

# HOW TO GET LICENCE NUMBERS FOR CROSS COUNTRY

## ATHLETES

PLEASE NOTE that **ONLY Athletics Free State (AFS) handles the license numbers for athletes.** PLEASE do not direct your enquiries concerning licenses to the region (Lejweleputswa Cross Country).

This is a very full document, but PLEASE adhere to all steps and the process to obtain licenses, will be very smooth!!!

Licenses need to be obtained through your school or club!!!!

1. **FIRST register your school as a Junior Club** with AFS on the form **1\_2026 Application Form to Affiliate as a Junior Club**. Currently there are no registration fees payable for Junior Clubs, *but you pay affiliation to Cross Country in your region*. (No new clubs can be registered after June of each year). Please note the following when filling in the form:
  - 1.1 Name of club – School name
  - 1.2 City where school is situated must be completed
  - 1.3 District is Lejweleputswa.
  - 1.4 Estimate an approximate number of licenses needed in the year. This may differ from your actual value. This is only used for AFS to plan.
  - 1.5 Fill in the contact details where the designation indicates the responsible person. It can be the principal, the sport organizer etc. NB: Please remember to add the cellphone number.
  - 1.6 Please add postal address of school.
  - 1.7 NB!! **Email this form first** to AFS at [admin@athleticsfs.co.za](mailto:admin@athleticsfs.co.za) before you continue to point 2.
  - 1.8 [NB! NB! Should you want to register the school as a full club, a different procedure is necessary and there are also a lot of costs and additional admin involved. For this contact AFS directly.]
  - 1.9 **The school must also affiliate as a Junior Club with Athletics Free State. The COST THIS YEAR IS NOT FREE ANY MORE, BUT IS R500 PER SCHOOL (Junior Club) for the year. If you already did this affiliation during the Track and Field season, you can ignore this part. (It is only necessary for the school to affiliate once per year which includes Track and Field, Cross Country and Road Running). The form and payment (also made to Athletics Free State) can also be emailed to [admin@athleticsfs.co.za](mailto:admin@athleticsfs.co.za). The affiliation form to AFS is also available on the website and must be emailed in the original Word format.**
2. **You are now ready to start the license procedure**. Hand out a copy of the **2\_2026 ASA Permanent License Application Form** to each athlete that needs a license to participate in Cross Country. (Please note that the old 2025 forms are NOT valid this year!!)
  - 2.1 The form must be filled in COMPLETELY and signed by the athlete, a parent or guardian if the athlete is under 18 years AND also by the club (school) representative.

- 2.2 Make sure to fill in the following:
  - 2.2.1 Date of birth
  - 2.2.2 ID Number – VERY important that full ID number of 13 digits needs to be filled in
  - 2.2.3 In first line choose “athlete”.
  - 2.2.4 In the second line choose discipline, where Cross Country is the same as off-road running
  - 2.2.5 Title, Initials, Surname and Name and Date of birth must be filled in.
  - 2.2.6 Province is Free State
  - 2.2.7 Club is name of school
  - 2.2.8 Occupation is learner for a school athlete.
  - 2.2.9 Give the address and fill in the information of next of kin, which can be a parent or guardian.
3. Collect the forms and the money from each athlete. The amount per license for **athletes 8 – 12 years (on 31 December 2026) is R105** per license and for **athletes 13 years (on 31 December 2025) and older is R185** per license. The **money must be paid into the account of AFS:**
  - AFS Cheque account
  - NEDBANK
  - Number: 1102277533
  - Branch Code: 110234
  - Reference: School Name (licenses)
4. When all forms and money are collected, type in the athletes’ information on the **3\_2026\_AFS Club Registered Members\_V1** Form. PLEASE make use of the dropdown lists in the columns where it is provided. The ID must be completed in FULL (all 13 digits including zeros – the program is set to keep all the zero values).
5. Now also fill in the **4\_2026 Permanent License order form – V1**. This is for AFS to keep their admin ready and to order enough numbers.
  - 5.1 Complete ONLY the yellow parts. The cost due will automatically update on the form if the numbers are added. PLEASE PAY OVER FULL AMOUNT– NO LICENSE NUMBERS WILL BE ISSUED IF NOT FULLY PAID.
  - 5.2 At Collect put in “self” if you will collect at the AFS office and leave out the courier and Post Net part.
  - 5.3 ALWAYS Fill in the contact person, telephone number and email address for AFS to be able to contact you.
6. When all this is done, **email the following documents in its ORIGINAL Excel format** to AFS using the email [info@athleticsfs.co.za](mailto:info@athleticsfs.co.za): (If forms in 6.1 and 6.2 are not in original Excel format, licenses cannot be issued)
  - 6.1 4\_2026 Permanent License order form\_V1
  - 6.2 3\_2026\_AFS Club Registered Members\_V1
  - 6.3 Proof of payment for the numbers on the order form. (FULL AMOUNT)
  - 6.4 All the 2026 ASA PERMANENT LICENCE APPLICATION FORM of all the athletes. (These forms can be dropped off at the AFS office, but it is preferred to **EMAIL** in the excel format or scanned and emailed to the same email address [info@athleticsfs.co.za](mailto:info@athleticsfs.co.za) )
7. The office will inform the person, whose details appears on the order form, when the licenses are ready to be collected, and also when to come and collect it.
8. Licenses can then be collected at the AFS office. Please give time for the process to be finalized.

9. Extra licenses can be ordered later in the season, should there occur a need for additional licenses. The same procedure from point 2 to 8 must then be followed. For any enquiries, the AFS office can be contacted at 051 430 3251 (ask for Didi) or email [info@athleticsfs.co.za](mailto:info@athleticsfs.co.za) .

Thank you for your co-operation to make this process as smooth as possible and to start it in time!

Lejweleputswa Management Team