



SAFSA WP

PRO-AM POLICY

POLCY ON PAYMENT OF COACHING FEES FOR PRO-AM COACHES

PURPOSE

This policy ensures transparency, accountability and professionalism in the financial transactions between Pro-Am coaches and their students. It safeguards the integrity of the coaching environment and aligns with best practices in financial management.

All Pro-Am coaches must receive formal approval from the Cape Peninsula Ice Skating Club (CPISC) before conducting any coaching activities. The CPISC reserves the right to assess each coach's qualifications, experiences and compliance with their policies to ensure alignment with the clubs coaching standards.

Coaching without prior CPISC authorisation is strictly prohibited.

POLICY STATEMENT

1. Payment Method

- All payments for lessons provided by a Pro-Am coach must be paid directly into the designated SAFSA WP Savings Account.
- Cash payments are strictly prohibited.

2. SAFSA WP Savings Account Requirement

- Each Pro-Am coach must maintain a SAFSA WP Savings Account to manage payments related to coaching services.
- This account ensures proper tracking and accountability for all financial transactions.
- All funds accumulated by the Pro-Am shall be used only for figure skating purposes (coaching fees, costumes, patch sessions, equipment and travel expenses)

3. Compliance

- Pro-Am coaches are responsible for informing their students about the approved payment methods.
- Pro-Am's must provide clear and accurate account details to facilitate payments.
- All Pro-Am coaches are responsible for invoicing their students and sending a copy of all invoices to the SAFSA WP accounting officer and their mentor coach.

- SAFSA WP Banking Account Details:

BANK:	ABSA
ACCOUNT NAME:	SAFSA WP
ACCOUNT:	Current Account
ACCOUNT NO:	4090536910
REFERENCE:	Pro-Am Name & Student Name e.g. Gian/M.Smith

4. Penalties for Non-Compliance

- Any Pro-Am coach found accepting cash payments for lessons will face immediate review by both the SAFSA WP and the CPISC.
- Depending on the severity of the breach, the coach may face penalties, including suspension or permanent revocation of their coaching status.

5. Reporting and Oversight

- Students, parents and/or guardians are encouraged to report any instances of cash payment requests to SAFSA WP.
- The SAFSA WP will conduct regular audits to ensure compliance with this policy.

IMPLEMENTATION

This policy takes effect immediately. All Pro-Am coaches must comply with the outlined procedures and update their payment processes accordingly.

ACKNOWLEDGEMENT

All Pro-Am coaches will be required to acknowledge and confirm that they have read, understood and agree to comply with this policy.

By enforcing this policy, SAFSA WP aims to maintain a fair, professional and transparent environment for all Coaches, Pro-Am's, their mentor coaches and the parents who pay for their services

This policy may be reviewed, amended and/or updated by the SAFSA WP Committee to align with the SAFSA National regulations and requirements.

SAFSA WP Committee

May 2025

