



## **SWIMMING SOUTH AFRICA- SERVICE PROVIDERS GUIDELINES FOR CPD POINTS**

- Swimming South Africa recognises internal and external service providers.
- The guidelines include virtual, face-to-face workshops and practical workshops.
- All service providers must pay a fee for SSA to allocate CPD points

### **External Service Providers**

- Service providers can include companies, other federations, sports bodies, tertiary institutions etc.
- SSA can approve at its own discretion based on the profile of the presenter, topic, and content and general quality assurance.
- The request must be forwarded to the SSA Education & Training Department two months before the scheduled date of the workshop. (from 2021 requests must be submitted at the end of the financial year which, is April 2021)
- The following information is essential:
  - Company profile, Speaker CV/Bio, capacity of presenter, presentation outline and benefits for aquatics, all this to be submitted to SSA for authorisation.
  - Costs of the workshop/conference
- After the workshop has been approved CPD points will be allocated
  - After the workshop, registers must be submitted to SSA within 7 days of Workshop/Conference
  - SSA will provide electronic registers, which must be completed by all SSA members.
  - SSA will invoice the service provider
- Service providers must share recording of the webinars with attendees

## Distribution of Income For Workshops and Conferences for External Service Providers

	Workshop /conference costs	Private Company	SSA	Province
e. Members attendance fee of workshops organised by Private Companies	100% e.g. if fee is R100	70% R70	20% R20	10% R10
f. Non-Members attendance fee of workshops organised by Private Companies	100% R200	70% R140	20% R40	10% R20
g. Members attendance of Conferences organised by Private Companies	100% e.g. if fee is R1000	70% R700	20% R200	10% R100
h. Non-Members attendance of Conferences organised by Private Companies	100% R2000	70% R1 400	20% R400	10% R200