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UNIVERSITY SPORT SOUTH AFRICA

*P.O. Box 14734, HATFIELD, 0028
Tel: 012 341 7246 / Fax: 086 669 3056
e-mail: universitiesport@yebo.co.za*

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13 September 2012

**TO: USSA MEMBER INSTITUTIONS
USSA PROVINCIAL COMMITTEES
USSA NATIONAL STUDENT SPORT ASSOCIATIONS
USSA NEC MEMBERS**

USSA SPECIAL ELECTORAL COUNCIL MEETING

In terms of Article 8.1.2 of the USSA Constitution, notice is hereby given of a Special Electoral Council Meeting of University Sport South Africa (USSA) that will be held at the Convention Dynamics Conference Centre in Isando (near the OR Tambo Airport) on Saturday, 13 October 2012 commencing at 08:30. Registration will take place from 08:00 to 08:30 and the meeting is expected to last till 14:00. The main purpose of the meeting shall be to consider USSA's business plan for 2013 and to elect the National Executive Committee (NEC) of USSA for the next term of office.

Attached please find for your attention the proposed Agenda, Letter of Credence and NEC Nomination Form for the meeting as stipulated in Articles 8.1.1 and 8.2 of the USSA Constitution. Members should note that the attached Nomination Form makes provision for possible changes that might be made to the structure of the NEC at the Special General Meeting that will be held on Friday, 12 October 2012. Motions for Council and nominations for Office Bearers in the NEC, must be received in writing by the Secretary General of USSA **before 12:00 on Friday, 28 September 2012**. Nominations for the NEC with a brief Curriculum Vitae (maximum one page) of each person must be submitted on the attached Nomination Form signed by those members nominating them. Each nomination must be acknowledged by the nominee affixing his/her signature to the Nomination Form or confirmation thereof by means of a letter signifying his/her willingness to accept responsibility and office in the NEC for the term 2013 and 2014. The National Secretariat shall circulate all motions and names of persons nominated for the NEC to all members, provinces and student sport associations on Saturday, 29 September 2012.

Each member (affiliated institution) and each Council member (provincial committee and NSSA), must nominate two (2) representatives, one of whom shall be a bona fide student and one a full time sports administrator or official in the employment of a member institution, as their representatives at the meeting. The Letter of Credence with the names of representatives and observers, must reach the National Secretariat of USSA **before 16:00 on Monday, 1 October 2012**. Each member shall be responsible for the travel and accommodation arrangements (costs included) of their delegates to the meeting. Please do not hesitate to contact the Secretariat should you need any assistance in completing your forms.

Kind regards
Yours faithfully

Louis Nel
SECRETARY-GENERAL



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website: www.ussa.org.za / e-mail: universitiesport@yebo.co.za

A SPECIAL ELECTORAL COUNCIL MEETING OF USSA WILL BE HELD AT THE CONVENTION DYNAMICS CONFERENCE CENTRE, ISANDO (NEAR THE OR TAMBO AIRPORT) ON SATURDAY, 13 OCTOBER 2012 COMMENCING AT 08:30

AGENDA

- 1. WELCOME**
Chair – Dr Rendani Mulaudzi
- 2. ATTENDANCE REGISTER, APOLOGIES AND CREDENTIALS**
Secretary-General – Mr Louis Nel
- 3. MINUTES OF THE USSA COUNCIL MEETING HELD ON 1 OCTOBER 2011**
Secretary-General
- 4. MATTERS ARISING FROM THE MINUTES**
Chairperson
- 5. PRESIDENT'S ADDRESS**
President – Mr Makhosandile Majeke
- 6. NATIONAL UPDATE**
 - 6.1 USSA activity overview (Mr Louis Nel)
 - 6.2 USSA tournament reports (Mr Marc Mundell)
 - 6.3 USSA tournament rosters 2012 and 2013 (Mr Marc Mundell)
 - 6.4 Hosting of the inaugural World University Netball Championship (Ms Helene Botha)
 - 6.5 FASU Games 2012 (Dr Rendani Mulaudzi)
 - 6.6 Universiade 2013 (Dr Rendani Mulaudzi)
- 7. FINANCIAL MATTERS**
 - 7.1 Current financial position (Mr Louis Nel)
 - 7.2 National business plan, budget and tournament fees for 2013 (Ms Sanpat Coetzee)
- 8. AMENDMENTS TO THE USSA REGULATIONS**
Motions received by 28 September 2012
- 9. ELECTION OF THE NATIONAL EXECUTIVE COMMITTEE (NEC)**
Motion received by 28 September 2012: Due to current discussions regarding amendments to the USSA Constitution (including NEC portfolios) which will be finalised at the Special General Meeting of 12 October 2012, the NEC of USSA recommended that elections be postponed to early next year.

Current portfolios as per the USSA Constitution (Article 8.1.1)
 - 9.1 President
 - 9.2 Chairperson
 - 9.3 Vice-Chair
 - 9.4 Finance and Marketing Officer / Treasurer
 - 9.5 Five (5) Assessors / Members
- 10. CLOSING REMARKS**
Chairperson / President



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MINUTES OF THE 21st COUNCIL MEETING OF UNIVERSITY SPORT SOUTH AFRICA (USSA) HELD AT THE CSIR INTERNATIONAL CONVENTION CENTRE IN THE CITY OF TSHWANE, PRETORIA ON SATURDAY, 1 OCTOBER 2011 THAT COMMENCED AT 08:45

1. WELCOME

The Chairperson, Dr Rendani Mulaudzi welcomed all members, honorary members, guests and observers to the 21st Council meeting of USSA. He introduced members of the NEC and congratulated Mr Jerry Laka on his birthday and Mr Roger Adams on his promotion to Deputy Dean of Students at Rhodes University. He further congratulated Mr Mandla Gagayi on his appointment as Head of Sport at Rhodes University, Mr Marc Mundell on receiving his Masters' Degree in Human Movement Sciences, Team South Africa that returned from the Shenzhen 2011 Universiade with seven medals, and all those that celebrated their birthdays and/or memorable experiences since the AGM. The Chair acknowledged Messrs John Baxter (Wits) and John Donald (UCT) who will retire at the end of the year and thanked them for the roles they played in the administration of student sport.

The meeting expressed its condolences to those that lost loved ones since the AGM. Special mention was made of Mr John Wright (father), Mr Kobus van der Walt (father) and Dr Rendani Mulaudzi (father) after which members observed a moment of silence in respect of those that lost their lives in recent times.

2. ATTENDANCE REGISTER, APOLOGIES AND CREDENTIALS

The following members/persons signed the attendance register:

National Executive Committee

Mr Makhosandile Majeke	President
Dr Rendani Mulaudzi	Chairperson
Mr Jerry Laka	Vice-Chairperson
Mr Louis Nel	Secretary General
Mr Roger Adams	Assessor
Ms Lungiswa Nante	Assessor
Mr Andrew Matatu	Assessor

Honorary Members

Dr Malumbete Ralethe	Honorary Vice-President
Mr Steve Noi	Honorary Member

Member Institutions

Dr S Chalufu; Mr A Dreyden	Cape Peninsula University of Technology
Mr DJ O'Neill; Mr M Sekoai	Central University of Technology, Free State
Mr WM Mkhwanazi; Mr S Dlamini	Mangosuthu University of Technology
Mr K Mokgojoa; Ms C Muporutsa	Monash University South Africa
Dr R Stretch	Nelson Mandela Metropolitan University
Mr R Pivalizza; Mr T Tlholoe	North West University, Mafikeng Campus
Mr J Stoffberg; Mr B Maritz	North West University, Potchefstroom Campus
Mr M Gagayi; Ms C Ryan	Rhodes University
Mr S Noi; Mr T Sebolai	Tshwane University of Technology

Ms L Hall; Mr S Bishop	University Cape Town
Mr L Lange	University Fort Hare
Mr A Carter; Ms M Chaney	University Johannesburg
Mr A Ganie; Mr M Khumalo	University KwaZulu Natal
Mr JK Semono	University Limpopo, Medunsa Campus
Mr JS van der Walt; Mr K Haraseb	University Pretoria
Ms K Swart	University Stellenbosch
Mr F Mulaudzi; Mr K Montsha	University Venda
Ms I Groenewald; Mr S Made	University Western Cape
Mr M Henn; Mr B von Essen	University Witwatersrand
Mr C Hlatshwayo; Mr S Ntuli	University Zululand
Mr GB Koen	Vaal University of Technology
Mr B Siyongwana; Mr M Ntonta	Walter Sisulu University
Ms S Hill	Midrand Graduate Institute

Provincial Committees

Mr E Wyngaard; Mr S Sobekwa	USSA Western Cape
Mr S Thomas	USSA Eastern Cape
Mr M Mbatha	USSA KwaZulu Natal
Ms N Nkholise	USSA Free State
Mr R Pivalizza	USSA North West

National University Sport Associations

Ms N Nonqane; Mr S Dlamini	USSA Aerobics
Ms M Goosen	USSA Aquatics
Mr J Scholtz	USSA Badminton
Mr F Mamabolo	USSA Basketball
Mr B Mabuyane; Mr K Booi	USSA Boxing
Mr E Wyngaard	USSA Chess
Mr C Achilles	USSA Cricket
Mr J Masilo; Mr A Tshambua	USSA Dance Sport
Mr V Bafo	USSA Darts
Mr M Sobekwa	USSA Football
Mr F van der Watt; Ms E le Roux	USSA Hockey
Mr A Fumba; Mr YM Dalasile	USSA Karate
Ms M Goosen	USSA Netball
Ms C Bignaut; Ms T Rolando	USSA Rowing
Ms N Nongauza	USSA Softball
Mr D Talma	USSA Sports Climbing
Mr RA Louw	USSA Squash
Mr T Manamela	USSA Supa-Pool
Mr S Sebueng	USSA Table Tennis
Ms M Chaney	USSA Tennis
Mr M Dlamini	USSA Volleyball

USSA Staff Members

Mr Marc Mundell	Sports Administrator
Ms Nomcebo Ngema	Administrative Assistant

Observers

Ms I Mohasoa	University South Africa
Mr B Nontshinga	Walter Sisulu University
Mr S Sibiyia	Walter Sisulu University
Mr T Jaxa	Walter Sisulu University
Ms Y Ntongana	Walter Sisulu University

Apologies

Ms Sanpat Coetzee	USSA NEC Finance & Marketing Officer
Ms Helene Botha	USSA NEC Assessor
Mr Star Hlongwane	USSA NEC Assessor
Mr Malesela Maleka	Honorary Vice-President
Mr Kenny Rinqest	Honorary Member
Mr Chaka Croukamp	Honorary Member
Mr Size Vardhan	Durban University of Technology
Mr Sean McCallaghan	North West University, Vaal Campus
Mr F Schwalb	University of Stellenbosch
Ms Carole Adam	Independent Institute of Education
Mr Jerome Walters	USSA Athletics
Mr Chris Muller	USSA Canoeing
Mr Etienne Joubert	USSA Cycling
Ms Estelle Labuschagne	USSA Gymnastics
Mr Kenny Rinqest	USSA Judo
Mr Mervyn Taylor	USSA Rugby
Mr Hugo Loubser	USSA Surfing
Ms Sibongile Maswangane	USSA Taekwondo
Ms Janine de Kock	USSA Tennis

The Secretary-General, Mr Louis Nel reported that the meeting was properly constituted.

3. MINUTES OF THE COUNCIL & SGM HELD ON 2 OCTOBER 2010

The Secretary-General referred to the minutes of the previous meeting held on 2nd October 2010. Council approved the minutes after NWU Potchefstroom, seconded by WSU moved for the adoption of the minutes following grammatical corrections made on pages 5 and 6.

4. MATTERS ARISING FROM THE MINUTES

The Chairperson reported that all matters arising from the minutes will be covered under item 6, national update.

5. PRESIDENT'S ADDRESS

The President, Mr Makhosandile Majeke said that this Council meeting marks a year since the NEC has been elected into office. It is a time to reflect on how far this leadership has taken the Organisation over the past year. He said that it is important that members should guide the NEC and provide direction to where the Organisation must go. He assured members that the mandate that was given to the NEC will not be compromised.

The President said that relations were established with the Ministers of Higher Education & Training as well as Sport & Recreation South Africa (SRSA). The Minister of SRSA attended the send-off dinner of the USSA teams that participated at the Shenzhen 2011 Universiade. Mr Majeke added that relations with SASCOC have also been strengthened with the formation of a Task Team that will prepare a Memorandum of Understanding (MOU) between the two structures. The MOU shall also aim to formalise relations between NUSAs and National Federations that will ensure stability and growth in sport. He said that relations with FISU, FASU and CUCSA remained healthy and thanked the USSA members who are performing important functions within these structures.

Mr Majeke said that members should take note of important issues that will be discussed at the National Sports Indaba. USSA should aim to have as much participation in the Indaba as possible. He called on members to influence discussions that will ensure that sport is taken serious by National Government. Sport should not continue to be a 'by the way factor' in South Africa. The Sports Indaba will critically analyse sport and work toward the creation of a national sports plan.

The President said that there has been a huge debate around ASEM which emanated from inside USSA. He said that the creation of a Varsity Sports model was flawed from the beginning with a number of issues pertaining USSA's jurisdiction. The divide and rule tactic by ASEM to approach individual institutions is problematic as it has the potential to undermine the unity within USSA. The soul of USSA relies on the trust of its membership. Members must therefore be willing to defend the Organisation on any platform. Mr Majeke said that the view out there is that the NEC has been silent on the issue, but added that USSA has made its position statement known to Higher Education South Africa (HESA). The NEC has been highly marginalised in the process and accused of lack of vision. The current discomfort amongst institutions reflects on the unity and stability of the Organisation which must be critically observed. The President warned that USSA could be reduced to a qualifying base for the ASEM events with the looming danger that high ranked institutions will have their own level of competition. NUSAs further expressed concern that negotiations are taking place about their sports without involving them. Mr Majeke emphasised that NUSAs must be engaged on all issues. USSA was formed with the aim of being a unified umbrella body for student sport. Tendencies are cropping up that seeks to undermine this unity and trust. He called on members to stand together and to protect the founding principles of the Organisation. The President concluded by saying that USSA is not for sale. The Organisation gets its mandate from members and will continue to live by that mandate.

6. **NATIONAL UPDATE**

6.1 **USSA NEC activity overview**

The Secretary General reported that most of the NEC's activities since the AGM held on 9 April 2011, involved the establishment of a framework for a National Strategic Plan, establishment of sub-committees, the coordination and supervision of USSA tournaments and events, the preparation and participation of Team South Africa in the winter and summer Universiades of FISU, as well as negotiations with SRSA, SASCOC and the NLDTF. The following meetings and/or workshops were organised during the 2011 period under review:

• Annual General Meeting	9 April
• USSA Council	1 October
• NEC (x4)	11 March, 7 May, 24 June & 16 September
• Management Committee	22 January
• USSA NEC Retreat	18 to 20 February
• Heads of Sport (x2)	8 April & 30 September
• Student Forum (x2)	8 April & 30 September
• NUSA Workshops (x2)	8 April & 30 September
• Universiade planning (x5)	12 & 26 February, 7 May, 24 June & 4 July

The Secretary General further reported in detail on the following:

- a) USSA membership for 2011
 - 43 member institutions
 - 575 sport clubs
 - 34 active NUSAs
- b) The formation and composition of subcommittees as well as duties and responsibilities assigned to those.
- c) Constitutional Subcommittee – Attended to policy matters and the evaluation of motions to amend the USSA Constitution & Regulations.
- d) Disciplinary Subcommittee – Cautioned NUSAs to respect USSA's governing principles and structure and not to function outside the Organisation's rules and regulations.
- e) Finance & Marketing Subcommittee – Attended to the:
 - Coordination of applications and requests for redirection of funds to the NLDTF;
 - Follow up meeting with SASCOC re outstanding NLDTF funding;
 - Submission of business plans to SRSA re operational and development funding;

- Evaluation of funding/sponsorship models for international participation;
 - Evaluation of levy applications and payment authorisation from NLDTF funds;
 - Preparation of the USSA National Business Plan for 2012.
- f) Transformation & Development
- Preparing a transformation policy based on national government priorities;
 - Preparing a development plan that is in line with government and SASCOC priorities;
 - Evaluation of provincial activities and reports – PECs were requested to submit written reports to Council in which their needs are outlined.
- g) International affairs
- Coordinated the participation of Team South Africa in the 25th Winter Universiade that was held in the City of Erzurum, Turkey from 27 January to 06 February 2011. The USSA team comprised of 2 female athletes (figure skating) and 2 officials. Lejeanne Marais finished in 20th position with Kim Falconer in 31st position;
 - Mandated the President to attend the IOC Conference held in Durban (5 July 2011);
 - Hosted the FASU Executive Committee in Tshwane Pretoria (8 July 2011);
 - Represented USSA at the FISU General Assembly in Shenzhen (9/10 August 2011) – Dr Malumbete Ralethe was re-elected in the Executive Committee of FISU to the portfolio of Assessor. He thanked the USSA members for their continued support;
 - Nominated persons to serve in the Commissions of FISU (2011 – 2015);
 - Received invitation to participate FISU Forum 2012, Taipei (26 to 31 March 2012).
- h) Heads of Sport Subcommittee
- Attended to ASEM and University Sport Trust negotiations;
 - Looked into new governance and funding models for USSA;
 - Investigated the implementation of the Sportalise event management proposal.
- i) Student Forum
- Platform for students to express their ideas, opinions, and needs to decision makers, staff or to other members of the Forum;
 - Its purpose is to inform and set direction within USSA by giving students an important voice that should be seriously considered by decision makers about student sport activities and programs.
- j) Alumni Affairs Subcommittee
- USSA Sports House – Long term project;
 - To identify fundraising initiatives for an awards gala dinner.
- k) Establishment of a USSA Coaches Committee
- Members to assist with the terms of reference for committee;
 - Committee objectives should be in line with SASCOC's coaching framework.
- l) Mentoring of NUSAs – The NEC appointed the following mentors:
- | | |
|--------------------------|---|
| • Mr Makhosandile Majeke | Aquatics, Body Building, Dance Sport |
| • Dr Rendani Mulaudzi | Athletics, Badminton, Basketball, |
| • Mr Jerry Laka | Boxing, Football, Softball, Squash |
| • Ms Sanpat Coetzee | Darts, Fencing, Taekwondo, Tennis |
| • Mr Roger Adams | Chess, Hockey, Rugby, Triathlon |
| • Ms Helene Botha | Cycling, Gymnastics, Netball, Yachting |
| • Mr Star Hlongwane | Aerobics, Golf, Judo, Sports Climbing |
| • Ms Lungiswa Nante | Karate, Surfing, Table Tennis, Volleyball |
| • Mr Andrew Matatu | Canoeing, Cricket, Rowing, Supa-Pool |

Mr Majeke was requested to facilitate the formation of NUSAs for Handball and Ice & Snow Sports while Mr Matatu was requested to assist with the formation of Archery and Sports Shooting Associations.

- m) Varsity Cup, ASEM and University Sports Trust programmes
- USSA submitted its position statement on the Higher Education Sport Trust to HESA;

- New Varsity Cup type competitions proposed for Athletics, Football and Netball;
 - NUSAs to prepare position statement on participation in Varsity Cup competitions;
 - USSA Rugby Executive Committee to meet with USSA NEC on 18 November;
 - USSA to receive 5% from sponsorships raised for the HE sport programmes;
 - NEC nominated the USSA President to serve in the Steering Committee for HE Sport.
- n) Cricket South Africa (CSA) and USSA Cricket T-20 proposal
- CSA is committed to the development of cricket at universities;
 - CSA provides financial support for USSA Cricket tournaments and teams;
 - CSA in association with USSA Cricket and USSA National, wish to establish an additional sponsored T-20 tournament for university students;
 - CSA made a presentation to the NEC on the proposed purpose, formats and objectives for the T-20 tournament – Format (top 16 versus top 8) to be finalised;
 - Current USSA Cricket tournament will serve as the qualifying event for the T-20;
 - Only bona fide students in terms of the USSA Regulations will be allowed to play in participating teams of the proposed event;
 - The event will run over 5 weeks during September and October building up to a quarter-final, semi-final and final with 9 matches being televised;
 - USSA shall be entitled to branding at events while revenue streams to USSA Cricket and USSA National must be worked out with CSA;
 - The event is aligned with the capacity building and educational objectives of USSA;
 - A working Committee was established to drive the process forward, i.e. 2 x CSA delegates, 2 x USSA Cricket delegates and 2 x USSA NEC delegates.
- o) Sport & Recreation South Africa (SRSA)
- Relations established with Minister who attended the USSA Athletics Championship and Universiade farewell banquet;
 - Allocated an administration grant to USSA for 2011/2012 (R80,000);
 - Invited USSA to National Sports Indaba.
- p) South African Sports Confederation & Olympic Committee (SASCOC) – Relationship improved greatly after separate meetings with the SASCOC President and the entire SASCOC Executive Board. USSA and SASCOC agreed to the following term of reference:
- SASCOC
 - Controlling body for high performance sport in the country
 - Responsible for the delivery of multi coded teams to international events in conjunction with school and student sport structures
 - High performance delivery (Define)
 - USSA
 - Only recognised controlling body for Student Sport in South Africa
 - Coordinates student sports events (National)
 - Represent the country on student sport related international structures
 - Delivery of multi code teams to international events in conjunction with SASCOC as well as single coded teams to international events in association with the relevant National Federations
 - NUSAs to abide by rules and regulations of National Federations
 - Sign terms of reference agreement with the respective Federations
 - Selection of national student teams are done in conjunction with the relevant National Federation
 - Associate member of National Federation
 - Associate member of SASCOC
 - National Federations
 - Controlling body (custodian) for their specific sports in the Country
 - Provides technical support to USSA and NUSAs
 - Technical rules and regulation governance
 - Sign a terms of reference agreement with School and Student Structure
 - Selection of teams in conjunction with School / Students Structures
 - Approve National Teams
 - Schools / Student Organisations must be given associate membership of National Federations

- q) Strategic Plan – The NEC finalised and presented USSA’s Strategic Plan for 2011 to 2015 with clear and measurably key performance indicators for each objective, and a detailed operational plan to support the implementation thereof. The following major risk areas were identified that could prevent USSA from achieving its’ strategic objectives:
- Commercialisation of student sport;
 - Resistance to change;
 - Lack of capacity;
 - Staff and student apathy;
 - Lack of funding.
- r) The following factors were identified by the NEC as key to the success of USSA over the next 5 years:
- Dynamic and visionary leadership;
 - Buy in by the leadership at institutions into the USSA structure;
 - To determine a strategy to manage the commercialisation of sport in the tertiary education environment;
 - To achieve financial sustainability;
 - To develop capacity within the structures of USSA;
 - To develop appropriate and effective monitoring systems to ensure progress against objectives.

Council noted the following:

- s) Concern about the delay of levy subsidy payments to institutions – Members are urged to ensure that invoices for levies are made out correctly to USSA as per the NLDTF requirements to assist with the timeous processing of payments.
- t) Request that the Development Subcommittee should liaise with members regarding disability sport programmes already implemented at various institutions.
- u) NEC should formalise the agreement with Sportalise since data management is a very sensitive issue that also has the potential to attack sponsorships.
- v) Membership data of NUSAs listed on the website should be more specific in terms of campus affiliations for composite institutions.
- w) NEC in association with SASCOC should draft a policy on the bidding and hosting of international student sport events – NUSAs to work through the correct channels when bidding to host international events.
- x) NEC to engage Varsity Cup and ASEM regarding the sponsorship revenue that is due to USSA from the anticipated HE sport programmes;
- y) NEC to investigate the formation of a NUSA Forum;
- z) NEC emphasised that the Strategic Plan is a working document and invited members to make inputs for consideration.

Council congratulated the NEC on the Strategic Plan and the establishment of improved relations with SRSA and SASCOC.

6.2 USSA 2011 winter tournament reports

The National Sports Administrator, Mr Marc Mundell presented a summary of reports and recommendations that were received after the 2011 USSA winter tournaments. He said that NUSAs identified the following:

- a) Areas of concern
- High costs associated with hosting certain events makes it difficult to find institutions that are willing to host, e.g. cycling (road closures & officials) and hockey (astro hire, umpires & officials);
 - Lack of sponsorships;
 - Lack of branding to increase awareness (football and rowing);
 - Some tournaments are becoming too big to secure the necessary sports facilities and accommodation – Tournament divided into sections;
 - Late submission of tournament entry forms makes it difficult for Organising Committees to prepare properly;

- Some team managers are not familiar with the USSA rules and regulations (surfing).
- b) Opportunities
- Increase in participation numbers, e.g. fencing, rugby and squash;
 - Development initiatives are run at tournaments by some NUSAs in association with National Federations, e.g. cycling, judo, netball (grading of umpires) and surfing;
 - Financial and logistical support provided by some Federations, e.g. rugby;
 - Product sponsorships, e.g. netball (mitre).

Council noted the above and recommended the following:

- c) The development of woman sport programmes should be prioritised in rugby and cricket;
- d) No late entries will be accepted for tournaments;
- e) NUSAs must affiliate to their respective National Federations (signing of MOUs);
- f) Tournament report forms should be amended to acquire more detailed information;
- g) Branding – USSA to establish regional depots for branding;
- h) Levies to be realistic – Umpires should stay in a separate designated residences at host institutions (not hotels);
- i) NUSA must keep institutions informed of development initiatives, e.g. training/grading of officials and/or umpires.

6.3 USSA 2011 summer tournament rosters update

The National Sports Administrator presented the most recent update of the 2011 USSA tournament roster and made specific reference to the upcoming summer tournaments. The meeting noted changes to the dates for the softball and beach volleyball tournaments. The NEC is further in the process of investigating a proposed change in the venue of the football tournament.

Council requested that the NEC should establish a policy on invitations that are extended to student teams of neighbouring countries to participate in USSA events.

6.4 USSA tournament roster for 2012

The National Sports Administrator presented a draft of the 2012 USSA tournament roster. The meeting noted that the first week of July and the first week of December have been earmarked for the respective USSA winter and summer tournaments. The NEC urged NUSAs to get the necessary approval/endorsement from Heads of Sport before tournaments are allocated to an institution.

6.5 Report on Summer Universiade 2011, Shenzhen

The Chairperson presented a condensed report on the preparation and delivery of Team South Africa that participated in the 26th Summer Universiade held in Shenzhen, China from 12 to 23 August 2011. He acknowledged receipt of reports from all team managers and added that a debriefing workshop was held on 15 September 2011 for the GDM and managers. The Chair said that the biggest challenge was the non-confirmation of funding by the NLDTF up until one month before the Universiade. USSA was forced to cut down on its delegation numbers and budget at a very late stage which resulted in a lot of frustration and unhappiness amongst members.

A total of 10,624 participants (7,155 athletes and 3,469 officials) from 151 countries participated at the Shenzhen Universiade in 24 sports. Team South Africa comprised of 115 athletes (58 men and 57 women), 53 officials and 3 referees/umpires who participated in 14 sports, i.e. aerobics, archery, artistic gymnastics, athletics, chess, cycling, fencing, football (women), golf, rhythmic gymnastics, sports shooting, swimming, taekwondo and tennis. South African athletes won a total of 7 medals, i.e. 2 gold, 2 silver and 3 bronze. They are:

- | | | |
|--------|---------------------------------------|--------|
| • Gold | Sunette Viljoen (Athletics, Javelin) | 66.47m |
| | RSA (Athletics, 4 x 100m Men's Relay) | 39.25s |

- Silver Stephen Mokoka (Athletics, 10000m) 28:53.09
Thuso Mpuang (Athletics, 200m) 20.59s
- Bronze Justine Robbeson (Athletics, Javelin) 59.78m
RSA (Athletics, 4 x 400m Men's Relay) 3:05.61
Marli Vlok (Sport Shooting, 50m prone) 592/600

New National Records

- Sunette Viljoen Athletics, Javelin 66.47m
- RSA Swimming, Women's 4x200m freestyle relay 8:12.74

Overall Medal Standings

1.	China	75 Gold	39 Silver	31 Bronze	=	145 medals
2.	Russia	42 Gold	45 Silver	45 Bronze	=	132 medals
3.	Japan	23 Gold	26 Silver	38 Bronze	=	87 medals
4.	Korea	28 Gold	21 Silver	30 Bronze	=	79 medals
5.	USA	17 Gold	22 Silver	11 Bronze	=	50 medals
24.	South Africa	02 Gold	02 Silver	03 Bronze	=	7 medals

In conclusion, the Chair thanked the Medical Team, General Delegation Management and teams (managers, coaches and athletes) for their commitment and hard work.

Council noted the report and congratulated the NEC and Delegation Management on a job well done despite many challenges. Members however requested that institutions should be kept informed on challenges so that they can possibly assist in matters.

6.6 World University Championships 2012

The meeting noted the following World University Championships scheduled for 2012:

- Archery – Cordoba, Spain (04 – 07 July)
- Badminton – Gwangju, Korea (06 – 11 November)
- Basketball 3-on-3 – Kragujevac, Serbia (10 – 17 July)
- Beach Volleyball – Maceio, Brazil (12 – 16 September)
- Boxing – Colorado Springs, USA (CANCELLED)
- Canoeing Sprints – Kazan, Russia (20 to 22 July)
- Chess – Guimaraes, Portugal (02 – 08 September)
- Cross Country – Lodz, Poland (14 April)
- Golf – Liberec, Czech Republic (02 – 07 July)
- Handball – Blumenau, Brazil (21 June – 01 July)
- Karate – Bratislava, Slovakia (12 – 15 July)
- Netball – Cape Town, South Africa (02 – 07 July)
- Rowing – Banyoles, Spain (07 – 09 September)
- Rugby 7's – Brive-La-Gaillarde (11 – 13 July)
- Softball – Colorado Springs, USA (04 – 10 August)
- Sports Shooting – Kazan, Russia (04 – 09 September)
- Taekwondo – Pocheon, Korea (25 to 30 May)
- Triathlon – Yilan County, Chinese Taipei (29 – 30 June)

The Secretary General requested the relevant NUSAs to submit their applications, motivations and business plans to the NEC as soon as possible. All applications must be accompanied by a letter of support from the relevant National Federation.

6.7 FASU and CUCSA Games 2012

The Secretary General reported that the following countries indicated their willingness to host the 2012 FASU and CUCSA Games:

- a) FASU Games to be held in Dakar, Senegal during September 2012 – Final dates to be confirmed.
- b) CUCSA Games to be held in Zambia – Host City and dates to be confirmed. Namibia is on standby should Zambia not be able to host.

Council: Noted.

6.8 Hosting of and bidding for international events

The Secretary General presented USSA's long term vision for hosting international events, i.e.

- a) 2012 – Inaugural World University Netball Championship to be hosted in Cape Town from 02 to 07 July in association with the following structures:
 - International University Sports Federation (FISU)
 - International Netball Federation (IFNA)
 - USSA NEC
 - Netball South Africa (NSA)
 - USSA Netball
 - WP Netball Association
 - NWU Potchefstroom
 - Department of Cultural Affairs and Sport, Western Cape
 - Western Cape Provincial Government
 - USSA Western Cape
- b) 2014
 - Inaugural World University Cricket T-20 Championship (subject to NF endorsement)
 - World University Cross Country Championship (subject to NF endorsement)
- c) 2016
 - World University Rugby 7's Championship (subject to NF endorsement)
 - World University Squash Championship (subject to NF endorsement)
 - World University Triathlon Championship (subject to NF endorsement)
- d) 2018 – CUCSA/FASU Games (subject to SASCOC and SRSA approval)
- e) 2019 – FISU Summer Universiade (subject to SASCOC and SRSA approval)

Council: Noted.

7. FINANCIAL MATTERS

7.1 Current financial position

The Secretary General referred to the update (15 September 2012) in the meeting pack. The meeting noted a drop in the anticipated income due to the decrease of international participation fees that were received from the NLDTF. The NLDTF further made no funds available to USSA for administrative expenses. SRSA however made R80,000 available to USSA for administration.

The Secretary General explained that the overspending on consultation fees relates to the costs of the facilitator that assisted the NEC at their strategic planning session while the overspending on project and event administration relates to costs already incurred for the hosting of the inaugural World University Netball Championship. He said that the NEC will consider possible budget adjustments at their next meeting to compensate for the above. This will be done in consultation with USSA's auditors.

Council noted that with three months remaining in the current financial year, USSA reported a surplus of R138 185.

7.2 National business plan, budget and tournament fees for 2012

In the absence of the Finance & Marketing Officer, the Secretary General presented the proposed national business plan for 2012. The Finance & Marketing Subcommittee recommended the following:

- a) Human resources – 8.5% increase in staff remuneration fees.
- b) Institutional and club membership fees – 10% increase in both the annual institutional and club membership fees with the inclusion of three additional membership categories.
- c) Tournament fees – 10% increase in accommodation fees, i.e.
 - Accommodation R345 per person per day (bedding & VAT included)
R310 per person per day (bedding excluded, but VAT included)
 - Caution fees R 40 per person (VAT exempt)
 - Final dinner fee R145 per person (VAT included)
- d) Travel R3.05 per km (SARS ruling)
- e) Accommodation Maximum of R770 per person per night

WSU appreciated the business plan and projections made. It however expressed concern that the proposed increases are above the inflation rate. UWC added that the Subcommittee should look at trends within the Higher Education sector. Institutions are finding it difficult to absorb increases in USSA fees when their own budgets are not increased accordingly.

Council agreed that the matter be referred back to the NEC and Finance & Marketing Subcommittee for re-evaluation and submission at the 2012 AGM.

8. MOTIONS TO AMEND THE CONSTITUTION AND/OR REGULATIONS

The NEC recommended that Article 3.4.7 of the USSA Regulations be amended to read – “A student who successfully completes his/her studies in the middle of the year, may participate in all tournaments scheduled for that specific academic year”.

Council approved the proposed amendment after Rhodes University, supported by CPUT moved for the adoption of the motion.

9. NEXT MEETINGS

The meeting noted the following dates proposed for 2012:

- 9.1 USSA AGM – 31 March 2012
- 9.2 USSA Council – 29 September 2012

10. CLOSING REMARKS

The President thanked members for their attendance and participation in the meeting. He thanked the Secretariat staff for their hard work behind the scenes and wished all a safe journey back home.

The meeting closed at 13:40.

CHAIRPERSON

DATE

SECRETARY GENERAL

UNIVERSITY SPORT SOUTH AFRICA

NATIONAL BUSINESS PLAN FOR 2013 – DRAFT 1

1. HUMAN RESOURCES: SALARIES

The Council of USSA annually determines the subsidy amount that each member institution is expected to contribute toward the remuneration packages (salaries and benefits) of the three (3) approved posts in the National Secretariat of USSA, i.e. CEO/Secretary General, National Sports Administrator and Management Assistant.

Based on the Peromnes grading system for the above-mentioned posts and salary benchmarking as recommended by an independent OD Specialist, the Finance Committee recommends a **15.34%** increase in the contribution paid by each institution as per the funding formula previously approved by the Joint Staffing Committee (JSC).

Total remuneration costs for 2013: **R1,350,100** per annum (rounded).

Total number of contact students enrolled at USSA member institutions: **587,000** (rounded)
[Source: 2011 HEMIS Database of DHET, audited in August 2012]

Unit cost per student = Total remuneration ÷ Total student numbers, i.e.
 $R1,350,100 \div 587,000 = \mathbf{R2.30}$ (rounded) i.e. increase of 6c per student for 2013

2. ADMINISTRATION COSTS

The Council of USSA annually determines the registration and affiliation fees that must be paid to USSA from which the operating costs of the National Secretariat and National University Sports Associations (NUSA) will be administered.

The Finance Committee noted the overall increase in operational costs and recommends an increase of **10% for institutional membership fees** and **18.75% for club affiliation fees** for 2013. This amounts to the following (VAT excluded):

NUMBER OF STUDENTS PER INSTITUTION	AMOUNT FOR INSTITUTION			AMOUNT PER SPORTS CLUB		
	2011	2012	2013	2011	2012	2013
Less than 5 000 students	R4,400	R4,840	R5,500	R730	R800	R950
5 001 – 10 000 students	R5,500	R6,050	R6,700	R730	R800	R950
10 001 – 15 000 students	R6,600	R7,260	R8,000	R730	R800	R950
15 001 – 20 000 students	R7,700	R8,470	R9,500	R730	R800	R950
20 001 – 25 000 students	R8,800	R9,680	R10,700	R730	R800	R950
More than 25 000 students	R9,900	R10,890	R12,000	R730	R800	R950

In accordance with the USSA Regulations and Funding Policy, funds earned from the annual sport club affiliations, shall be distributed in the following manner:

USSA National Secretariat	10%
Sports Fund of National University Sports Associations	90%

Grants to Provincial Committees shall be based on annual evaluations of provincial budgets, projects and reports submitted.

3. TOURNAMENT FEES

The Council of USSA annually determines the tournament fees payable to Organising Committees of USSA tournaments/events. The Finance Committee considered the escalation in costs for institutions to host tournaments and approved an increase of approximately **16%** for 2013 which amounts to the following:

3.1 Accommodation (R345 in 2012; R315 in 2011; R285 in 2010; R256.50 in 2009)

R400 per person per day including VAT (R350.88 exclusive) payable to the host. This tariff includes three meals per day and bedding. Where bedding is not supplied, the accommodation cost should be reduced to **R345 per person per day including VAT (R302.63 exclusive)**. At least 35% of the above must be earmarked for meals.

Host institutions should provide for the food preferences of all cultural and religious groups. Participating institutions/regions must pay for the accommodation of their teams for the full duration of a tournament (USSA Regulations, Article 3.10.1).

3.2 Caution fee (R40 in 2012; R35 in 2011; R35 in 2010; R30 in 2009)

R40 per person (VAT not applicable) – Caution fees must be paid to ~~USSA the host institution~~ to cover for breakages and/or damage to the property of the host.

Caution fees ~~will be~~ must be reimbursed by USSA in full if no damage has been done. If damage has occurred, but the person(s) or institution/province cannot be identified, then a pro-rata amount shall be deducted from all institutions/provinces that participated at the tournament (USSA Regulations, Articles 3.10.1 and 3.10.5).

3.3 Final Dinner Fee (R145 in 2012; R130 in 2011; R120 in 2010; R108.30 in 2009)

R160 per person including VAT (R140.35 exclusive) payable to the host for a formal function, or R90 per person including VAT (R78.95 exclusive) for an informal function with a substantial meal. Expenses for entertainment and the final prize-giving function must be kept to a minimum and within budget (USSA Regulations, Article 3.10.1 and 3.10.4). ~~The final dinner should at least include a quality main dish and dessert.~~

3.4 Travel expenses

Each institution/province shall be responsible for their own cost of travel to and from tournaments (USSA Regulations, Article 3.10.2). Institutions/provinces are also responsible for their own local transport costs. Where possible, institutions from the same region should endeavour to share transport (e.g. bus or kombi) and costs.

3.5 Tournament levies

A National University Sports Association (NUSA) may in consultation and with the approval of the NEC of USSA, charge a reasonable levy to cover tournament specific costs. Applications to charge tournament levies should be submitted to the NEC for consideration at least forty-five (45) days before a tournament is due to start (USSA Regulations, Article 3.19.3).

4. NUSA CLAIMS

The Council of USSA annually determines the amounts payable to individuals for expenses incurred for which a NUSA is responsible. The Finance Committee recommends the following for 2013:

4.1 Travel (*R3.05 in 2012; R2.90 in 2011; R2.75 in 2010; R2.50 in 2009*)

Executive Committee Members/Employees required to use their own vehicles for approved USSA business/duties/events/meetings, may within budget and with the approval of the Executive Committee be reimbursed at the official USSA tariff. An individual/employee may in terms of a SARS ruling be reimbursed with up to **R3.16 per km to a maximum of 8,000km per annum** on a tax free basis, provided that no other allowance or reimbursement is received by the individual in respect of the vehicle. The above-mentioned rate applicable for 2013 is annually adjusted by SARS. For long distance travel (i.e. more than 1,000km), only the cost equivalent to a standard economy class air ticket will be reimbursed.

A private vehicle used for official journeys must carry the necessary insurance endorsements. The responsibility for ensuring that this requirement has been met, rests entirely with the person using the private vehicle for official purposes.

4.2 Accommodation (*R750 in 2012; R700 in 2011; R660 in 2010; R600 in 2009*)

Should funds permit, Executive Committee members are entitled to stay overnight at the official USSA tariff or depart a day prior to meetings/events if circumstances, flight times or travel duration could cause unnecessary discomfort or danger. Such expense is to be incurred with discretion and within the approved budget.

Individuals shall only be reimbursed for accommodation and meal expenses to a **maximum of R800 per person per day** for approved meetings or events on condition that invoices are made out to University Sport South Africa (USSA).

All applications for costs incurred and duly authorized by the Chairperson and Treasurer or General Secretary of the relevant NUSA, must be made on the prescribed USSA Claim Form. Claims for travel and accommodation expenditure should include the necessary payment vouchers/receipts, itinerary and means of travel with a clear description of the purpose of the journey. Where applicable, an official invitation or meeting agenda must be attached.

UNIVERSITY SPORT SOUTH AFRICA

2013 OPERATIONAL BUDGET FOR THE USSA NATIONAL SECRETARIAT

DRAFT: 10 OCTOBER 2012	2009	2010	2011	2012	2013	Notes
TOTAL INCOME:	R 2 101 126	R 2 311 239	R 7 558 351	R 2 754 000	R 3 077 000	
Affiliation / Registration fee from institutions	191 000	210 100	231 110	265 000	290 000	(1)
Affiliations from sport clubs	325 000	357 500	393 250	435 000	478 000	(2)
Contribution to salaries from institutions	915 126	1 006 639	1 098 991	1 192 500	1 350 100	
Donations and sponsorship fees	300 000	330 000	700 000	700 000	800 000	
Grant-in-aid: SRSA - Administration	320 000	352 000	70 000	90 000	100 000	
Grant-in-aid: NLDTF - International events	-	-	5 000 000	-	-	(3)
Investment income	40 000	44 000	50 000	55 000	43 900	
Miscellaneous	10 000	11 000	15 000	16 500	15 000	
TOTAL EXPENDITURE:	R 2 109 126	R 2 320 039	R 7 564 471	R 2 759 300	R 3 082 000	
CURRENT EXPENDITURE	R 2 086 626	R 2 295 289	R 7 541 446	R 2 741 000	R 3 052 000	
Advertisements	1 000	1 100	1 100	1 000	1 000	
Affiliations: Transfer to Sports Associations	292 500	321 750	353 925	391 500	430 200	(2)
Auditing and accounting fees	84 000	92 400	101 640	110 000	120 000	
Bank charges	17 000	18 700	21 500	21 500	23 700	
Cleaning and maintenance	14 000	15 400	16 940	17 500	19 500	
Colours, marketing and promotion items	25 000	27 500	45 850	50 000	55 000	
Computer software and equipment	12 000	13 200	14 520	15 000	16 500	
Conferences / Meetings / Seminars	300 000	330 000	363 000	390 000	430 000	
Consultation, research and training	15 000	16 500	20 000	22 000	30 000	
Contributions to provinces	25 000	27 500	32 000	35 000	40 000	
Depreciation	17 000	18 700	20 570	21 000	20 000	
Employment costs	915 126	1 006 639	1 098 991	1 192 500	1 350 100	
Gifts and entertainment	10 000	11 000	12 100	12 500	12 500	
Insurance	25 000	27 500	30 250	30 500	33 550	
International guests	10 000	11 000	12 100	13 000	15 000	
International participation	-	-	5 000 000	-	-	(3)
Internet costs	35 000	38 500	42 350	42 500	45 000	
Membership fees	8 000	8 800	9 100	8 500	7 000	
Office rental (electricity included)	98 000	107 800	118 580	120 000	132 000	
Postage and courier services	5 000	5 500	6 050	6 500	7 500	
Printing - internal	50 000	55 000	60 500	65 500	35 000	
Printing - external	12 500	13 750	15 125	15 500	50 000	
Projects and events administration	5 000	5 500	6 050	6 500	7 000	
Stationery	8 500	9 350	10 285	10 500	12 000	
Sundries	2 000	2 200	2 420	2 500	2 750	
Telephone and fax costs	70 000	77 000	88 550	95 000	104 500	
Travel and accommodation (Secretariat)	30 000	33 000	37 950	45 000	52 200	
CAPITAL EXPENDITURE	R 22 500	R 24 750	R 23 025	R 18 300	R 30 000	
Computers and associated equipment	20 000	22 000	20 000	15 000	26 500	
Furniture and office equipment	2 500	2 750	3 025	3 300	3 500	
SURPLUS (DEFICIT) INCOME:	-R 8 000	-R 8 800	-R 6 120	-R 5 300	-R 5 000	

NOTES:

1. Affiliations/Registration fee from institutions: 10% increase
2. Affiliation fees for clubs: 90% back to NUSA's
3. Subject to SASCO/NLDTF contributions towards FISU, FASU and CUCSA events



UNIVERSITY SPORT SOUTH AFRICA

NOMINATIONS FOR THE 2013/2014 NEC

The following nominations were received by 28 September 2012. Candidates nominated to each portfolio are listed in alphabetical order by surname.

PRESIDENT	
MADE, Siphamandla (Mr)	Student, University of the Western Cape
NKHOLISE, Nneile (Ms)	Student, Central University of Technology

CHAIRPERSON	
MAHLANGU, Nomsa (Ms)	Staff, Durban University of Technology
MULAUDZI, Rendani (Dr) *	Staff, University of Pretoria

VICE-CHAIRPERSON	
LAKA, Jerry (Mr) *	Staff, University of the Western Cape
MULAUDZI, Rendani (Dr)	Staff, University of Pretoria

FINANCE & MARKETING OFFICER	
COETZEE, Sanpat (Ms) *	Staff, University of Johannesburg

ASSESSORS	
ALLY, Mohamed (Mr)	Staff, University of Stellenbosch
BOTHA, Helene (Ms) *	Staff, North West University, Potchefstroom
GROBBELAAR, Arno (Mr)	Staff, Centurion Academy
HAYA, Luleka (Ms)	Student, University of Fort Hare
LEKALAKALA, Shela (Ms)	Staff, Cape Peninsula University of Technology
MAHLANGU, Nomsa (Ms)	Staff, Durban University of Technology
MOKOKA, Stephen (Mr)	Student, Tshwane University of Technology
NKHOLISE, Nneile (Ms)	Student, Central University of Technology
RILEY, Lianne (Ms)	Student, Rhodes University
SITHOLE, Tumiso (Mr)	Student, University of Pretoria
THOMAS, Steven (Mr)	Staff, Nelson Mandela Metropolitan University
VAN DER WATT, Frans (Mr)	Staff, University of the Free State

Current USSA NEC members (*)
 Previous elections: 2 October 2010