

# Pinetown Gymnastics



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: admin@ptngym.co.za  
www.ptngym.co.za

## SECTION 51 MANUAL (Promotion of Access to Information Act, 2000)

### INTRODUCTION TO : Pinetown Gymnastics Club

The Pinetown Gymnastics Club exists to provide tuition and other gymnastics based opportunities (competitive & recreational) to its members as well as promote gymnastics activities to the various local communities.

The Pinetown Gymnastics Club currently has approximately 450 members which participate in the disciplines that are offered in our venue in Lahee Park and various schools and other halls. The disciplines on offer are :-

- Gymnastics For All (TumbleWedds , JumpingJacks & GymCubs)
- Artistic Women's Gymnastics
- Artistic Men's Gymnastics
- Tumbling & Trampoline
- Rope Skipping

Pinetown Gymnastics is committed to promoting gymnastics in local disadvantaged communities as well as identifying and training talented gymnasts in high performance programmes at our specialist venue.

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PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1 Contact details [Section 51(a)]

Pinetown Gymnastics Club

Postal Address: P O Box 1615  
Pinetown  
3600

Phone: (031) 7029756  
Fax: (086) 5105799  
E-mail: [admin@ptngym.co.za](mailto:admin@ptngym.co.za)  
Website: [www.ptngym.co.za](http://www.ptngym.co.za)

2. The section 10 Guide on how to use the Act [Section 51(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. 10 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 Club may obtain the prescribed application form from the Pinetown Gymnastics Club offices as follows:

Pinetown Gymnastics Club  
P O Box 1615  
Pinetown  
3600

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Phone: (031) 7029756  
Fax: (086) 5105799  
E-mail: [admin@ptngym.co.za](mailto:admin@ptngym.co.za)

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

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

Administration

List of Management Committee  
Constitution  
Agendas  
Minutes of management meetings  
Minutes of Annual General Meeting  
Annual Report  
Newsletters

Human Resources

Employment contracts  
Employee list

Finances

Annual financial statements  
Fee schedule

KwaZulu Natal & South African Gymnastics Federation Publications eg :-

Newsletters & Circulars  
Coaching manuals and videos  
Judging manuals  
Levels music CDs  
Annual reports  
Annual Financial Reports

May be obtained directly from the above bodies in a similar manner

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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)].

