

NAMIBIA SWIMMING UNION

CONSTITUTION

NAME AND AFFILIATIONS

1. 1.1 The Association shall be called Namibia Swimming Union.
- 1.2 It shall be affiliated to the Federation Internationale de Natation (FINA), which it recognises as the sole governing body of swimming, diving, water polo, open water swimming and synchronised swimming internationally.
- 1.3 The Association shall also be an affiliate member of the Confederation Africain de Natation (CANA)
- 1.4 The Association shall be registered with the Namibia Sport Commission as set out by the Namibia Sports Act, 2003 (Act No. 12 of 2003) and will comply with this Act, its constitution and rules.

LANGUAGE

2. The official language of Namibia Swimming Union will be English. Words in the singular will include the plural, words in plural will include the singular; words of the masculine, feminine or neutral gender shall include any gender, except in the specification of a competition being for male or female competitors; and correction of any manifestly evident typographic errors shall be made.

DEFINITIONS

3. The following definitions shall apply in this Constitution:
 - 3.1 "Association" will mean Namibia Swimming Union.
 - 3.2 "Constitution" will mean this Constitution, its provisions, the Schedules hereto, Bye-laws and due decisions and/ or orders arising therefrom, as amended from time to time.
 - 3.3 "Competition" means competition, event, meeting, camp, clinic, tour or the like.
 - 3.4 "Days" means full calendar days, inclusive of public and other holidays.
 - 3.5 "Aquatic Discipline" will mean either diving, open water swimming, swimming, synchronized swimming or water polo.
 - 3.6 "Drug/s and/or drug free sport" will mean any substance method and/or provision regulated in accordance with FINA's Doping Control Programme and WADA.
 - 3.7 "Club" means a diving, open water swimming, synchronized swimming, swimming, synchronized swimming or water polo club.
 - 3.8 "Members" will mean the Affiliated and Associated Members of Namibia Swimming Union, the individual members of such Affiliated Members, Honorary and Life Members, and persons deemed to be members of Namibia Swimming Union in terms of paragraph 7.
 - 3.9 "Olympic", "Games" and "Summer Olympic" will have the corresponding meaning referring to the Summer Olympic Games.
 - 3.10 "Disciplinary enquiry" will mean a disciplinary enquiry, investigation, hearing or the like.

OBJECTIVES

4. The objects of the Union within the area of its jurisdiction shall be:
- (a) To promote and encourage the arts of Swimming, Synchronised Swimming, Diving and the game of Water Polo.
 - (b) To stimulate public opinion in favour of providing facilities for acquiring and practising these arts.
 - (c) To promote and control Swimming, Synchronised Swimming, Diving, Master Swimming and Water Polo Championships and Competitions.
 - (d) To make and promote the uniformity of rules for the control and regulation of these arts, and particularly to make regulations as to the conduct and holding of swimming galas, appointment of gala officials and matters incidental thereto, not otherwise provided for herein.
 - (e) To enforce the observance of the laws and rules of the Union and to deal with any infringement thereof.
 - (f) To ensure that this Union and its affiliated members do not practise discrimination on the grounds of race, religion or political associations.

MEMBERSHIP

5. The membership of Namibia Swimming Union will comprise of the following:

- (a) **Affiliated Member:**
A bona fide aquatic club in Namibia, with its objective to participate in any aquatic discipline will be eligible for affiliated membership of Namibia Swimming Union.

Each Affiliated Member will acknowledge in its Constitution and rules, that it is bound by the provisions of the Constitution of Namibia Swimming Union.

Affiliated Members shall provide Namibia Swimming Union with a copy of their Constitution, which embraces the Namibia Swimming Union Constitution.

- (b) **Associate Member:**
Under special circumstances on recommendation of the Executive Committee only. The organization or body applying for Associate Membership must have an aquatic interest. Associate Members are entitled to two representatives who may attend General Meetings of Namibia Swimming Union. These representatives may enter into discussion on matters relevant to the affairs of their Association, but shall not vote at such meetings.

- (c) **Individual Member:**
Individual membership of this Union may be accepted by Council. Such individual shall have no voting powers or privileges accorded to members of the Union already defined, unless a full member of the Executive Committee.

AFFILIATION AND APPLICATION FOR MEMBERSHIP

6. (a) All new applications for affiliation and membership shall be made in writing to the General Secretary of the Union, not later than the end of February of the appropriate swimming season, and must be accompanied by the amount of the annual subscription (which amount shall be refunded if the affiliation be not accepted).
- (b) All new applications shall further be accompanied by a copy of the constitution, rules and regulations of the applicant body, and such other information as the Union may require.
- (c) Applications for affiliation may only be considered at a General Meeting of the Council of the Union, and may only be accepted if passed by a two-third majority of those present and eligible to vote at such meeting. Notwithstanding the provisions of this sub-clause, the Executive shall have the right, subject to the proper observance of the other sub-clauses of this law, to accept the affiliation of an applicant body temporarily and subject to confirmation by the requisite two-third majority at the next General Meeting of the Council.
- (d) The name of the applicant body shall be approved of by the Union.
- (e) A standing member must, during the season, demonstrate its interest to remain active and uphold the objects of NASU by either competing in at least two competitions organised by NASU (not including school competitions), or by running at least two of its own competitions under the auspices, rules and regulations of NASU. Results of such competitions shall be sent to the General Secretary of NASU. In addition each member must register its members and officials and must pay its Annual Subscription according to Rule 7. Failure to do any of these will result in suspension of such a member subject to Rules 10(f) and 19.

ANNUAL SUBSCRIPTION

7. The Annual subscription payable by all members shall become due and is payable on the day of the AGM, before the meeting commences, or in the case of new members together with their application.

The annual subscription shall be: As defined by Exco of NASU.

COUNCIL OF THE UNION

8. (a) The affairs of the Union shall be conducted by the Council, which consists of the Executive Committee (as outlined in Clause 8b) and two delegates from each affiliated Club.
- (b) The Executive Committee of the Union shall consist of the President, the Vice-President, the General Secretary, the Treasurer and so many Executive members, as may be necessary to make up a Committee of 10 members.

The President, Vice President, Treasurer and General Secretary shall be elected for terms of two years after which they may either retire or stand for re-election. The posts of President and Treasurer will be staggered by one year to those of Vice President and General Secretary. Members elected to a two-year office may, after one year, make themselves available to any other two-year post. If elected to that new post the vacancy thus created will then be filled by election for a period of one year. All other members shall hold office for one year or prior resignation. Should any member holding a dual post on the committee resign then only his chair will be filled by Rule 16. His dual posts will be filled by existing members of the Committee. All members of the Executive Committee are subject to Rule 21.

- (c) The Executive Committee is empowered to appoint an Assistant to assist in the carrying out of the secretarial duties of the Union, either in an honorary capacity or otherwise, provided that such assistant shall have no vote in the affairs of the Executive Committee and that his/her duties shall consist mainly of taking the minutes of meetings, typing the same and assisting generally in the work of the Secretary.

APPOINTMENTS OF DELEGATES

9. (a) Delegates appointed by an affiliated Club shall be members of that Club. Notice in writing of the names of such Delegates must be given by the affiliated Club to the General Secretary before the Annual General Meeting, failing which such Delegates shall not have the right to take part in such meeting. An affiliated Club may nominate two or more alternates in place of its appointed delegates to act in their stead where circumstances make it impossible for the appointed delegates to act, provided however, that such alternate delegates shall be members of that affiliated club and notice in writing of the names thereof shall have been given to the General Secretary as provided for.
- (b) Each affiliated Club shall provide two of its members as delegates with written authority to represent that Club's opinions at any other Council Meeting called during the season.
- (c) (i) In the case of the delegates or alternate delegates of an affiliated Club not being able to attend an Annual General Meeting, any action that might be lawfully taken there, and which is known in advance

(Elections, Constitutional changes), can be voted on via electronic mail or facsimile. No voting by proxy is allowed.

- (ii) Where a vote by mail is required, the General Secretary shall mail by electronic mail or facsimile, a clear statement of the subjects to be voted on with a request that the club sends its vote(s) thereon to the General Secretary by electronic mail or facsimile. The request shall state on which date the voting shall be closed. Three weeks for reply shall be allowed. Replies shall be kept confidentially on file, until the opening of the Annual General Meeting.

POWERS AND DUTIES OF THE COUNCIL

10. The Council may exercise any or all of the following powers:

- (a) The Council shall maintain a Banking Account/Building Society Account in the name of the Union, which account shall be operated upon by cheque signed by the President or Vice-President or General Secretary, together with the Treasurer. The accounts of the Union shall be audited by Auditors appointed at the Annual General Meeting held in each season.
- (b) The Council shall, at the Annual General Meeting held in each season, elect the Executive Committee as provided for in Rule 8 hereof.
- (c) The Council may, at any General Meeting, alter, amend or revoke any of the Laws, Bye-Laws, Rules or Regulations of the Union, provided however, that notice of motion in writing, setting out such proposed alteration, amendment or revocation, shall have been given to the General Secretary fourteen (14) days after receipt of the date of the General Meeting, which shall not be less than thirty (30) days before the meeting at which such motions are to be considered, and circularised by him to all affiliated members not less than fourteen days prior to such meeting. No such resolution shall become effective unless passed by a two-third majority of those present and eligible to vote.
- (d) The Council may purchase or hire movable and immovable property in the name of the Union, upon such terms as may be considered expedient and shall further have the right to borrow money on mortgage or otherwise for such purposes.
- (e) The Council shall at a General Meeting consider all applications for affiliation, including applications for affiliation provisionally accepted by the Executive, subject to the provisions of clause 4 (c).
- (f) The Council, subject to the provisions hereinafter contained, shall have the power to fine, reprimand or expel any affiliated Club or member thereof, which or who, in its opinion, has been guilty of conduct warranting such action.
- (g) The Council may suspend, abandon or alter any or all of its competitions or in their stead substitute others.

- (h) The Council shall deal with all appeals or protests from or against decisions of the Executive Committee.
- (i) The Council may appoint or nominate Special Committees to consider and report upon any question that may be referred to them.
- (j) The Council may refund all necessary expenses incurred by any person or body whilst engaged in the work of the Union.
- (k) The Council's decision on all questions shall be binding on all affiliated bodies or members thereof and the Council may call upon any affiliated body to submit for inspection such documents, books or statements as may be deemed necessary and expedient for the purposes of the matter under consideration. Failure to comply with such demand shall render the offender liable to such penalty as may be imposed by the Council.
- (l) The Council shall be empowered to deal with all matters arising out of or incidental to the proper management or control of the affairs of the Union or of the Sport itself, not provided for in this Constitution.
- (m) The Council shall be empowered to appoint Boards of Control as may be deemed necessary at the Annual General Meeting as provided for in Par. 32.
- (n) In addition to the management of the above the Council may call for an independent Trust Committee to manage the finances in case an individual sponsor, or for that matter any institution, contributes to a specific swimmer or specific project only.
 - (1) Members of the Trust Committee will be duly nominated and elected by a vote of members at any General Meeting of the Namibia Swimming Union.
 - (2) This Trust committee is responsible for the financial decisions of all projects and monies entrusted to them by the Namibia Swimming Union on behalf of the sponsor(s). All financial decisions by the Trust committee must be sanctioned by the Executive Committee at the next meeting of the Executive Committee.
 - (3) Members of the Trust Committee will be elected from nominations in the following categories:
 - i) A past President of Namibia Swimming Union (formerly Namibia Amateur Swimming Union) who will act as Chairman
 - ii) A former (retired) National athlete or swimmer of reputable standing.
 - iii) A current or former member of a National recognised sporting body other than Aquatics. The Sport Body referred to in the above sentence shall be registered with the Namibia Sport Commission as set out by the Namibia Sports Act, 2003 Act No. 12 of 2003).
 - iv) The current President of Namibia Swimming Union
 - v) The current Treasurer of Namibia Swimming Union

- (4) For each financial project or grant two additional seats will be granted.
 - i) Project co-ordinator (appointed by the Executive Committee of Namibia Swimming Union)
 - ii) Sponsor representative (appointed by the sponsor)
- (5) The project co-ordinator and sponsor representative and shall have power to vote at any meeting.
- (6) The Chairman will be responsible for calling meetings and co-ordinating liaison with the Executive Committee of Namibia Swimming Union.
- (7) Separate financial statements will be prepared for each project and will be reflected separately and individually in the Annual Financial Report of Namibia Swimming Union

MEETINGS OF THE COUNCIL

11. An ANNUAL GENERAL MEETING, of which twenty-eight days' notice in writing shall have been given by the General Secretary to all affiliated members, shall be held in June each year, at which the following business shall be transacted:

- (a) To confirm minutes of previous Annual General Meeting.
- (b) To receive and adopt the Annual Report of the Executive Committee.
- (c) To receive and adopt the Financial Statements submitted by the Treasurer.
- (d) To consider applications for Affiliations.
- (e) To consider and deal with any notices of motion.
- (f) To elect the Executive Committee as provided for in Par. 8 hereof, Boards of Control as may be deemed necessary in terms of Par. 32; and to elect such other Officials as may be deemed expedient.
- (g) To consider and deal with any general business of the Union.

An ORDINARY GENERAL MEETING may be convened by the General Secretary, on approval of the President or in his absence the Vice-President, upon seven days' notice in writing thereof being given to all affiliated members, whenever the same may be necessary for the transaction of business.

A SPECIAL GENERAL MEETING may be called by the President and shall be called by the General Secretary on written requisition signed by at least four (4) members of the Council, which meeting shall be held within seven (7) days of the application and at which meeting no business shall be conducted other than that specified in the notice calling the meeting.

Copies of the Minutes of the above meetings shall be circulated to affiliated members within three weeks after having been noted by the Executive at the first Exco meeting after such a Council Meeting.

CONDUCT OF COUNCIL MEETINGS

12. (a) A quorum at all Council Meetings shall consist of delegates (provided that it shall not be necessary for an affiliated member for this purpose to be represented by more than one delegate) representing not less than one quarter of the number of bodies affiliated to the Union and in good standing, together with at least five of the numbers of the Executive Committee. If, within fifteen minutes from the time appointed for any Meeting of the Council, a quorum is not present, the meeting shall stand adjourned to the same day in the next week, members being notified of the time and place thereof. If at such adjourned meeting, there is not a quorum present, the members then present shall be entitled to proceed with the business of the agenda only.
- (b) The Chairman at all Meetings of the Council shall be the President and in his absence the Vice-President. If both absent, the Meeting shall elect a Chairman. The Chairman shall have authority on every point of order and shall be the sole interpreter of the Constitution of the Union for the purpose of such Meeting. The Chairman shall have the right to vote on every motion and, in cases of equality of votes, he shall have a casting vote.
- (c) The Council shall cause to be kept by the General Secretary, a full record of Minutes of the proceedings of the Council and all its Committees. Unless otherwise agreed upon, copies of the Minutes of Council Meetings shall be forwarded to each affiliated member and, except the Minutes of the Annual General Meeting (which shall be read at the first Executive Meeting and initialled by the Chairman as a correct record) shall be read at the next Meeting of the Council and, after confirmation, be signed by the Chairman of that Meeting and the General Secretary.
- (d) Voting shall be by show of hands, except in the election of officers where more than the requisite number have been nominated, in which case the voting shall be by ballot. Unless otherwise provided for herein, all motions shall require only a majority of the votes recorded.
- (e) The Chairman, with the consent of the Council, may adjourn any meeting from time to time, and at such adjourned meetings only such business remaining unfinished shall be transacted.

POWER AND DUTIES OF THE EXECUTIVE COMMITTEE

13. The duties of the Executive Committee shall be:
 - (a) To allocate Championship events and other competitions and to fix the fees therefore.

- (b) To grant or withhold permits for galas and to approve or veto officials for the open events thereat.
- (c) To decide all cases of dispute not definitely provided for in this Constitution.
- (d) To deal with complaints against affiliated clubs, or members thereof, for misconduct and, if considered advisable, to impose penalties by way of suspension etc. Clubs or individuals so penalised shall have the right to appeal to the Council of the Union in which case any penalty imposed by the Executive may either be confirmed, increased or reduced.
- (e) To consider ratification of all Swimming Records under jurisdiction of Namibia Swimming Union of which application for ratification has been received.
- (f) To act as holders in trust of all Trophies, monies and other property of the Union and to deal with the same as the Council may decide. To arrange methods of ensuring the safety of Trophies whilst in the hands of holders including receipts for possession, liability for damage whilst in holders' possession and penalties for not returning the same on due date. All Trophies shall be insured by and at the expense of the Union.
- (g) To receive and pass accounts for payment.
- (h) To act in case of emergency. To deal with any urgent business which it is impracticable to refer to the Council of the Union; also routine business including the provisional acceptance of applications for affiliation which may be received between meetings of the Council.
- (i) To give and grant honoraria and/or to make presentations to such persons as may be deemed advisable, but only in accordance with the Amateur rules governing the sport.
- (j) To deal with an Appeal by any individual or Club penalised by an affiliated member.
- (k) The decisions of the Executive shall take immediate effect and shall be acted upon unless and until altered by a meeting of the Council of the Union.
- (l) The Executive Committee shall be responsible for electing representatives to fill the positions of manager and chaperone(s) and any other necessary position for Namibian teams.
- (m) The Executive Committee shall appoint a person, not necessarily a member of the Executive Committee, to act as Gala Organiser, unless otherwise decided by the Council at the Annual General Meeting. He shall head a sub-committee made up of himself and one member of each affiliated Club. It shall be this subcommittee's duty to organise officials and all necessary workers for all aquatic competitions, displays or events that are run under the auspices of NASU. The Executive gala Organiser shall be responsible for publishing a list of all officials and workers prior to the competition and for informing them of their duties five (5) days before the commencement of the event.

- (n) The power to institute or defend legal proceedings on behalf of the Union shall be vested in the Executive Committee.

MEETINGS OF EXECUTIVE COMMITTEE AND CONDUCT THEREOF

- 14. (a) Meetings of the Executive Committee shall be convened by the General Secretary whenever deemed expedient or on instructions of the President, and also upon a written requisition therefore signed by four members of the Executive.
- (b) A quorum at any meeting of the Executive Committee shall consist of not less than six of its members.
- (c) The General Secretary shall record the proceedings of the Executive Committee in the Minute Book.
- (d) Save as herein provided and in so far as the same are applicable, the provisions laid down in Par. 12 for the conduct of Council Meetings, shall apply to the conduct of meetings of the Executive Committee.

Copies of the Minutes of the above meetings shall, if possible, be circulated to affiliated members within fourteen (14) days after the meeting.

ABSENCE FROM MEETINGS OF EXECUTIVE

- 15. If any member of the Executive shall absent himself from three consecutive meetings, after having received the customary notices and without special leave of absence, the seat of such member on the Executive shall be declared vacant.

VACANCIES ON EXECUTIVE COMMITTEE

- 16. The Executive has the power and authority to fill any vacancy that occurs. The General Secretary shall inform all Presidents of affiliated members in writing of such a vacancy. Nominations may then be made by any affiliated Club in good standing. These nominations shall be considered by the Executive at the following meeting and the vacancy shall be filled by election. The new post shall be held until the next Council Meeting.

EXECUTIVE OFFICERS MAY NOT ACT AS DELEGATES

- 17. No member of the Executive Committee may act as a delegate for any affiliated body, except at any Annual General Meeting when such delegate may be newly appointed and then for that meeting only.

NO CLAIM

18. There shall be no claim for damages against the Union in the event of any Championship or other fixture failing to take place.

DISQUALIFICATION

19. (a) A delegate shall not be allowed to take part in any meeting if the subscription of the member, which he represents, be more than one month in arrears; if such subscription be three months in arrears, the affiliation of that member shall automatically become suspended and such suspension shall not be removed until the arrears are paid. While under suspension, no affiliated Club or individual member thereof shall be allowed to take any part whatsoever in the affairs of the Union, not be permitted to compete in any of the Competitions, Galas, Championship or other events of the Union or any of its affiliated members. Should an affiliated member or any individual thereof be engaged in any of the Competitions, Galas, Championship or other events of the Union or any of its affiliated member prior to suspension, then upon suspension, such affiliated Club or any of its individual members shall be debarred from continuing to be so engaged.
- (b) No person may sit on any Committee, Executive or Council, or act as an official at or take part in any competition, whilst under sentence or disqualification or suspension, for an offence committed by himself.

WITHDRAWALS

20. Members wishing to withdraw from the Union shall give notice in writing to that effect before the date of the Annual General Meeting, failing which they will be held liable for the subscription for the ensuing year.

EXPULSION

21. If at a meeting of the Union a resolution be passed by the vote of three-fourths of those present that a member has rendered itself/himself unworthy to belong to the Union, the membership of such member shall thereupon cease, provided, however, that no such resolution shall be taken unless intimation that the matter is to be considered shall have been inserted in the notice calling such meeting. Any member being expelled shall have the right to appeal.

PROTESTS

22. All protests and appeals when made by an individual or by a team or club must be accompanied by a deposit as defined by the Executive Committee and advised at the

Annual General Meeting, such deposit being forfeited should the protest or appeal be deemed by the Union to have been made on no reasonable grounds.

ARBITRATION

23. Disputes between Namibia Swimming Union and any of its Affiliated Members or individual members of Affiliated Members that are not resolved by Namibia Swimming Union may be referred for arbitration to the Namibia Sports Commission.

Any decisions made by the Namibia Sports Commission shall be final and binding on all parties concerned.

SELECTION OF NAMIBIAN TEAMS

24. (a) Competitors

A Committee, including the President, the General Secretary and the Recorder, and one delegate (or his alternative) of each affiliated member shall be appointed at the Annual General Meeting, whose duty it shall be to select the competitors to represent Namibia in any National or International competition. All such selections and nominations to be referred to the Executive Committee for confirmation.

(b) Management Teams

Management Teams may be appointed for all Namibian Teams at least three months before the date of the competition itself by the Executive Committee from recommendations received from each affiliated Member. If such competitions are announced on short notice, this appointment shall be done at the earliest possible date.

BYE-LAWS AND CONDITIONS GOVERNING SWIMMING

25. (a) All bye-laws governing the sports under the auspices of FINA and this Union and included in the FINA Constitution shall be binding.
- (b) Such laws and bye-laws shall become effective as of the date that this Union receives notification from FINA
- (c) Interpretation of these laws and bye-laws shall be referred to the Council at a General Meeting for a decision by a two-thirds majority of those present.

INDEMNITIES

26. No swimmer may participate in any NASU official competition or represents NASU or Namibia in any competition or gala unless a signed indemnity form for the respective season has been submitted to the General Secretary of the Union.

COLOURS AND BADGE

27. (a) The colours of the Union shall be
- (b) The blazer shall be
- (c) The badge shall be
- (.....: To be decided upon by Executive Committee of NASU)

NASU AWARDS

28. COMPETITORS:

- | | | | |
|-----|-------------------|---|-------------------------|
| (a) | "Total" Award | - | Beginners |
| (b) | "School" Colours | - | All School years |
| (c) | "Junior" Colours | - | Age Groups 9 – 14 |
| (d) | "Senior" Colours | - | Age Groups 15 and above |
| (e) | "Honours" Colours | - | Any Age Group |

29. ADMINISTRATORS/OFFICIALS:

- | | | | |
|-----|-----------------------------|---|-------------------------------|
| (a) | "Service" Awards | - | Bronze, Silver, Gold, Diamond |
| (b) | "Blazer" Badge | - | |
| (c) | "Meritorious Service" Award | - | |

30. COMPETITORS

- | | | |
|-------------------|---|--|
| "TOTAL" AWARD | * | This Award will take the name of the Sponsor |
| | * | Current Standards stay in place for this Award. |
| | * | The Award comprises a Certificate and a lapel pin. |
| "SCHOOLS" COLOURS | * | This Award is available to those who are chosen to represent Namibia in schools Teams, both junior and senior. |
| | * | The Award takes the form of a cloth badge with a special School's design. A Scroll under the badge will delineate whether the award is "junior" or "senior". |
| | * | Standards for selection to be selected by the Boards and ratified by the NASU Executive or SGM. |
| "JUNIOR" COLOURS | * | This Award is available only to registered members of NASU between the ages of nine (9) and fourteen (14) who represent Namibia. |
| | * | The Award takes the form of a cloth badge with a special "Junior" design. A scroll underneath delineates the type of aquatic sport. |

	*	Standards for selection determined by the Boards and ratified by the NASU Executive or SGM.
"SENIOR" COLOUR Normal	*	This Award is available only to registered members of NASU over the age of fifteen (15) who represent NASU.
	*	The Award takes the form of a metal Blazer badge of the "NASU Emblem". A scroll underneath delineates the type of aquatic sport.
	*	Standards for selection determined by the Boards and ratified by the NASU Executive or SGM.
	*	This Award does not stand as high as the "National Emblem". It may be awarded in tandem with the aforementioned.
"HONOURS" COLOURS	*	This Award is available to registered competitors of NASU according to the current wording of the Constitution.
	*	The Award takes the form of a metal Blazer-badge in the "NASU Emblem" with a wreath $\frac{3}{4}$ ths around the emblem. A scroll underneath delineates the type of aquatic sport.
	*	This Award may be awarded in tandem with the "National Emblem" Honours award.

The Union may award an Honours Badge to:

- (a) Any individual who has represented Namibia either in swimming, synchronised swimming, diving or water polo at not less than three Open tournaments/Competitions, and has to the opinion of the Executive of NASU performed satisfactorily, i.e. in swimming: has reached the required standard times, as laid down by NASU at least once.
- (b) Any competitor who has set at least six Namibian records, Age Group or Open, in at least three separate strokes. This shall be done in one and the same season.

31. MANAGEMENT/OFFICIALS

All forms of the underlying awards take the form of the "NASU symbol" unless superseded by the "National Symbol".

SERVICE AWARDS	*	Take the form of lapel pins in the colours of bronze, silver and gold. The diamond pin includes a stone of correct colour besides the emblem.
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* Awards as underlying according to the following conditions:

- Member of NASU
- Active for the minimum prescribed total years; or on recommendation of the NASU Executive

	<u>BRONZE</u>	<u>SILVER</u>	<u>GOLD</u>	<u>DIAMOND</u>
NASU Executive	2 years	5 years	10 years	25 years
Gala Official	2 years	5 years	10 years	25 years
Other	determined for all levels by the NASU Executive based on written recommendation and written rationalisation.			

“BLAZER” BADGE

* Takes the form of a metal woven Blazer badge with the “NASU Emblem”.

- * Available automatically to the following:
- NASU President
 - NASU Vice-President
 - NASU Secretary
 - NASU Delegates to foreign meetings
 - NASU Executives of a minimum of three years’ standing
 - NASU National Management Teams (excluding schools teams)
 - NASU Officials with Gold service award

* Scroll indicating “resident”; “management” and “official” will be attached where applicable.

“MERITORIOUS SERVICE” AWARD

* Available only to those members of NASU that have already been awarded the “gold” service award on the following basis:

* Available upon written application to NASU and subsequent decision by General Council vote, providing that ample rationalisation of the individual’s contribution has been supplied to NASU and substantiated by them.

* General Council vote: Voting shall be by ballot, and the Award shall only be granted if the proposal is carried by a majority of two thirds of those present, and eligible to vote.

SWIMMING BOARD OF CONTROL

32. At the Annual General Meeting of the Union a Swimming Board of Control may be elected.

One member shall be a member of the Executive Committee and the other members shall be delegates of the affiliated swimming clubs of NASU with a maximum of one (1) delegate per affiliated club.

The duties of the Swimming Board of Control shall be:

- (a) To advise NASU Executive Committee on technical matters with regards to updated techniques and regulations on swimming.
- (b) To assist with the planning and drawing up of the annual programme.
- (c) To assist in settling protests and disputes and to recommend their findings to NASU.
- (d) To advise on the training and education of officials for galas.
- (e) To advise the Executive Committee of NASU on needs of training equipment and facilities of these need to be acquired or updated.
- (f) To perform such other duties or tasks as may be requested by NASU Executive Committee.

All decisions of the Swimming Board of Control shall be subject to approval by the Executive Committee of the Union.

BYE – LAWS

GALAS

- 1 Secretaries of Galas or of the body promoting same must forward to the General Secretary of the Union and to the Recorder a copy of the programme showing results and times clearly marked.

OPEN GALAS

- 2 Members wishing to hold Open Galas must apply to the Union for a permit. Open Galas are Galas or a series of competitions in which members of more than one club are eligible to compete. A fee as defined by NASU Exco and advised at the AGM shall be paid for the issue of a Gala Permit, except in the case of all Schools Associations within the jurisdiction of the Union.

ENTRY FEES FOR NAMIBIAN NATIONAL CHAMPIONSHIPS AND OTHER COMPETITIONS

- 3 Entry fees as defined by NASU Exco and advised at the AGM will be applicable for the Namibian National Championships and other Competitions.

SWIMMING YEAR

- 4 Each Swimming Season shall be reckoned as from 1st May to 30th April.

REGISTRATION

- 5 (a) First Claim Registration:

As soon as any swimmer, diver or water polo player becomes a member of a Club affiliated to the Union, such swimmer, diver or water polo player shall be registered in the manner provided for in sub-clause (b) hereof, in the Registration Book or the electronic database of the Union, kept for that purpose by the General Secretary for the Union.

A swimmer, diver or water polo player may only be registered as representing one affiliated Club at any one time, and such registration shall have the effect of making that swimmer, diver or water polo player a first claim member of the Club by whom he is so registered.

The General Secretary should sign the Registration Book/Database of the Union on receiving the application together with the correct application fee, which date should then become the date of application of the swimmer.

(b) Manner of Registration:

- (i) Application for registration shall be made to the Union on a form provided for that purpose and lodged by the Secretary of the Club applying for registration, which form shall be signed by the member indicating his or her membership of and consent to represent such club.
- (ii) Registration of a member, once accepted, will continue for the current swimming season only.
- (iii) A member may apply for re-registration as a first claim member of another Club from time to time, provided that fresh application is made therefor to the Union on a new form lodged by the Secretary of the Club to whom he or she is transferring, together with a clearance of good standing from the Club from which the member is seceding but during the period from November 1st, until the end of the season, transfer in terms hereof shall only be allowed with the sanction of the Union.

In the event of a Club refusing, without good reason, to issue such clearance, then the Executive may approve of such re-registration, provided it has satisfied itself that the member is in good standing.

(c) Effect of Registration:

The member shall only be entitled to compete in an ordinary gala held under the auspices or rules of the Union if that member has been registered as above for a period of 7 (seven) days before the date of the competition and shall only be entitled to compete in the Namibian National Championships if the member has been registered as above for a period of 10 (ten) days before the date of such Championship.

- (d) Registration Fee: As defined by Exco of NASU, will be levied against all members of Clubs (officials, swimmers, synchronised swimmers, divers and water polo players) affiliated to this Union. These fees are due and payable in each Swimming Season as defined. Swimmers and officials participating in closed school events only shall be exempted from registration.

AGE LIMITS

6. In all NASU Competitions where Age Limit is fixed, the age group of the competitor shall be his/her age on the first day of the commencement of that competition, or, as expressly laid down by the Council in the case of Junior Water Polo Leagues, at the commencement of the competition date as laid down.

RECORDS

7. a) It is the responsibility of the head coach of the club to inform the referee of any attempt for a possible record during the meet. This written information must reach the referee at least thirty (30) minutes before the start of the meet and must specify the name of the swimmer and the event. The referee will inform the chief timekeeper whom will arrange that there are 3 timekeepers available for the specific lane/swimmer.
- b) All applications for Records must be sent to the General Secretary of the Union within 10 (ten) days of the competition for consideration by the Executive, on the form issued for the purpose or failing that, giving full information as laid down.
- c) All Records must be established in a 50m (fifty) or 25m (twenty-five) pool. (Only metre records will be recognised).
- d) The time shall be taken by three timekeepers appointed or approved by the Executive and they shall start their watches when the starting signal is given. When two watches agree, that shall be the accepted time, but if all watches disagree, that time recorded by the middle watch shall be accepted. The Starter or some other responsible official shall inspect the watches used, record the times and publicly announce them. All watches used shall be certified as accurate to the Executive's satisfaction.
- e) If approved a certificate will be issued for a record broken in either age group or open gala.
- f) Four tables of records shall be kept by the General Secretary:
- 1) The Namibian Open Record set by a swimmer who is a Namibian citizen and affiliated with NASU. Age of the swimmer does not play a role in setting a Namibian Open Record.
 - 2) The Namibian Age Group Record set by an age group swimmer who is a Namibian citizen affiliated with NASU.
 - 3) Namibian Visitors Record set by any Non-Namibian citizen not registered with NASU swimming in any NASU Gala at any venue inside Namibia and provided that the record must be faster than the Open or Age Group Namibian Record.
 - 4) Namibia Swimming Union Record set by any swimmer registered with NASU through an Affiliated member swimming in any NASU Gala at any venue inside Namibia.

The above four tables of records shall be kept by the General Secretary for both the long course and short course events.

A Namibian Open Record (Open: means unlimited age may be established in any gala at any venue).

A Namibian age group record may be established in any NASU sanctioned age group gala or open competition at any venue.

A Namibian Visitors Record may only be established by any Non-Namibian citizen swimming in any Gala at any venue inside Namibia.

- g) Members of relay teams must be from the same Club or a National Representative Team.

REPRESENTATIVE MATCHES

8. Swimming, Diving and Water Polo matches arranged by the Executive or Council shall take precedence over other fixtures.

REPRESENTATIVE FIXTURES

9. When a Representative match (Swimming, Synchronised Swimming, Diving or Water Polo) takes place on the same date as an ordinary club fixture or Union fixture or any function under the jurisdiction of the Union, any member selected to represent the Union who is unable to attend will be debarred from representing his Club on that day, unless good and sufficient reason be given to the Executive why representative selection is unacceptable.

REPRESENTATIVE PERSONS

10. Selected Swimmers, Synchronised Swimmers, Divers and Water Polo Players chosen to represent this Union who, without good and sufficient reason, refuse to comply with the arrangements of the Union for attending such matches or functions, shall be guilty of misconduct and any affiliated body or member thereof who may be proved to have encouraged or instigated such player to commit a breach of this rule shall be deemed guilty of a similar offence and dealt with accordingly.

DRUG TESTING

11. Every Swimmer, Diver, Water Polo Player and Synchronised Swimmer, competing in any Namibian Aquatic event, consents to submit to drug testing when called upon to do so by an authorised Official.

SELECTION TO A NAMIBIAN NATIONAL TEAM

12. Any Namibian swimmer (or for that matter diver or water polo player), duly registered with NASU through a Namibian club, affiliated to NASU, who intends to train and/or compete outside the borders of Namibia for any period of time, and who wants to be eligible for selection to a Namibia National Team, shall
- (a) be a Namibian citizen
 - (b) abide by FINA rules, and
 - (c) may only and exclusively compete at any gala as a Namibian citizen, the fact of which the swimmer/diver/water polo player shall inform the organisers of the event
 - (d) Must participate in at least one gala under the auspices of NASU in the year immediately preceding the selection of the Namibian national team.
 - (e) They must abide by the Namibia Sport Act.

A NASU-registered swimmer, who is also registered with a foreign club under FINA rules, shall provide NASU with the full name and address of the foreign club.

Should it come to the notice of NASU that he/she participated at any competition under the nationality other than the Namibian nationality, he/she will immediately forfeit his/her NASU membership and will thus not be considered for selection to any Namibia National Team.

Any official clearance certificate issued, shall stipulate the above conditions clearly. A copy of the clearance certificate shall be sent by separate mail to the controlling body in the country of his/her temporary registration/immediate participation.

In order to avoid possible confusion and/or enquiries, a letter shall be sent with the clearance certificate, advising the controlling body in a foreign country that Namibia does not allow dual citizenship and that NASU needs to ensure that the conditions as stipulated in the clearance certificate are strictly adhered to.

GALA ORGANISER AND OFFICIATING AT GALAS

13. (a) Make a fair and pro-rata distribution of officials allocated from the clubs to officiate at galas according to the number of registered swimmers at NASU from the clubs.
- (b) That the gala organiser indicates the function of each and every official so decided on. For instance, time-keepers, style judges etc
- (c) That the gala organiser takes into consideration the fact that NASU did not make sufficient arrangements over the last couple of years to educate enough officials to officiate in the more technical positions like referee and style judge.
- (d) That the gala organiser informs the Secretary of NASU about the allocation of the number of officials per club according to clubs. This should be done for every gala.
- (e) That the gala organiser informs the club secretaries of the requirements for officials from the specific club.
- (f) That NASU Executive Committee makes a decision that there would be a N\$150.00/official penalty for a no-show or for not providing an official as requested according to the number of swimmers registered.
- (g) That the gala organiser makes sure that there are enough stand-by officials should a situation as stated above occurs.
- (h) That NASU Executive Committee informs the clubs about the above arrangement and that this arrangement will hold firm until repealed.
- (i) That all previous bylaws with regard to the allocation of officials officiating at galas be repealed.

CONDITIONS AND BYE-LAWS FOR SWIMMING COMPETITIONS

NAMIBIA OPEN SWIMMING CHAMPIONSHIPS

The following general conditions shall apply to all the individual championships and (except no.2) to the Team Races:

1. Open to all amateurs.
2. Winner to receive a Gold Medal
Second a Silver Medal
Third a Bronze Medal

If there be less than four starters, awards will only be handed out when the starters have completed the full distance or the particular event in the qualifying time as laid down from time to time by NASU.

3. Rules and technical aspects governing such a competition will be as outlined by FINA.
4. Entries, accompanied by fee, shall be made on the prescribed form and must reach the Secretary of the promoting body ten (10) days before the date of the competition. The best current time of the entrant shall be indicated for heat allocation. These times are to fall within the standard qualifying times for the Namibia Championships. Times are fixed at a "AAA" for the age of 13 (thirteen) years or as laid down by the Executive Committee for the longer distances. The Executive Committee may allow additional swimmers to compete on merit in the Championships.
5. The holder of each trophy shall return the trophy to the General Secretary of the Union at least ten (10) days before the first day of the Championships.

Such trophy shall be returned in the same condition as when it was awarded at the preceding Championships.

If not, the trophy holder – or if a minor, his/her parent/guardian – shall be liable for all costs in restoring the trophy.

Failing to comply with the period of time, mentioned above, the holder shall be levied with a fine of 50 (fifty) cents per day per trophy.

6. Programme for Namibia Championships:

50m, 100m, 200m, 400m and 1500m freestyle	men
50m, 100m, 200m, 400m and 800m freestyle	woman
100m and 200m Breaststroke	men
100m and 200m Breaststroke	woman
100m and 200m Backstroke	men
100m and 200m Backstroke	women

100m and 200m Butterfly	men
100m and 200m Butterfly	women
200m and 400m Individual Medley	men
200m and 400m Individual Medley	women
4 x 100m Medley Relay	men
4 x 100m Medley Relay	women
4 x 100m and 4 x 200m Freestyle Relay	men
4 x 50m and 4 x 100m Freestyle Relay	women
4 x 50m Freestyle Relay	men

7. (a) Scratching on the day of the race will result in the swimmer being excluded from any subsequent event during that day.
- (b) Should a swimmer fail to report for a race, the swimmer shall be excluded from any subsequent event during that day.
- (c) The exclusion, mention in 7. Paragraph (a) and (b) shall not apply to relay races.
- (d) Presentation of medical certificate or good cause shown will overrule paragraphs (a) and (b) above.

NAMIBIAN JUNIOR CHAMPIONSHIPS

1. Open to all amateurs, who have been registered swimmers/divers for a period of 10 (ten) days before the date on which the Junior Championships will be held.
2. To be competed for annually, in the month of March.
3. Entrants must be 16 (sixteen) years of age or younger on the day of the competition in the swimming season in which the event is held.
4. All competitors shall wear regular costumes.
5. Entrance fees to be defined by NASU
6. Entries, accompanied by fee, and date of birth of swimmer, must reach the General Secretary of NASU 10 (ten) days before the date of competition.
7. The Team Races will be open to teams, of which the four members should belong to the same affiliated club or be registered individuals.
8. Winner to receive a Gold Medal, suitably inscribed. Second a Silver Medal, suitably inscribe. Third a Bronze Medal, suitably inscribed.

9. The programme for the Namibian Junior Championships to be decided upon by the Executive of NASU.
10. In individual events a swimmer may enter in his/her own age group or any age group higher but he/she may enter in one age group only.
11. In relay events a swimmer may swim either in his/her own age group or one higher age group irrespective of the age group in which he/she swam in the individual events.

AGE GROUP SWIMMING COMPETITIONS

1. All National Age Group competitions shall be run according to the Bye-Laws as set down by NASU.
2. The Executive Committee can draw up or approve of other Age Group competitions during the season. These competitions will be run in accordance with the laws and bye-laws as set down under D.

SWIMMING LAWS

The conduct of swimming competitions as well as the officiating of such, i.e. duties of officials, rules on strokes, drawing of heats and the race itself, shall be according to the laws and bye-laws of FINA.

NAMIBIAN JUNIOR SWIMMING/DIVING COMPETITION FOR PRIMARY SCHOOL PUPILS

1. Swimmers/Divers need not be registered with NASU.
2. To be competed for annually, in the month of October.
3. Only pupils of Standard Sub A – Standard 5 (Standard 5 included) may participate.
4. The team Races will be open to teams, of which the four members should be pupils of the same school or college.
5. Entries, accompanied by fee, and date of birth of swimmers/divers, must reach the Secretary of the promoting body 8 (eight) days before the date of competition.
6. Entrance fee to be as defined by the promoting body.
7. All competitors shall wear regulation costumes.
8. For the purpose of the eliminating contest, the Bye-laws and Swimming laws of NASU shall be observed.
9. The winner of each event to receive a Gold Certificate. The second a Silver Certificate. The third a Green Certificate.

10. The winning school or college shall be presented with a trophy of NASU suitably engraved, and with a certificate. The second with a small trophy, suitably engraved and with a certificate. The third with a certificate.
11. The Secretary shall make the programme available 21 (twenty-one) days before the competition is to take place.

NAMIBIAN SENIOR SWIMMING/DIVING COMPETITION FOR HIGH SCHOOL PUPILS

1. Swimmers/divers need not be registered with NASU
2. To be competed for annually, in the month of February
3. Only High School pupils (from Standard 5 upward) may participate.
4. The Team Races will be open to teams, of which the four members should be pupils of the same school or college.
5. Entries, accompanied by fee, and date of birth of swimmers/divers, must reach the Secretary of the promoting body 8 (eight) days before the date of competition.
6. Entrance fee to be as defined by the promoting body.
7. All competitors shall wear regulation costumes
8. For the purpose of the eliminating contests, the Bye-laws and Swimming Laws of NASU shall be observed.
9. The Winner of each event to receive a Gold Certificate.
The Second – a Silver Certificate
The Third – a Green Certificate
10. The winning school or college shall be presented with a trophy of NASU, suitably engraved, and with a certificate.
11. The second with a small trophy, suitably engraved, and with a certificate.
12. The third with a certificate.