comply with these requirements may result in the refusal, suspension or withdrawal of SSA sanctioning in accordance with the SSA Event Sanctioning Policy.

Event Name: _____

Event Date(s): _____

Event Organiser: _____

SSA Sanctioning Confirmed By: _____

Date: _____