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# SASJ Service Level Agreement

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2026 Season – Provincial SHB Events

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**SERVICE LEVEL AGREEMENT**

**FOR PROVINCIAL EVENTS**

**BETWEEN**

**SOUTH AFRICA SHOW JUMPING (SASJ)**

**AND**

**National SASJ Show Holding Body (SHB)/Organizing  
Committee (OC)**

Name of OC/SHB	
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## 1. SECTION 1: PURPOSE

- 1.1 The purpose of this Service Level Agreement is to formalize an agreement between S A Show Jumping (SASJ) and Show Holding Body (SHB)/Organizing Committee (OC) ..... regarding the hosting of a specific event/s with agreed upon criteria.

## 2. SECTION 2: INTERPRETATION

- 2.1 In this agreement, unless clearly inconsistent with or otherwise indicated by the context:

2.1.1 **"the/this Agreement"** means the agreement set out in this document together with all appendices and any agreed amendments hereto and the Expression of Interest ("EOI") and is otherwise known as the Service Level Agreement ("SLA").

2.1.2 **"Criteria"** means the terms and conditions as set out in Section 14 hereto.

2.1.3 **"Date of Signature"** means the date upon which the last party hereto signs this Agreement.

2.1.4 **"Effective date"** means 1 January 2024, alternatively and if not specified, the Date of Signature.

2.1.5 **"Expression of Interest"** means the document/s submitted by the SHB/OC for purposes of applying for the event/s;

2.1.6 **"Organizing Committee" or "OC"** means [insert name of OC \_\_\_\_\_], a body duly approved and appointed by SASJ to organize the event/s, herein represented by [insert name of director/person responsible \_\_\_\_\_] acting in his/her capacity as Administrator of the Organizing Committee, he/she being duly authorized thereto under and by virtue of [insert name of OC \_\_\_\_\_] being the designated sole Organizing Committee;

2.1.7 **"Parties"** means SASJ and the SHB or the OC, whichever is applicable, and "party" means either one of them as the context may indicate.

**"SA Show Jumping" or "SASJ"** means South Africa Show Jumping, represented by its Executive Committee as elected in accordance with the constitution of SA Show Jumping from time to time;

2.1.8 **"Show Holding Body" or "SHB"** means [insert name of SHB \_\_\_\_\_], a body duly approved and affiliated to SASJ, herein represented by [insert name of director/person responsible \_\_\_\_\_] acting in his/her capacity as Administrator of the Show Holding Body, he/she being duly authorized thereto under and by virtue of [insert name of SHB \_\_\_\_\_] being the designated sole Show Holding Body;

2.1.9 **"Show Holding Body personnel" and "Organizing Committee personnel"** means such personnel determined by the SHB or the OC from time to time to render the services to SASJ.

2.1.10 **"Venue"** means the place where the event/s will take place.

2.1.11 Any reference to the singular includes the plural and vice versa.

2.1.12 Any reference to natural persons includes legal persons and vice versa.

- 2.1.13 Any reference to a gender includes the other genders.
- 2.2 Where applicable, the provisions of the above shall impose substantive obligations on the Parties as provided in the provision concerned.
- 2.3 The clause headings in this Agreement have been inserted for convenience only and shall not be taken into account in its interpretation.
- 2.4 Words and expressions defined in any sub-clause shall, for the purposes of the clause of which that sub clause forms part, bear the meaning assigned to such words and expressions in that sub clause.
- 2.5 This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Republic of South Africa.
- 2.6 If either party is required to notify the other in terms of this Agreement, such notification shall be of no force or effect unless reduced to writing and delivered within the time period stipulated in the relevant provision of this Agreement.
- 3. SECTION 3: THE EVENT/S**
- 3.1 The SHB/OC undertakes to conduct the event/s at the highest standard on the date/s allocated and as advertised on the National Calendar or as agreed by SASJ in accordance with the terms and conditions set out in this Agreement.
- 3.2 Television coverage **and live streaming** for the event/s must be approved by SASJ insofar as service providers, content and the quality and voice over of the production are concerned to ensure that it is of a high standard and is subject to the conclusion of a separate agreement between the SHB/OC and SASJ.
- 4. SECTION 4: PAYMENT TERMS**
- 4.1 All deposits and calendar fees, as set out below, must be paid on application for the event/s. Should the application not be successful the deposit/calendar fee will be refunded in full to the unsuccessful SHB/OC within 14 days of the publishing of the national calendar for the following season. These fees will be determined by SASJ from time to time and will be published on the application form for that season:
- 4.1.1 FEI Calendar fee (500CHF) for CSI-W Events;
- 4.1.2 FEI Organising Dues (500CHF) for CSI-W Event;
- 4.1.3 National Calendar Fee if applicable.
- 4.2 The show schedule and results must be submitted /captured on the SASJ database grading system within 5 days of the event/s. A copy of the programme, signed results sheets and any other documentation relevant to each event must also be sent to the SASJ office within 5 days of the event/s. The SHB/OC is responsible to ensure every entry at the event/s is on the SASJ database. Levies will be calculated in accordance with Annexure F of the SASJ Rules and may not exceed 50% of the entry fee. Payment of all levies collected on behalf of SASJ and the SAEF must be calculated and sent to SASJ within 7 days of the last day of each event. The SASJ office will then validate the entries and prize monies and calculate the balance due by the SHB/OC (if any) after the deduction of the deposit paid and levies received. The balance of all levies due to SASJ

and the SAEF will be invoiced to the SHB/OC by SASJ. This amount is due within 7 days of date of invoice.

- 4.3 The SHB/OC undertakes to ensure that payment of officials is made within 5 days of the event/s according to either the relevant SASJ fees (National events) or FEI fees (FEI International events).
- 4.4 The deposit will be forfeited if the SHB/OC is in breach of this Agreement.
- 4.5 The calendar fee is for the purpose of being allocated the event and the advertising of such event on the National Calendar and any other media determined by SASJ and is non-refundable. Payment of the calendar fee and signature of this SLA will ensure the agreed date on the SASJ national calendar.

## 5. SECTION 5: RENEWAL

It is at the sole discretion of SASJ as to the initial period of allocation of the event/s, and whether or not this will be renewed or re-allocated at a future date for the same event/s, or any alternative event which the SHB/OC may apply for.

## 6. SECTION 6: BREACH AND TERMINATION

- 6.1 Should the SHB/OC commit a breach of any of the provisions of this Agreement, then SASJ may give the SHB/OC fourteen (14) days' written notice, or such longer period as may reasonably be required in the circumstances, to remedy the breach. If the SHB/OC fails to comply with such notice, SASJ shall be entitled to cancel this Agreement and/or to claim immediate payment of any penalties, costs, and damages from the SHB/OC. The foregoing is without prejudice to such other rights as SASJ may have at law; provided always that, notwithstanding anything to the contrary contained in this Agreement, the SHB/OC shall not be entitled to cancel this Agreement for any breach by SASJ.
- 6.2 Notwithstanding anything to the contrary contained in clause 6.1 above or otherwise in this Agreement, should the SHB/OC commit a breach of any of the provisions of this Agreement within a period of five (5) days prior to closing date of entries for the event/s, which breach will, in SASJ's sole discretion, materially affect the SHB/OC's ability to host the event/s in accordance with the terms and conditions of this Agreement and to the standard expected of a national/FEI status event, this Agreement may be terminated forthwith by SASJ, which shall be entitled to claim immediate payment of any penalties, costs and damages from the SHB/OC.
- 6.3 The SHB/OC is directly responsible for and hereby indemnifies SASJ in respect of all and any claims made by any third parties for costs or damages incurred as a result of the cancellation of this Agreement.

## 7. SECTION 7: DISPUTE RESOLUTION AND ARBITRATION

- 7.1 The Parties accept that disputes may arise during the course of this Agreement.
- 7.2 Any such dispute which is not capable of resolution by the Parties themselves may be referred to the Judicial Committee of SASJ or the SAEF for the purpose of Arbitration.

- 7.3 The award of the Judicial Committee shall be final and binding upon all the Parties to the dispute (who hereby agree to carry out the award). The Parties hereby exclude all rights of appeal which might otherwise be conferred on them by law.
- 7.4 The Parties agree to keep the arbitration including the subject-matter of the arbitration and the evidence heard during the arbitration confidential and not to disclose same to anyone except for the purposes of the arbitration proceedings in terms of this clause.

## 8. SECTION 8: FALSE DECLARATION

All information provided by the SHB/OC is accepted in good faith as being true and accurate. Any false declaration or intentional omission of relevant facts shall be reported to SASJ, which on receipt of such report may result in the immediate termination of this Agreement, notwithstanding the provisions of Section 6 above.

## 9. SECTION 9: CONFIDENTIALITY

- 9.1 Both Parties hereby agree to;
- 9.1.1 keep confidential all information (written, including information contained in electronic format, or oral) concerning the business and affairs of the other that it shall have obtained or received from the other Party ("the Information");
- 9.1.2 Not, without the other's written consent, disclose the Information in whole or in part to any other person save its employees involved in the implementation of this Agreement, and who have a need to know the same;
- 9.1.3 keep confidential all information that could be considered to be Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 as amended from time to time ("the Act"), of athletes, parents, members, officials and any other persons whose Personal Information comes into the possession of either Party and to observe the requirements of the Act in so far as the disclosure of such Personal Information is concerned.

## 10. SECTION 10: VIS MAJOR

- 10.1 In the event of any delay in holding the event/s due to any cause arising from or attributable to acts, events, non-happenings, omissions, accidents or acts of God beyond the reasonable control of the SHB/OC (including, but not limited to, civil commotion, riots, war, threat of or preparation for war, breaking off of diplomatic relations, fire, explosion, sabotage, storm, flood, earthquake, fog, subsidence, pestilence or epidemic/pandemic, voluntary or mandatory compliance with any direction, request or order of governmental authorities, or any other cause or contingency beyond the control of the SHB/OC, the SHB/OC shall, in consultation with SASJ, endeavour to find an alternative date or venue, subject to the suitability of such alternative date or venue meeting with the approval of SASJ.
- 10.2 If no alternative date/venue can be found, SASJ in its sole discretion may decide to cancel the event/s or to award the event to another SHB/OC without liability to the SHB/OC.

## 11. SECTION 11: DOMICILIA AND NOTICES

11.1 The Parties choose domicilia citandi et executandi ("domicilium address") for all purposes arising from or pursuant to this Agreement, as follows -

11.1.1 as regards SASJ at:

Address: SASJ National Office, Kyalami Equestrian Park, No 1, Dahlia Road, Kyalami, South Africa

E-mail: [tiffany@sashowjumping.co.za](mailto:tiffany@sashowjumping.co.za)

11.1.2 as regards the SHB/OC at:

Address

E-mail

11.2 Any Party shall be entitled from time to time, by written notice to the other, to vary its domicilium address to any other address within the Republic of South Africa which is not a post office box or poste restante.

11.3 All notices given in terms of this Agreement shall be in writing, must be delivered by hand or transmitted electronically and any notice given by any Party to another ("the addressee") shall be deemed to have been received by the addressee on the first business day after the date of delivery or transmission, as the case may be.

11.4 Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by one of the Parties from another shall be adequate written notice or communication to such Party.

## 12. SECTION 12: MISCELLANEOUS

### 12.1 WHOLE AGREEMENT

This Agreement constitutes the whole agreement between the Parties as to the subject-matter hereof and no agreement, representations, or warranties between the Parties other than those set out herein are binding on the Parties.

### 12.2 VARIATION

No addition to or variation, consensual cancellation or novation of this Agreement and no waiver of any right arising from this Agreement, or its breach or termination shall be of any force or effect unless reduced to writing and signed by all the Parties or their duly authorized representatives.

12.2.1

### 12.3 RELAXATION

No latitude, extension of time or other indulgence which may be given or allowed by any Party to any other Party in respect of the performance of any obligation hereunder or enforcement of any right arising from this Agreement and no single or partial exercise of any right by any Party shall under any circumstances be construed to be an implied consent by such Party or operate as a waiver or a novation of, or otherwise affect any of that Party's rights in terms of or arising from this Agreement or stop such

Party from enforcing, at any time and without notice, strict and punctual compliance with each and every provision or term hereof.

#### 12.4 **ASSIGNMENT**

Neither Party shall be entitled to assign this Agreement nor all or any of their rights and obligations hereunder without the prior written consent of the other, provided that SASJ shall be entitled to assign this Agreement for the purpose of any internal re-organization or restructuring of SASJ.

#### 12.5 **CONFLICT OF INTERPRETATION**

If any conflict arises in respect of the provisions contained in this Agreement, the appendices attached hereto and the EOI, then the following order of priority shall apply:

- 12.5.1 this Agreement;
- 12.5.2 the appendices hereto;
- 12.5.3 the EOI.

#### 12.6 **WARRANTY OF AUTHORITY**

Each Party warrants to the other Party that it has power, authority, and legal right to sign and perform this Agreement and that this Agreement has been duly authorized by all necessary actions and constitutes valid and binding obligations on it in accordance with the terms of this Agreement.

#### 12.7 **LIABILITY**

- 12.7.1 The SHB/OC exonerates and holds SASJ harmless from any liability arising from any incident, act, or situation occurring before, during, after or in connection with the hosting of the event/s.
- 12.7.2 The SHB/OC undertakes to ensure that it complies with the Sports Events Act and any other legal requirement for the hosting of the event/s, including but not limited to:
  - a) obtaining adequate public liability insurance and any other insurance required by law of the Republic of South Africa; and
  - b) ensuring that all necessary permits for the hosting of the event from the relevant municipal council are in order and compliant.
- 12.7.3 The SHB/OC agrees to abide by any further stipulations as laid out in the General Regulations and Rules of SASJ with regards to any Risk Management or Safety Requirements, both Veterinary and Medical and accepts liability for any action resulting from non-compliance including but not limited to being considered in breach of this Agreement.

### 13. **SECTION 13: PENALTIES**

- 13.1 The SHB/OC agrees to all the Rules and Regulations of SASJ, SAEF and FEI as well as the Terms & Conditions for holding their events.

13.2 **The SHB /OC agrees to the format of any National and / or International competition as per SASJ event rules, annexures, and criteria in Annexure D.**

13.3 Should there be a breach or noncompliance by the SHB/OC, a penalty of up to 10% of the total entry fees received for the event in question may be imposed on the SHB.

#### 14. SECTION 1: CRITERIA FOR HOLDING FEI AND NATIONAL SHOW JUMPING EVENTS

14.1 These criteria apply to all FEI World Cups, FEI Events, National Events with SASJ Titles and National Events over and above Criteria in Annexure D

##### Application for and awarding of event/s.

14.2 Application to hold the event/s will be made on the basis of an EOI. This must be accompanied by the relevant calendar fee, the signed SLA and copies of the necessary documentation lodged with the relevant Municipalities to host the event/s. If the event/s are awarded to the SHB/OC, the SHB/OC must provide SASJ with a copy of the municipality's approval that the SHB/OC may host the event.

13.3 Each SHB/OC must meet the minimum SHB/OC requirements as set out in the relevant SASJ Jumping regulations & Annexures.

14.4 As all CN status shows are National events, SASJ will in its sole discretion, or if the circumstances warrant it, following a tender process by an appointed SASJ tender panel, award the events to an OC and reserves the right to award the event for an extended period of time or a fixed term, based on performance history and meeting the Criteria. This includes all FEI events.

14.5 S A ADULT Championships are allocated on a Provincial rotation basis where possible, subject to:

14.5.1 SASJ Council Approval

14.5.2 the SHB/OC to which the event is intended to be allocated, meeting the Criteria herein and the Criteria in Annexure D, and the Province in question agreeing to host the event, by the 1<sup>st</sup> of November the year prior to the event. Dates allocated will be dependent on historic climate conditions in the relevant province.

14.5.3 S A Youth Championships as per SAEF (Multi Discipline) rotation and will be held in June/July each year.

##### Officials

14.6 All Officials must be on the relevant SASJ panels and signed off by SASJ.

ANNEXURE E to the SASJ Rules regarding Officials appointments applies.

14.7 SASJ will at its sole discretion appoint the President of the Ground Jury ("**PGJ**") and the SASJ Representative/Technical Delegate ("SASJ Rep) in consultation with the SHB/OC, whose fees **are to be claimed back from SASJ at the relevant rates.**

14.8 Should the SHB/OC appoint members of the Ground Jury on the FEI or National Schedule, these officials may not be rotated into other areas. This is strictly in accordance with the FEI Rules & SASJ Rules.

14.9 All officials appointed must be aware that on acceptance of their appointment, they agree to officiate for the entire show.- Should it necessitate that

an official has a serious issue, this must be discussed with the SASJ TD and SHB/OC. The SHB/OC is required to obtain written confirmation of acceptance by each official of their appointment as per Annexure B hereto.

- 14.10 The SHB/OC must notify SASJ if they intend to invite Course Designers or any other Official from other countries, so that SASJ can appoint their assistants. This will also allow SASJ to try to maximise the opportunities for seminars etc. around these visits.
- 14.11 The SHB/OC agrees to reasonably accommodate SASJ's request to include judges, course designers and technical officials as part of the development and training of such officials where possible and by mutual agreement.
- 14.12 A Show Secretary needs to be available full time at a National CN Status or FEI show. This needs to be a person with sufficient knowledge and experience as a show administrator.

#### Facilities

- 14.13 The Criteria set out in Annexure D must be read as if specifically incorporated herein.
- 14.14 Stabling Lists must be prepared, and athletes' must be informed of their allocations at least 2 days before the event.
- 14.15 A Paramedic is required to be present for the entire duration of any horse inspections required for FEI events and must also be in position at EACH ARENA. The SHB/OC undertakes to ensure that paramedics have the necessary legal qualifications for all events as laid down by the relevant municipalities.

#### Requirements for specific classes

- 14.16 All SHB's/OCs are required to use the schedule specifically prepared and approved by the FEI for WC competitions. The schedule cannot be changed in any way. For all other events, the applicable FEI DS Format and SASJ Schedule Format must be used and cannot be changed in any way. Provincial shows schedules via the online system.
- 14.17 Entries are only accepted once accepted by the SHB/OC, not when the entries are accepted on the online entry system. The SHB/OC has the right to refuse an entry unless it is a national titled class, the athlete complies with the requirements for the class and is a member in good standing.
- 14.18 All Outdoor titled classes being held at CN status and FEI events may not finish after 16h30.
- 14.19 As per Annexure D, there must be a minimum of 2 arenas and 2 warmup arenas for SA Championship events, which must be of acceptable standard.
- 14.20 A SHB/OC may run a national show concurrently with a provincial show.
- 14.21 If the national show is run with a provincial show, the management of the approval process of the provincial schedule in terms of the protocol and the schedule and entries of the provincial schedule must be done through SASJ concurrently with the approval of the national schedule.
- 14.22 **No Junior or Pony Rider Classes may be held at a National Show hosting a FEI WCQ event, unless the entries for the event are not full on the day after closing date of entries. In such a case classes may be made available for Juniors and / or Pony Riders to enter at the National Show, as long as these classes are not held in the main arena. Entries for these classes will be opened to Junior and/or Pony Riders, after closing date**

of entries, for two days for a limited number of entries in arena B on a first come first served basis, depending on the arena capacity and stabling available.

- 14.23 The SHB/OC may open the arena for a warmup /training session at a recommended height of 1.30/1.35m class the afternoon before the first day of the event at/about the same time as the horse inspection. This may not be part of the composite entry fee. A nominal extra fee may be charged by the SHB/OC. The competitor may enter the arena for 90 seconds and work/jump his/her horse. Casual dress code applies.
- 14.24 It is advisable that the Main Arena at National and International event/s should have a maximum of 4 classes per day with only 3 classes on the Main day.
- 14.25 There shall be a maximum of 200 rounds per day per arena during the South African winter months and 220 rounds per day per arena during the South African Summer months.
- Classes should not start before 08h00 if night orientation or night classes are held. A new set of officials or financial compensation must be agreed to for night classes.
- 14.26 The OC must ensure Riding orders must be rolled or shuffled via the online SASJ system before publishing riding orders.

#### Prize Money

- 14.26 Prize money must be net entry fees (less levies and VAT)
- 14.27 At National shows, the SHB/PC undertakes to ensure that payment of prize money is made within 14 days of the event/s. The Oc is to keep a record of all their prize money recons.
- 14.28 The SHB/OC undertakes to ensure that payment of prize money is made within 14 days of the event/s.

#### **Minimum Prizemoney**

<b>Riders Grand Prix Tours</b>	<b>1<sup>st</sup> place Minimum</b>
<b>Gold Tour Grand Prix</b>	<b>R15 000</b>
<b>Silver Tour Grand Prix</b>	<b>R10 000</b>
<b>Bronze Tour Grand Prix</b>	<b>R7500</b>
<b>Platinum Grand Prix Tour</b>	<b>R20000</b>
<b>S A Adult Championship</b>	<b>R350 000 Minimum for the Event, inclusive of the 60% of entry fee</b>
<b>S A Adult Titles</b>	<b>R350 000 Minimum for the Event, inclusive of the 60% of entry fee</b>
<b>SA Titles (Adult, U25, Junior and Pony Rider)</b>	<b>As per Bid Document</b>
<b>CSI-W World Cup Qualifier Class</b>	<b>R100 000 minimum for the World Cup Qualifier class</b>

#### Services to be supplied by SASJ.

- 14.29 SASJ will be responsible for the following services as part of this Agreement:
- 14.29.1 The advertising of the event on the calendar and all social media platforms belonging to SASJ;

- 14.29.2 The provision of all the necessary paperwork and documentation as required by SASJ;
- 14.29.3 The appointment of the PGJ and the SASJ Rep who will be responsible for duties as set out in the General Regulations and Rules of SASJ; and
- 14.29.4 The provision of any technical advice or assistance as required by the SHB/OC.

We hereby accept the terms and conditions of the Agreement in its entirety.

And we have read and understood all the 2026 SASJ Rules and Annexures.

SIGNED AT \_\_\_\_\_ on \_\_\_\_\_

Name: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

For and on behalf of the Show Holding Body/Organizing Committee

Name: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

For and on behalf of SASJ

*All pages must be initialled and returned to SASJ with the SASJ Show Holding Body **Registration form***

FOR PROVINCIAL EVENTS ONLY – ONE SLA FOR ALL PROVINCIAL EVENTS ON THE SASJ CALENDAR

**WE WOULD LIKE TO DRAW YOUR ATTENTION TO THE NEW RULES REGARDING THE STANDARD OF MEDICAL PERSONNEL REQUIRED AT RECOGNISED EVENTS.**

**ALSO TO NOTE 9 – especially 9.3 OF ANNEXURE D REGARDING THE ALLOCATION OF PRIZE MONEY IN RELATION TO THE LEVIES.**

**WHERE AN EVENT REQUIRES A HORSE INSPECTION, THE OFFICIALS REQUIRED FOR THE INSPECTION MUST HAVE FINISHED THE INSPECTION 30 MINS BEFORE THE 1ST CLASS IN THE RELEVANT ARENA.**

**ANNEXURE B**

SHB/OC Details: .....

Dear ..... (Officials Name)

1. We wish to inform you that we will be conducting the ..... Show Jumping ..... (CSN/CSI \*) from the ..... to the .....
2. We wish to invite you as a Judge/Steward, and agree to provide the following:-
  - a) Travel (to & from) the Venue - (by Air/by Road)
  - b) Remuneration:
    - SASJ CSN Rates at R ..... per day plus 120 Euro per day on the WC day if it is a WC Competition.
  - c) Board and lodging at an Event location – OC to Advise.
  - d) Meals as set out below:
    - Breakfast
    - Lunch
    - Supper
3. We request you to please confirm acceptance of your appointment and your availability for said Event by ..... (Date).

Signature: .....

Date: .....