



# KWAZULU-NATAL GYMNASTICS UNION

& ☎ 031 – 7017580  
✉ : P O Box 10113 ♦ Ashwood ♦ 3605

Official Provincial Association for General Gymnastics, Artistic Gymnastics, Rhythmic Gymnastics,  
Sports Aerobics, Sports Acrobatics, Tumbling and Trampoline  
Affiliated to the South African Gymnastics Federation

[www.gymnastics.co.za](http://www.gymnastics.co.za)

[kzn@gymnastics.co.za](mailto:kzn@gymnastics.co.za)

## SECTION 51 MANUAL

(Promotion of Access to Information Act, 2000)

### INTRODUCTION TO : KwaZulu Natal Gymnastics Union

The KwaZulu Natal Gymnastics Union (KZNGU) exists to promote and encourage the growth and appreciation of Gymnastics in the Province of KwaZulu Natal and to provide a focussed and controlled opportunity for all South African's to take part in the activities of Gymnastics, both competitive and recreational.

The KZNGU currently has approximately 1 300 registered members in five disciplines:- Artistic Men's Gymnastics, Artistic Women's Gymnastics, General Gymnastics, Sports Aerobics & Rhythmic Gymnastics,. (Other disciplines which are not formalised yet within the KZN province are :- Acrobatic Dance Sports Acrobatics, Trampoline and Tumbling) The membership is spread amongst approximately 20 clubs and 15 participating schools and community centres.

KZNGU is committed to promoting gymnastics in the disadvantaged communities as well as identifying and training talented gymnasts in high performance programmes at our Academies (established with assistance from the National Lottery and Provincial Department of Sport and Recreation) to accelerate the demographic representativeness of our Provincial teams.

### PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### 1. Contact details [Section 51(1)(a)]

##### **Kwa Zulu Natal Gymnastics Union**

Postal Address: P O Box 10113  
Ashwood  
3605

Phone: (031) 701 7580  
Fax: (031) 701 7580  
E-mail: [kzn@gymnastics.co.za](mailto:kzn@gymnastics.co.za)  
Website: [www.gymnastics.co.za](http://www.gymnastics.co.za)

**2. The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. Records available in terms of any other legislation [Section 51(1)(d)]**

1. Arbitration Act No. 42 of 1965
2. Basic Conditions of Employment No. 75 of 1997
3. Companies Act No. 61 of 1973
4. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
5. Copyright Act No. 98 of 1978
6. Currency and Exchanges Act No. 9 of 1933
7. Employment Equity Act No. 55 of 1998
8. Income Tax Act No. 95 of 1967
9. Intellectual Property Laws Amendments Act No. 38 of 1997
10. Labour Relations Act No. 66 of 1995
11. Occupational Health & Safety Act No. 85 of 1993
12. Skills Development Levies Act No. 9 of 1999
13. Skills Development Act No. 97 of 1998
14. Trade Marks Act No. 194 of 1993
15. Unemployment Contributions Act No. 4 of 2002
16. Unemployment Insurance Act No. 63 of 2001
17. Value Added Tax Act No. 89 of 1991.
18. Public Finance Management Act No. 1 of 1999
19. National Sport and Recreation Act No. 110 of 1998

**4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]**

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**

Any person wanting to make application for access to records held by this Union may obtain the prescribed application form from the KZNGU offices as follows:

KwaZulu Natal Gymnastics Union  
P O Box 10113  
Ashwood  
3605

Phone: (031) 701 7580  
Fax: (031) 701 7580  
E-mail: [kzn@gymnastics.co.za](mailto:kzn@gymnastics.co.za)

or alternatively visit our website at [www.gymnastics.co.za](http://www.gymnastics.co.za)

- ii. **Records that may be requested: [Section 51(1)(e)]**

Administration

Membership Lists of Board and Technical Committees  
Constitution  
Development Plan  
Agendas  
Minutes of Board meetings  
Minutes of Annual General Meeting  
Annual Report  
Circulars

Human Resources

Staff recruitment policies  
Employment contracts  
Employment equity information  
Employee lists

Finances

Financial statements  
Annual financial statements

South African Gymnastics Federation Publications

SAGF Newsletters  
Coaching manuals and videos  
Judging manuals  
Levels music CDs

- iii. **The request procedures and fees are as follows:**

**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].