
Event Governance and Oversight Policy

1. Purpose

This policy establishes a clear governance framework for the planning, approval, execution, financial oversight, and reporting of all events officially recognised or endorsed by FootGolf South Africa (FGSA). It is designed to protect FGSA's organisational integrity, ensure transparent use of resources, preserve sponsor confidence, and safeguard participant welfare.

2. Scope

This policy applies to:

- All events listed on FGSA's national, provincial, or regional calendars.
- Any individual or organisation hosting, co-hosting, funding, or managing an event under FGSA's name.
- All FGSA-approved sponsors, suppliers, venue operators, service providers, and affiliated chapters.
- Flagship Bearers, volunteers, contracted event personnel, and athletes acting under FGSA's designation.

3. Policy Principles

- **Ownership:** FGSA retains full and final authority over any event using its name, branding, calendar slot, or affiliation.
- **Non-Delegation:** No external individual or entity may assume or be delegated control of any official FGSA event or make unilateral decisions affecting an event's operation, budget, or image.
- **Transparency:** All financial inputs and outputs must be accurately documented, disclosed in advance, and subject to audit. This includes sponsor contributions, ticketing, tournament entry fees, prize money, and discretionary spending.
- **Inclusivity and Professionalism:** Events must reflect FGSA's commitment to access, dignity, equity, and excellence. All hosts and participants must adhere to the FGSA Code of Conduct.

4. Authorisation and Hosting Conditions

- No event may be placed on the FGSA calendar or promoted under FGSA branding without formal Pre-Event Approval, including:
 - Completion of the FGSA Event Proposal Form.
 - Submission and sign-off of a detailed budget and scope of activities.
 - Confirmation of venue compliance with accessibility, safety, and sporting standards.
 - Signed Tournament Partner MoU (where applicable) outlining each party's contributions and responsibilities.
- FGSA reserves the right to revoke event status at any time if compliance is breached or reputational risk is identified.

5. Financial Management

To protect the integrity of FGSA's funding and to maintain sponsor confidence:

- **Sponsorship and Invoicing**
 - Only FGSA's Finance Office is authorised to issue sponsorship invoices or receive payments related to any FGSA event.
 - No external entity may invoice or receive funds on behalf of FGSA.
 - All sponsorship agreements must include an itemised disbursement plan and a deliverable tracking clause.
- **Prize Money**
 - Must be declared and budgeted before the event.
 - Disbursement must be processed via FGSA and documented with proof of payment.
 - In the case of third-party prize sponsorship, all funds must be routed through FGSA.
- **Reimbursements and Variations**
 - No retroactive reimbursements will be considered unless pre-approved in writing.
 - All in-event or post-budget variations must be submitted in writing and signed by both the FGSA CEO and Finance Officer.

6. Post-Event Reporting

All FGSA events must be formally closed out with an Event Close-Out Report submitted within 14 days of the event. This report must include:

- Financial Reconciliation (Budget vs Actual)
- Proof of prize money disbursement (where applicable)
- Final attendance and participation statistics
- Sponsor performance and exposure data
- Media, photography, and branding records
- Incident Report (if applicable)
- Evaluation of Flagship Bearer participation and volunteer performance

Reports will be archived for internal auditing and sponsor compliance checks.

7. Sanctions for Non-Compliance

Non-compliance with this policy undermines FGSA's credibility and may result in:

- Immediate withdrawal of FGSA endorsement
- Disqualification of individuals or teams from future events
- Suspension or termination of partnerships or MoUs
- Referral to the FGSA Ethics or Disciplinary Committee
- Public clarification or distancing from event(s) where reputational risk is identified




FGSA reserves the right to take legal or financial action in the event of fraud, misrepresentation, or misuse of branding or sponsorship funds.

8. Review and Amendment

This policy will be reviewed annually or as necessitated by emerging risks or sectoral changes. Amendments must be approved by a quorum of the National Executive Committee and documented in the policy register.

Adoption and Authorisation

This Event Governance and Oversight Policy is hereby adopted by FootGolf South Africa and enters into full force on the date of the final signature below.

Name	Position	Signature	Date
Norman Mphake	President, FGSA		28/07/2025
Eric Mlambo	Chief Executive Officer, FGSA		28/07/2025
Gilroy Tlou	Founding Director ¹ FGSA		27/07/2025

¹ **Transitional Governance Disclaimer:** *Until the Transitional NEC Charter and the Terms of Appointment and Rotation Policy are formally adopted and implemented, the Governance Portfolio role within the National Executive Committee (NEC) shall be provisionally fulfilled by any one of the Founding Directors with constitutional oversight authority. Once these governance instruments are operationalised, the portfolio may be duly assigned or rotated within the appropriate Governance and Compliance subcommittee, in line with FGSA's evolving governance framework.*