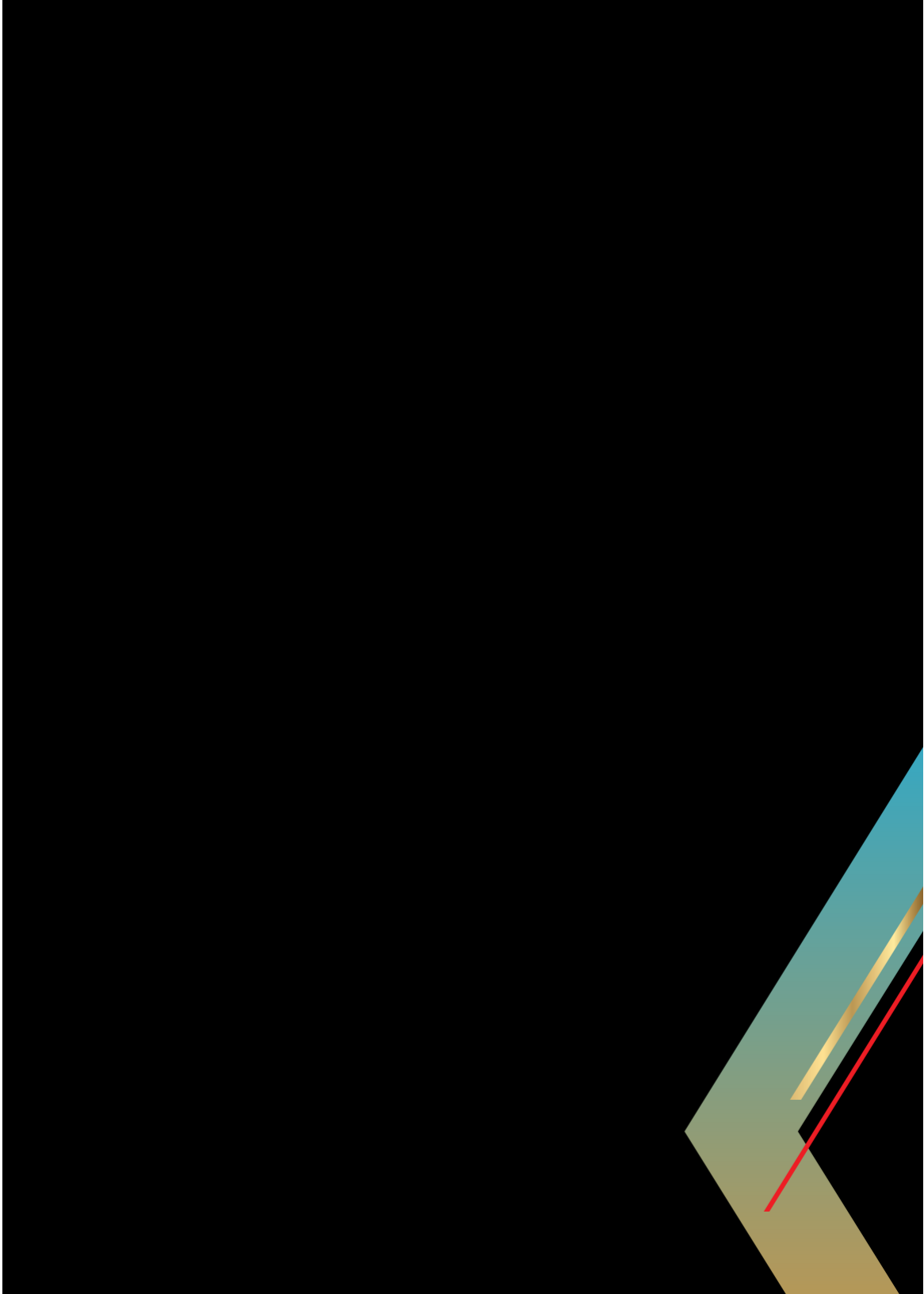


*PROMOTION OF ACCESS  
TO INFORMATION MANUAL*





<b><i>CONTACT DETAILS</i></b>	<b>3</b>
<b><i>INTRODUCTION</i></b>	<b>4</b>
<b><i>RECORDS THAT ARE AVAILABLE</i></b>	<b>4</b>
<b><i>HOW TO MAKE A REQUEST FOR ACCESS TO INFORMATION</i></b>	<b>5</b>
<b><i>PRESCRIBED REQUEST FORM</i></b>	<b>6</b>



## CONTACT DETAILS

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The designated Information Officer of the National Soccer League ("the League") who deals with all matters in connection with requests for information, in terms of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA") read with the Protection of Personal Information Act, No 4 of 2013 ("POPIA") is :-

**Information Officer** : Michael Murphy

**Postal address** : PO Box 15740 Doornfontein, 2028

**Physical address** : No 2 Winchester Road,  
(off) Jan Smuts Avenue, Parktown

**Phone number** : +27 11 715 2500

**Fax number** : +27 11 482 9290

**Email** : [michaelm@psl.co.za](mailto:michaelm@psl.co.za)

The designated Deputy Information Officer of the League who assists the Information Officer with all matters in connection with PAIA and POPIA is :-

**Deputy Information Officer** : Ms Phindi Dlamini

**Postal address** : PO Box 15740 Doornfontein, 2028

**Physical address** : No 2 Winchester Road,  
(off) Jan Smuts Avenue, Parktown

**Phone number** : +27 11 715 2500

**Fax number** : +27 11 482 9290

**Email** : [phindid@psl.co.za](mailto:phindid@psl.co.za)

NB: All requests for information must in the first instance be addressed to:

Ms Johanna Mabotja  
Legal Administrator  
The National Soccer League  
No 2 Winchester Road, (off) Jan Smuts Avenue, Parktown  
Tel: +27 11 715 2500  
Fax: +27 11 482 9290  
Email: [johannam@psl.co.za](mailto:johannam@psl.co.za)

# INTRODUCTION

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The League is responsible for the promotion, administration, control and governance of professional football in South Africa. In pursuance of these obligations the League considers applications by member clubs and players seeking registration, deals with disputes and differences which arise, and preserves certain documentation submitted by participants from time to time.

The League seeks to foster a culture of transparency, accountability, and access to information as enshrined in the Constitution of the Republic of South Africa, 1996 ("the Constitution") and PAIA with due regard for the privacy rights as recognized in the Constitution and POPIA.

The League intends promoting an environment in which participants in professional football have effective access to information to enable them to more fully exercise and protect their rights while respecting the rights of those who may have privacy or other concerns that must be taken into account when a decision is made to release information. This manual is published to give effect to these intentions and so as to provide access to relevant information for participants in professional football.

Importantly, POPIA requires that the League deals in this manual with certain additional particulars, including the purpose of the processing of Personal Information carried out by the League; a description of the categories of data subjects and of the categories of information relating to them; the recipients or categories of recipients to whom the Personal Information may be supplied; planned trans-border flows of Personal Information; and a general description of the suitability of the information security measures implemented by the League to secure confidentiality, integrity, and availability of the information that is to be processed. These items are dealt with in the National Soccer League Privacy Policy.

This manual must be read with the Privacy Policy. The latter document is available and published on the League website at [www.psl.co.za](http://www.psl.co.za).

# RECORDS THAT ARE AVAILABLE

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The following documents relate to the administration of the League and should be in the possession of participants in the game insofar as they are documents that regulate their conduct and/or relationships.

1. The League Constitution
2. The League Rules
3. The League Compliance Manual
4. Circulars and Directives
5. Registration records

Items 1 and 2 are available on the League website at [www.psl.co.za](http://www.psl.co.za) under the heading League Handbook and no request is consequently required to access these.

Should any of items 3 to and including 5 (including related documents) be sought then a request must be submitted and will be considered in each instance with due regard to the nature of the request, the reasons given, and the rights (if any) of third parties.

Any other request for information not specifically detailed in this manual should be addressed to the Information Officer of the League and will be dealt with in accordance with the procedures detailed herein.

# HOW TO MAKE A REQUEST FOR ACCESS TO INFORMATION

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Participants in the professional game must take responsibility for obtaining and securing information that is relevant to them. In particular contractual documents between participants are matters between them and which each party should retain. The documents specifically dealt with in this manual are preserved by the League principally for purposes of registration and administration and do not necessarily include all documentation that may relate to the relationship between participants in the game.

It is consequently very important that participants ensure that they obtain copies of the documents that are important to them, that they safeguard these, and that they provide each other with copies on request (each of the other). It is only where such access is denied that a request for information from the League should be considered and provision of information by the League does not mean there may not be other documents evidencing arrangements between participants that are not provided to the League.

A request for access to a record is made by completing a prescribed request form. The form is available on request from the League's offices and can be viewed below. The request form must be completed and submitted to the Legal Administrator accompanied by evidence that the request has been provided to any affected party. The League will respond to the request as soon as possible but within 30 days.

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Legal Administrator (who will deal with the matter as determined by the Information Officer or Deputy Information Officer) using the address, fax number or electronic mail address set out above.
- The requester must provide sufficient detail on the request form to enable the Information Officer and/or Deputy Information Officer to identify the record, the requester, and any affected party.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must also submit proof of the capacity in which the requester is making the request to the satisfaction of the Legal Administrator (or in case of a dispute about the issue: the Information Officer or Deputy Information Officer).
- The requester should also indicate which form of access is required. If the request is granted, access will be provided in the form requested or in another reasonable fashion and information may or not be redacted from documents that are provided.
- Participants in the sport of professional football who are unhappy with decisions taken regarding access will have the right to challenge the decision taken before the Dispute Resolution Chamber of the League or may refer the matter to the Executive Committee.







PSL Place  
2 Winchester Road  
Corner Jan Smuts Avenue  
Parktown  
2193

P.O. Box 15740  
Doornfontein  
South Africa, 2028

## PRESCRIBED REQUEST FORM

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### A. Addressed to:

To: Ms. Johanna Mabotja  
Legal Administrator  
The National Soccer League

No 2 Winchester Road, (off) Jan Smuts Avenue, Parktown  
Tel: +27 11 715 2500  
Fax: +27 11 482 9290  
Email: [johannam@psl.co.za](mailto:johannam@psl.co.za)

### B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number and/or email address to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Fax number:

Telephone number:

Email address:

Capacity in which request is made, when made on behalf of another person:

### C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
**The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:
  
2. Reference number, if available:
  
3. Any further particulars of record:

### E. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 3 hereunder, state your disability and indicate in which form the record is required.

Disability	Form in which record is required
<b>Mark the appropriate box with an X.</b>	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:			
Copy of record	8 Inspection of record		
2. If record consists of visual images:  (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
View the images	Copy of the images	Transcription of the images	
3.If record is held on computer or in an electronic or machine readable form:			
Printed copy of record	Printed copy of information derived from the record*	Copy in computer readable form (stiffy or compact disc)*	
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be sent to you using the details provided? <b>Postage is payable.</b>		YES	NO

#### F. Particulars of right to be exercised or protected

<p>If the provided space is inadequate please continue on a separate folio and attach it to this form.  <b>The requester must sign all the additional folios.</b></p>
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1. Indicate which right is to be exercised or protected:
  
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

### G. Identity of affected party and proof of service

If the provided space is inadequate please continue on a separate folio and attach it to this form.

1. Please provide full details of any affected party:

Full names : Fax

number: Telephone

number: Email

address:

2. Explain how service was effected upon the affected party and attach proof:

### 3. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of requester / person on whose behalf request is made



PSL Place, 2 Winchester Road,  
Corner Jan Smuts Avenue,  
Parktown, 2193

P.O. Box 15740,  
Doornfontein,  
South Africa, 2028

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