

# NAMIBIA SWIMMING FEDERATION POLICIES



NASFED POLICIES outline powers and responsibilities of the federation, define the rules and procedures as well as the enforcement of these processes. The purpose of NASFED Policies is to strengthen the capacity of the federation, provide guidance for decision making and to improve its service delivery without compromising on independency, quality and performance standards.

**NOVEMBER**  
**2020**

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## GOVERNANCE FRAMEWORK

### 1. INTRODUCTION

This document outlines powers and responsibilities of NASFED. It defines rules and procedures as well as the enforcement of these processes.

The policies contained herein have been developed to strengthen the capacity of the federation, provide guidance for decision making and to improve its service delivery without compromising on independency, quality and performance standards.

The Governance Framework is applicable to NASFED, inclusive of its Council, Executive Committee, sub-committees, hosted activities, events and the activities of all its affiliated members.

All the policies shall incorporate and underscore the values adopted by NASFED in the Strategic Plan 2019-2023:

***Integrity, Non-discrimination, Work-ethics, Accountability, Teamwork, Excellence, Respect.***

Unless specifically otherwise defined, capitalised terms used herein shall have the meanings ascribed thereto in the Constitution.

### 2. NASFED STRUCTURES

NASFED Governance Framework is guided by and subject to the following:

#### 2.1. Constitution

The NASFED Constitution is the overarching guiding document that determines the organizations' operations. Should there be any contradiction between any provision of the Constitution and any provision of any of the other NASFED documents, the applicable provision of the Constitution will prevail.

#### 2.2. Policies

NASFED Policies are documents that detail the organization's approach to specific administrative matters. Policies shall be numbered, kept updated and signed off by the President upon acceptance thereof by the Executive Committee.

#### 2.3. Procedures

NASFED Procedures are documents that provide guidance to clubs and members on the detailed steps to be followed to deal with day-to-day administrative matters. Procedures shall be numbered, kept updated and signed off by the President upon acceptance thereof by the Executive Committee.

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#### **PRESIDENT**

Aileen Botha  
Tel: +264 81 1287888  
[bothaa@bankwindhoek.com.na](mailto:bothaa@bankwindhoek.com.na)

#### **ACTING GENERAL SECRETARY**

Agata Mason  
Tel: +264 81 127 0266  
[secgen@nasu.com.na](mailto:secgen@nasu.com.na)

#### **TREASURER**

Amanda Burger  
Tel: +264 81 122 204  
[amanda@bperos.com](mailto:amanda@bperos.com)

#### **NATIONAL RECORDER**

Phinelia Stergiadis  
Tel: +264 81 242 4090  
[pstergiadis@gmail.com](mailto:pstergiadis@gmail.com)

**Additional Members:** Jurie Badenhorst (Vice President), Sunel Badenhorst (Athletes Representative), Derrick Langford, Roger Gertze, Nicky McNamara, Zenobia Beukes, Peter Brinkmann,

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### **3. DECISION FORUMS**

The activities of NASFED shall be governed by the following bodies:

#### **3.1. The NASFED Council**

The Council is the highest decision-making authority of NASFED, it shall be constituted and meet at the prescribed intervals as detailed in the Constitution.

#### **3.2. The NASFED Executive Committee ("Exco")**

The Exco shall have the authority to govern the day-to-day operations of the federation, and shall meet on a monthly basis, unless otherwise agreed. The roles, duties and terms of reference of the Exco are detailed in the Constitution read with the NASFED Policy PO-001.

#### **3.3. The Swimming Board of Control ("SBC")**

The SBC shall be elected at the AGM and consist of the Secretary General, the National Recorder and 1 (one) representative from each of the affiliated clubs (referred to as members in the Constitution). The SBC shall meet as required to advise on technical matters, work out details of NASFED's annual programme, assist in settling protests and disputes and perform such other duties as may be requested by the Exco. All decisions of the SBC shall be subject to approval by the Exco.

#### **3.4. The Selection Committee ("SC")**

The SC shall be appointed at the AGM and consist of the President, the Secretary General, the National Recorder and 1 (one) coach from each of the affiliated clubs. The SC shall meet as required to select athletes for National Squads and Teams, recommend coaches and managers for international tours, approve athletes' qualifications and shortlist nominees for grants/sponsorships. All decisions of the SC shall be subject to approval by the Exco.

#### **3.5. The Sub-committees**

A sub-committee may be appointed by the Exco to manage a specific project. Members of any such sub-committee shall be nominated by the affiliated clubs and comprise a Project-coordinator/leader and as many members as necessary. The sub-committee shall be solely responsible for the project(s) assigned to them and provide the Exco with detailed reports on all their activities when required.

#### **3.6. The Trust Committee ("TC")**

The Council may call for an independent Trust Committee to manage a specific financial Project. The composition and duties of the TC are prescribed by the Constitution.

#### **3.7. The Judicial Committee ("JC")**

The Exco may call for an independent Judicial Committee to adjudicate on a complaint which cannot be resolved otherwise. The composition and duties of the JC are described in the NASFED policy PO-003.

### **4. DISPUTES AND CONFLICT RESOLUTION**

NASFED and its members are committed to resolve conflicts through constructive dialog and positive engagement in the best interest of aquatic sports in Namibia. Formal dispute resolution, as set out in the constitution and the steps detailed in Policy PO-003, should be used as a last resort.

## 5. REFERENCES

The following articles provide references for the Governance Framework and policies of NASFED:

### 5.1. IOC Code of Conduct

The International Olympic Committee's Code of Conduct is a guiding document which offers oversight and clarity on sporting matters. Details of this document can be found here:

<https://stillmed.olympic.org/media/Document%20Library/OlympicOrg/Documents/Code-of-Ethics/Code-of-Ethics-ENG.pdf>

### 5.2. FINA Constitution, Rules and By-laws

The Fédération Internationale de Natation (FINA) is the official world body for aquatic events. The FINA rules and other guiding documents can be found on their website:

<http://www.fina.org/>

### 5.3. CANA Constitution

The Confédération Africaine de Natation (CANA) is the continental body governing aquatics in Africa. The CANA Constitution can be downloaded from the following address:

[https://www.canaswim.com/public/uploads/admin/pages/910\\_CANA%20Constitution.pdf](https://www.canaswim.com/public/uploads/admin/pages/910_CANA%20Constitution.pdf)

### 5.4. WADA Code

The World Anti-Doping Agency (WADA) is an international independent agency established by the world's sport federations and governments to assure fair competition practices. Its key anti-doping policies for all sports and all countries can be viewed here:

<https://www.wada-ama.org/en/what-we-do/the-code>

## NASFED ADMINISTRATIVE PROCEDURES POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-001
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	30/09/2020	<u>ISSUE DATE:</u>	26/10/2020
<u>RELATED DOCUMENTS:</u>	NASFED CONSTITUTION		

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### ADMINISTRATIVE PROCEDURES

#### 1. INTRODUCTION

This policy has been established to provide guidance on the administrative matters relating to day-to-day NASFED duties and apply to NASFED, inclusive of its Exco, sub-committees and the activities of all its affiliated clubs.

#### 2. NASFED EXCO COMPOSITION AND DUTIES

The NASFED Exco shall be composed of the President, the Vice President, the Secretary General, the Treasurer, the National Recorder, the Athletes' Representative and as many executive members as may be necessary to make up a committee of not less than 7 (seven) and not more than 11 (eleven) members.

The duties and terms of the Exco are as follows:

##### 2.1. PRESIDENT - 4 (four) years

- Serves on Exco
- Chairs all NASFED meetings
- Chairs SC meetings
- Chairs NASFED Annual General Meeting ("AGM")
- Authorizes Special General Meeting ("SGM") and Ordinary General Meeting ("OGM")
- Attends meetings with the Ministry of Sports, Youth and National Service ("MSYNS"), Namibia Sport Commission ("NSC"), Namibia National Olympic Committee ("NNOC"), Namibia Schools Sport Union ("NSSU") and other sports administration bodies
- Authorizes official documentation and financial transactions
- Assists in preparation of budgets
- Chairs disputes and disciplinary hearings
- Promotes unity and cooperation within NASFED structures

##### 2.2. VICE PRESIDENT - 4 (four) years

- Serves on Exco
- Attends all NASFED meetings
- Attends meetings with the MSYNS, NSC, NNOC, NSSU and other sports administration bodies
- Co-authorizes financial transactions

- Assists in preparation of budgets
- Assumes duties of the President in the absence of the latter
- Adopts vacant portfolio(s)

### 2.3. SECRETARY GENERAL - 4 (four) years

- Serves on Exco
- Attends to all correspondence addressed to the federation
- Authorizes official documentation
- Attends NASFED, SBC and SC meetings
- Attends meetings with the MSYNS, NSC, NNOC, NSSU and other sports administration bodies
- Sets *Agendas*, compiles and distributes *Minutes* of the above
- Handles *National Colours*, *Clearance* and *Grant* applications
- Issues *Certificates of Good Standing* and *Testimonials*
- Assists with the registration of clubs, coaches, athletes, and officials (checks applications)
- Assists in preparation of budgets
- Notifies of the Annual General Meeting (“AGM”)
- Convenes SGM and OGM

### 2.4. TREASURER - 4 (four) years

- Serves on Exco
- Attends all NASFED meetings
- Processes authorized invoices, payments, and bank deposits
- Pays and receives affiliation/registration fees
- Keeps accounting records
- Assists with the registration of clubs, coaches, athletes, and officials (checks fees)
- Draws up budgets for the sport administrative bodies (NSC, NNOC, FINA, CANA)
- Prepares and presents such Financial Reports as may be requested
- Presents external Annual Audit Report
- Deals with financial claims
- Reports on subsidies and grants received
- Reports on tours' reconciliation

**NB.** *The nominations for the above positions are predetermined prior to the elections at the AGM. The posts of the President and Treasurer shall be staggered to those of the Vice-President and the Secretary general by two years.*

### 2.5. ATHLETES' REPRESENTATIVE - 2 (two) years

- Serves on Exco
- Voices concerns of athletes

- Attends all NASFED meetings
- Attends meetings with the MSYNS, NSC, NNOC, NSSU and other sports administration bodies where athletes representation is required

**NB.** *The Athletes' Representative can be a retired or an active swimmer/water polo player over the age of 16 who intends to permanently reside in Namibia for the duration of his/her term. The Athletes' Representative shall be elected by the NASFED registered athletes aged 12 years or older.*

2.6. NATIONAL RECORDER - 2 (two) years

- Serves on Exco
- Attends NASFED, SBC and SC meetings
- Manages Meet Manager and Team Manager
- Sets up local galas
- Manages gala entries, gala fees, and no-show fees
- Manages international meet participation (entries)
- Manages event recording, results, and records
- Handles registration of clubs, coaches, athletes, and officials (Team Manager)
- Compiles achievements, awards, and trophy reports (testimonials and prize-giving)

2.7. PUBLIC RELATIONS OFFICER - 2 (two) years

- Serves on Exco
- Attends all NASFED meetings
- Sets up press releases
- Manages media interviews
- Manages social media presence (Face Book, Instagram, NASFED website)
- Manages advertisement and marketing of aquatic sports
- Obtains permission to publicise images of athletes

2.8. GALA ORGANIZER - 2 (two) years

- Serves on Exco
- Attends all NASFED meetings
- Pre-books gala venues and supervises pool rental payments for all local galas the organisation for which NASFED is responsible (i.e. SC/LC galas listed in the season calendar, SC/LC Namibia National Championships)
- Delivers equipment to all NASFED run gala venues
- Sets up equipment for all local galas to be organised by NASFED (such as electronic touch-pads, score boards, starting devices and stop-watches, lane dividers, backstroke flags, false-start ropes, chairs, umbrellas, sponsor's advertising products, official clipboards)
- Organizes officials' duty rosters (with the assistance of the hosting club)
- Organizes refreshments for the officials

- Orders medals for LC/SC National Championships
- Takes stock and maintains gala equipment and storage (trailer)

2.9. SPONSORSHIP COORDINATOR - 2 (two) years

- Serves on Exco
- Attends all NASFED meetings
- Liaises with the existing sponsors
- Scouts for new sponsorship opportunities
- Attends to all correspondence with the sponsors
- Assists the Treasurer with the preparation of sponsorship budgets and accounts
- Notifies the sponsor of gala schedule and arranges set-up of branded equipment (umbrellas, gazebos, signage) prior to the event

2.10. DEVELOPMENT COORDINATOR - 2 (two) years

- Serves on Exco
- Attends all NASFED meetings
- Draws up and implements the NASFED Development Plan
- Assists the Treasurer with the preparation of development budgets and accounts
- Liaises with the affiliated clubs regarding development ideas
- Leads Development Sub-committee

2.11. SPECIAL PROJECTS - 2 (two) years

- Serves on Exco
- Attends all NASFED meetings
- Organizes approved technical teaching courses/clinics and special events (i.e. FINA Coaches/Officials training, FINA Aquatic Day, Swim For Life event etc.)

**NB.** *The above listed Exco Additional Members are elected by the NASFED Council at the AGM. Specific portfolios are assigned to members at the first Exco meeting after their election.*

### 3. EXCO MEETINGS

The Exco Meetings shall be convened by the Secretary General on monthly basis (first Monday of the month) or whenever deemed practical. A quorum at any of the Exco meetings shall consist of the majority of its members present at the start and throughout the meeting. No resolution may be passed unless 50% of the members quorate meeting vote in favour.

The Exco meeting shall be open to “Observers” (NASFED members with non-Exco status), subject to review, by the Exco members, if not deemed effective. The Observers shall have no voting powers. If deemed necessary by Exco, a meeting may be held in-camera.

Exco may, from time to time and as may be required, provide for a meeting of the Board to be conducted in whole or in part by electronic communication, a meeting of the Board to be conducted in whole or in part by electronic communication which enables a person when participating in a meeting to at least speak and hear each other at approximately the same time, and to participate reasonably

effectively in the meeting with or without an intermediary, which form of communication shall include video conferencing and teleconferencing.

Excluding exceptional circumstances, the draft minutes of the Exco meeting will be distributed to all Exco members within two weeks after the applicable meeting, via email. A reasonable time will be allowed for inspection and comments before the minutes are presented at the following meeting for approval. Minutes may also be approved on a round robin basis including by email. Once ratified at next meeting, the minutes will be distributed to affiliated clubs within two weeks of their approval.

#### 4. CORRESPONDENCE

The reputation of NASFED and its mandate as the official Namibian aquatic sports body, has to be protected at all times. As such, all correspondence shall adhere to the following principles:

##### 4.3. CORRESPONDENCE TO EXTERNAL ADMINISTRATIVE ORGANIZATIONS

Correspondence, relating to NASFED and related matters, to the Namibian Government, NSC, NNOC, IOC, FINA, CANA or other sports bodies or third parties shall be done by Exco only and shall be signed by the President and the Secretary General (or one other designated Exco member). Such correspondence shall be copied to all other Exco members.

##### 4.4. USE OF THE NASFED LETTERHEAD

The NASFED letterhead shall be used in all formal correspondence. All documents carrying the NASFED letterhead shall be converted to PDF format before distribution. The NASFED letterhead shall only be added to documents by the Secretary General before changing the documents to PDF format, and shall not be distributed further.

##### 4.5. CORRESPONDENCE TO CLUBS

All formal and informal correspondence to clubs shall be done through the Secretary General. Exco members, as well as members of other decision-making bodies, shall first send such correspondence to Exco for consideration and approval, before it is distributed by the General Secretary.

##### 4.6. CLASSIFICATION OF CORRESPONDENCE TO CLUBS

The secretary General shall classify correspondence as follows:

4.6.1 **General Information** - This will be for any information of a general nature, not requiring action from the recipients.

4.6.2 **Urgent Information** - This shall only be used for information of an urgent nature that could impact the clubs, i.e. a last-minute changes to a gala.

4.6.3 **For Action** - This correspondence requires specific action to be taken by a club, i.e. gala entries.

#### 5. FINANCIAL MANAGEMENT AND TRANSACTIONS

The management of NASFED's finances shall be governed as follows:

##### 5.1. PAYMENTS

All payments to third parties shall be authorized by at least two Exco members. Such authorization may be made by the President, Vice President or other person approved to sign off payments. Electronic authorization (via email) shall be accepted. Following approval, the Treasurer shall make the payment. The Treasurer shall effect payments once a week, except in case of emergency.

The details of all financial transactions shall be communicated to Exco at the soonest opportunity (in monthly meetings).

5.2. MONTHLY RECONCILIATION

The Treasurer shall monthly reconcile the payments and receipts with the bank statements and present such a financial report to the Exco from time to time.

5.3. ANNUAL FINANCIAL REPORT

The Treasurer shall compile and submit a financial report and all the necessary information to the auditing firm constitutionally appointed by the NASFED. The audited Annual Financial Statements and report shall be distributed to the Council two weeks before it is adopted at the AGM.

5.4. DUTIES OF THE TREASURER

Some duties of the treasurer may, from time-to-time be reviewed by the Exco, and, in line with best practice, may be outsourced to a third party, if deemed practical. Such outsourcing shall have checks and balances in place to ensure good governance.

NASFED PRESIDENT: AILEEN BOTHA

A handwritten signature in black ink, appearing to read 'A. BOTHA', written over a horizontal line.

DATE: 26/10/2020

## NASFED CODE OF CONDUCT POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-002
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	30/09/2020	<u>ISSUE DATE:</u>	26/10/2020
<u>RELATED DOCUMENTS:</u>	PO-003 / PO-004 / Codes of Conduct		

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### CODE OF CONDUCT

#### 1. INTRODUCTION

It is of utmost importance to ensure that NASFED's image and activities are well managed in the interest of aquatics in Namibia. This policy has been established to provide guidance on the code of conduct expected from the NASFED Exco members, its registered officials, coaches and athletes.

#### 2. CODE OF CONDUCT

The Code of Conduct is supplementary to the NASFED Constitution, By-laws and Policies adopted from time to time. The purpose of this Code is to guarantee that the rules and regulations contained therein will be executed in a fair manner without disturbance and to address incidents, which may bring NASFED into disrepute.

##### 2.1. EXECUTIVE COMMITTEE MEMBERS

The Executive Committee Members shall be requested to sign the document titled *Code of Conduct for the Executive Committee Members* and to voluntarily declare their interests. The signed document shall be retained by the Secretary General for the duration of their term.

##### 2.2. OFFICIALS

At the annual registration, the Officials from the NASFED affiliated clubs shall be requested to sign the document titled *Code of Conduct for the NASFED Registered Officials*. The signed document shall be retained by the General Secretary for the duration of their registration.

##### 2.3. COACHES

At the annual registration, the Coaches of the NASFED affiliated clubs shall be requested to sign the document titled *Code of Ethics and Conduct for the NASFED Registered Coaches*. The signed document shall be retained by the General Secretary for the duration of their registration. The coaches who do not comply with this request shall not be eligible for participation in the NASFED approved international events or be selected for the Namibian National Team.

##### 2.4. ATHLETES

At the annual registration, the Athletes registered with NASFED affiliated clubs shall be requested to sign the document titled *Code of Conduct for the Athletes*. The signed document shall be retained by the General Secretary for the duration of their registration. The athletes who do not comply with this request shall not be eligible for participation in the NASFED approved international events or be eligible for selection for any Namibian National Team.

NASFED PRESIDENT: AILEEN BOTHA



DATE: 26/10/2020

## CODE OF CONDUCT FOR THE EXECUTIVE COMMITTEE MEMBERS

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### 1. AFFIRMATION

By signing this Code of Conduct, I hereby agree:

- 1.1. To abide by the NASFED Constitution and the Namibia Sports Act.
- 1.2. To abide by the FINA Constitution, By-laws and Code of Ethics.
- 1.3. To abide by the CANA Constitution and the CANA Zone 4 Principles.
- 1.4. To act with honesty, integrity and due diligence in the discharge of my functions for and on behalf of NASFED.
- 1.5. To be open and transparent by making available information freely accessible to all affiliated members upon request and by assuring that all processes and decisions are traceable, recorded and open to scrutiny.
- 1.6. To be accountable to the members' representatives, i.e. the NASFED Council, by taking full responsibility for my decisions and actions, reporting on those when requested and being held answerable for their consequences.
- 1.7. To maintain confidentiality regarding sensitive and/or commercial information.
- 1.8. To perform my duties without fear or favour and to the best of my ability.
- 1.9. To recuse myself from any discussions and refrain from voting on matters in which there is possible bias or conflict of interest.
- 1.10. Not to commit or be responsible for and/or party to any form of discrimination including, without limitation, on the basis of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious or political affiliation or other grounds.

### 2. IMPARTIALITY PLEDGE

Furthermore, in my capacity as member of the NADSFED Executive Committee, I undertake to work for the interest of advancing the aquatic sports in Namibia, and shall put the interest of my individual club subordinate to the objectives and goals of NASFED.

### 3. DECLARATION OF INTEREST

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Name:	Position:
Signature:	Date:

# CODE OF CONDUCT FOR THE NASFED REGISTERED OFFICIALS

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## 1. AFFIRMATION

By signing this Code of Conduct, I hereby agree:

- 1.1. To abide by the NASFED / FINA Constitution, By-laws and Code of Ethics.
- 1.2. To abide by the WADA Code.
- 1.3. To school and familiarize myself in the role and key duties of an official around the pool deck.
- 1.4. To keep up-to-date with the latest rules and guidelines for officiating.
- 1.5. To emphasize the spirit of fair competition.
- 1.6. To address unsportsmanlike behaviour and promote respect for all competitors.
- 1.7. To be consistent, objective and courteous when making decisions.
- 1.8. To place the safety and welfare of the participants above all else.
- 1.9. To perform my duties without fear or favour and to the best of my ability.
- 1.10. Not to commit or be responsible for and/or party to any form of discrimination including, without limitation, on the basis of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious or political affiliation or other grounds.

## 2. OFFICIATING DUTIES

Furthermore, as a NASFED registered official, I am fully aware of the scope of my duties and responsibilities which I agree to carry out voluntarily. I shall, always, act professionally by:

- 2.1. Reporting for duty and official meetings at the assigned time.
- 2.2. Respecting the prescribed dress code and pool deck manners.
- 2.3. Respecting the fellow officials.
- 2.4. Respecting the decisions by the referee.
- 2.5. Remaining impartial in applying the rules and interpretations for one and all.
- 2.6. Remaining attentive during the competition.

Name:	Position:
Signature:	Date:

# CODE OF ETHICS AND CONDUCT FOR THE NASFED REGISTERED COACHES

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## 1. INTRODUCTION

The Code of Ethics and Conduct for the NASFED Registered Coaches is a formal statement of the values and ethical standards that guides individuals in sport. It is a set of principles and norms to which sports' people can be held accountable when representing NASFED or Namibia at any sporting event, as well as in their everyday duties. The Code of Ethics and Conduct can be used as a point of reference in considering disciplinary actions.

## 2. AFFIRMATION

In the event that I am involved in a coaching capacity, I shall:

- 2.1. Abide by the NASFED Constitution.
- 2.2. Abide by the FINA Constitution, Code of Ethics and Swimming Rules.
- 2.3. Abide by the WADA Code.
- 2.4. Treat everyone fairly within the context of his/her activity, regardless of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious, political or club affiliation.
- 2.5. Ensure that every athlete registered with the applicable club has a reasonable opportunity to perform to the best of his/her ability, within the limits of the rules.
- 2.6. Ensure that all athletes registered with the applicable club get equal attention, instruction and support.
- 2.7. Provide an equal opportunity for all athletes registered with the applicable club to learn skills and further themselves.
- 2.8. Within the limits of my control, assure that equipment, facilities and programmes are safe and match the athletes' ages and abilities.
- 2.9. Consider the athletes' future health and well being when making decisions regarding their ability to compete or train.
- 2.10. Encourage constructive, healthy attitudes toward competitions, fellow team members and other competitors.
- 2.11. Accept my role as an educator and promote respect for the rules, officials and opponents.
- 2.12. Promote and develop swimming by sharing knowledge and experience.
- 2.13. Refrain from public criticism of fellow coaches, athletes, officials, volunteers and parents.
- 2.14. Never allow my personal goals and aspirations to take precedence over the athlete's goal.
- 2.15. At no time become inappropriately involved with any athlete, whether sexually, emotionally or physically.
- 2.16. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
- 2.17. Never provide under-aged athletes with alcohol, or encourage its use.
- 2.18. Refrain from the use of profane or otherwise offensive language or behaviour in the conduct of my duties.
- 2.19. In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 2.20. Remain open to constructive criticism and show respect and consideration for different viewpoints.

### 3. INTERNATIONAL REPRESENTATION

Should I be selected by NASFED to assist the Namibian Team on an international tour in the capacity of a coach I understand that, at all times, I shall:

- 3.1. Represent Namibia.
- 3.2. Promote and protect the best interests of the Namibian Team.
- 3.3. Consistently display high personal standards and project a favourable image of the sport.
- 3.4. Uphold the international standards.

### 4. ACCEPTANCE OF CODE OF ETHICS AND CONDUCT

I hereby unequivocally accept the terms of the Code of Ethics and Conduct as being drawn up to hold all sports persons accountable for their actions.

Name:	Club:
Signature:	Date:

# CODE OF CONDUCT FOR THE NASFED REGISTERED ATHLETES

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## 1. INTRODUCTION

NASFED is the governing body for all aquatic disciplines in Namibia and is responsible for the administration of national teams and NASFED teams, and the maintenance of discipline and conduct amongst the athletes, coaches and management chosen for the team.

## 2. INTERPRETATION

In this code of conduct, unless inconsistent with or otherwise indicated by the context:

- 2.1. **NASFED** means the Namibia Swimming Federation;
- 2.2. **NASFED Constitution** means the articles, rules and regulations contained in the NASFED Constitution as amended from time to time;
- 2.3. **Team Management** means the Team Manager, Coach and/or support staff appointed by NASFED for a specific team and event;
- 2.4. **the country** means the Republic of Namibia;
- 2.5. **the disciplinary committee** means the disciplinary committee as appointed by the NASFED Executive Committee;
- 2.6. **FINA** means Fédération Internationale de Natation;
- 2.7. **CANA** means Confédération Africaine de Natation;
- 2.8. **WADA** means World Anti-Doping Agency;
- 2.9. **members** means the members of NASFED as defined in the NASFED Constitution;
- 2.10. **the team** means the swimming team chosen to represent the country or NASFED at various competitions;
- 2.11. **prohibited substance and prohibited methods** means any dangerous or dependence-producing substance designated by WADA and FINA to be a prohibited substance and/or prohibited method
- 2.12. Words importing the masculine gender shall include the feminine gender and words importing the singular shall include the plural and vice versa.

## 3. DUTIES OF ATHLETES

The NASFED registered athlete shall:

- 3.1. Compete to the best of his ability.
- 3.2. Give his full commitment and loyalty to NASFED.
- 3.3. Adhere to all reasonable instructions of the Team Management.
- 3.4. Keep himself in good physical condition to race competitively at an international level.
- 3.5. Immediately inform the Team Management of any injuries and/or illness, whether sustained prior to reporting for or during the competition, that may impact his performance.
- 3.6. In the event of suffering any injury, to submit himself to a medical examination by a doctor designated by the Team Management.
- 3.7. Abide by the NASFED constitution (a copy of which will be provided to the athlete and/or his agent if requested) and all written directives issued by NASFED and the Team Management.

- 3.8. Abide by all the articles of FINA, CANA and WADA.
- 3.9. Conduct himself according to the highest standards of honesty, morality, fair play, and sportsmanship, both during and out of competition in order to uphold the reputation and good standing of the country and NASFED.
- 3.10. Not do anything which is detrimental to the best interest of the country, NASFED, its officials and members.
- 3.11. Not commit or be responsible for and/or party to any form of discrimination including, without limitation, on the basis of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious or political affiliation or other grounds.
- 3.12. Report promptly at the time and place fixed by the Team Management (subject to adequate arrangements having been made) regarding training camps, meetings, training sessions and competitions for which the athlete has been selected.

Should the athlete behave in a manner contrary to the above, such that in the opinion of either the Team Management or the NASFED Executive Committee, his behaviour constitutes serious misconduct, the Team Management or NASFED Executive Committee shall cite the athlete to appear before the disciplinary committee.

#### **4. DUTIES OF PARENTS/GUARDIANS**

The Parent/Guardian shall:

- 4.1. Respect the authority of NASFED, their representatives and appointed Management Team.
- 4.2. Not interfere in a manner that is detrimental to the Team, Team Management, or other participants.
- 4.3. Adhere to instructions issued by the Team Management, especially regarding arrival times, warm up and participation procedures.
- 4.4. Ensure their children adhere to the rules and regulations.
- 4.5. Ensure that their children treat others with respect regardless of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious or political affiliation or other grounds.
- 4.6. Actively advocate a drug-, tobacco- and alcohol-free sport environment.
- 4.7. Support their children in their efforts.
- 4.8. Demonstrate positive support for all athletes, coaches and officials.
- 4.9. Not place their personal desire to win ahead of the emotional and physical well-being of their children.
- 4.10. Support coaches and officials to encourage a positive and enjoyable experience for all.
- 4.11. Avail themselves to assist in an emergency or to perform any other duty that might be necessary.
- 4.12. Play a positive role in ensuring that the Code of Conduct is implemented and enforced to the advancement of the aquatics in Namibia.

Should the athlete parent/guardian behave in a manner contrary to the above, such that in the opinion of either the Team Management or the NASFED Executive Committee, his behaviour brings the sport/team into disrepute or has been responsible for actions being taken against the team, the Team Management or NASFED Executive Committee may cite the parent/guardian to appear before the disciplinary committee.

## **5. TRAVEL AND ACCOMMODATION**

All travel and accommodation arrangements/bookings shall be made by the Team Management.

Where athletes are expected to contribute towards travel and accommodation costs, they will be informed of any due dates within a reasonable time. All contributions will be expected to be paid in full into the NASFED bank account at least two weeks before the date of the team's departure.

All breakaways from the original travel schedule must be approved beforehand by the Team Management. Any costs associated with such breakaways will be for the account of the athletes.

Team Management retains the sole discretion to determine the athlete's accommodation and decide upon the person or persons with whom the athlete shall share a room in a hotel or other place of accommodation.

The athlete shall be personally liable for room service and/or personal services that have been made or ordered by him during the event.

## **6. PROMOTIONAL ACTIVITIES**

The athlete shall attend any functions, public appearances and promotional activities as reasonably requested by Team Management. The athlete shall be given reasonable notice of such functions.

## **7. CLOTHING AND TECHNICAL EQUIPMENT**

NASFED and Team Management shall have the sole discretion to determine what clothing is to be worn by the athlete for the duration of competitions and while attending approved functions during this period.

NASFED may provide the athlete with clothing and technical equipment. Should the athlete choose to compete in technical equipment other than that provided, he will be obliged to:

- i. ascertain that such equipment is in line with the competition rules
- ii. wear technical equipment devoid of any markings, logos or badges
- iii. return any items provided but not utilized by him in an unused state

During training the athlete may wear technical equipment of his choice.

Athletes selected for any NASFED/Namibian team must appear at all medal presentations in the designated team clothing such as supplied by the Team Manager.

The athlete is responsible for all clothing and equipment provided and shall be personally responsible for the replacement of such upon the loss or deliberate damage thereof.

## **8. DIET AND HEALTH**

While the athlete is attending a training camp, in training for a competition, in preparation for a competition and competing, he shall not:

- i. consume alcohol
- ii. take or use any medication whatsoever without prior permission of the Team Management (which permission shall not be unreasonably withheld)

The athlete shall timeously:

- iii. inform the team management of any allergies to foodstuffs and/or medicines
- iv. inform the Team Management of any religious objections to any particular foodstuffs (whereupon the Team Management shall make alternative arrangements as may be appropriate in the circumstances)

## **9. ATHLETE SELECTION**

Entries for all competitions for which an athlete has been selected will be done by the NASFED Selection Committee, after consultation with the athlete, his club coach.

All swimmers must be available for the relay events at any competition for which they have been selected.

Athletes wishing to withdraw from an event at a competition for which they have been selected must approach the Team Management at the specifically agreed time prior to the technical meeting. Withdrawals may only be done by the Team Manager.

## **10. DOPING CONTROL AND THE USE OF A PROHIBITED SUBSTANCE AND METHODS**

As per FINA and WADA rules, all athletes must comply with doping control regulations and submit to testing procedures within the stipulated time period.

The athlete shall not use, possess, or distribute any prohibited substances or engage in or use any prohibited methods, as defined by FINA and WADA.

If the athlete is found to have contravened these regulations, NASFED disciplinary committee shall be entitled to ban the athlete from any further participation and/or exclude the athlete from the team. The athlete has the right to appeal against such ban or exclusion.

## **11. MEDIA**

NASFED has appointed a Public Relations Officer (PRO) who shall organize and co-ordinate communications with the media.

The athlete may only give interviews to the media as arranged by the PRO or member of the Team Management.

The athletes may only comment on their own performances and prospects. They shall not make any remarks, comments, or statements to the media, which are in any way critical of NASFED, the Team Management or their fellow athletes or competitors. Adverse or controversial statements will be construed as bringing the sport in disrepute and may result in the athlete being penalized.

## **12. SOCIAL MEDIA USE**

Representing NASFED and Namibia on the international arena is a privilege. NASFED athletes are held in highest regard and are role models in the community, thus they have the responsibility to portray their team and themselves in a positive manner at all times.

The athletes are cautioned to act responsibly when using popular social media sites (i.e. Facebook, Instagram, Snapchat, Twitter, Redit and other platforms) as well as the electronic communication (texting, instant messaging, emailing etc.). These platforms are easily accessible to third parties. Inappropriate material viewed by third parties affects the perception of the athletes and can be detrimental to their future sport, academic or employment options.

Athletes should not:

- 12.1. Engage in inappropriate, harassing, demeaning, threatening or offensive behaviours while participating in online communities
- 12.2. Post online content that would constitute a violation of NASFED constitution, policies, rules, and regulations (negative comments about a coach, teammate, athletic opponent, official etc.)
- 12.3. Post online content that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity

- 12.4. Post photos, videos or comments that are of a sexual nature (including links to websites with pornographic or otherwise inappropriate material)
- 12.5. Post photos, videos or comments showing the personal use of alcohol, tobacco and drugs
- 12.6. Depict or promote any acts of violence, unacceptable or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, underage drinking, illegal drug use)

The NASFED administration and Disciplinary Committee can impose probation, suspension, or removal of an athlete from the team on the first inappropriate action.

**CODE OF CONDUCT SIGNED FOR THE 2020/2021 SEASON**

**A. ATHLETE**

I, \_\_\_\_\_ declare that I have read and understood the above Code of Conduct and agree to abide by all terms and conditions attached.

This agreement shall be interpreted and implemented in accordance with the law of the Republic of Namibia.

Name:	Club:
Signature:	Date:

**B. PARENT/GUARDIAN (where the athlete is under the age of 18 years old)**

I, \_\_\_\_\_ declare that I have read and understood the above Code of Conduct and agree to abide by all terms and conditions attached.

This agreement shall be interpreted and implemented in accordance with the law of the Republic of Namibia.

Name:	Club:
Signature:	Date:

## NASFED JUDICIAL POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-003
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	30/09/2020	<u>ISSUE DATE:</u>	26/10/2020
<u>RELATED DOCUMENTS:</u>	PO-002 / PO-004 / Codes of Conduct		

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### JUDICIAL PROCEDURES

#### 1. INTRODUCTION

NASFED Judicial Policy document shall govern the procedures of any complaint or protest.

The primary objective of the Judicial Policy is to secure a fair outcome following the submission of a protest, complaint or appeal, as expeditiously as possible and in accordance with the principles of natural justice.

#### 2. APPLICATION

This Judicial Policy shall apply to:

- 2.1. All persons (including athletes, coaches and officials) involved in competitions promoted by or on behalf of NASFED;
- 2.2. All persons involved in NASFED training camps or other aquatic activities in and outside of Namibia;
- 2.3. Any incident, whether in competition or otherwise, resulting in a complaint being made against an individual who is a member/affiliated member of NASFED
- 2.4. Disputes or disciplinary action arising out of the procedures set out in the NASFED Code of Conduct for Executive Committee Members, Officials, Coaches and Athletes or coaches and support staff and/or the conditions pertaining to participation in international events.

This Judicial Policy shall not apply to:

- 2.5. Any competition, person (including athletes, coaches, and officials) or matter outside of the jurisdiction of NASFED;
- 2.6. Disputes arising from the internal procedures of affiliated members (Clubs);

#### 3. COMPLAINTS

A complaint is a formal expression of dissatisfaction with the actions or behaviour of sport bodies, organisations, affiliated clubs or persons whilst engaged in activities under the jurisdiction of NASFED or with alleged unfair practice in connection with the sport to which this Judicial Policy applies.

Grounds for a complaint shall include, but not be limited to, the following:

- 3.1. if any club, body, organization, or person whilst engaged in activities under the NASFED jurisdiction engages in any action, behaviour or practice which may bring the sport into disrepute;

- 3.2. if any club, body, organization, or person whilst engaged in activities under the NASFED jurisdiction is perceived to act contrary to the NASFED Constitution, By-laws or Policies;
- 3.3. if the action(s) of any club, body, organization, or person whilst engaged in activities under the NASFED jurisdiction is referred to NASFED for breach of any of the NASFED Codes of Conduct.

A complaint may be made by:

- 3.4. anyone aged 18 years or over who is a member of NASFED;
- 3.5. the parent /guardian of a NASFED member who is under the age of 18 years, on their behalf;
- 3.6. a club or other body affiliated to NASFED;
- 3.7. an official at an event to which this Judicial Policy applies.

#### **4. INFORMAL DISPUTE RESOLUTION**

After due consideration, the Exco may recommend that a grievance be dealt with without resorting to the formal judicial procedures by referring the matter to an informal mediator.

Any member of the NASFED Council may be appointed by Exco to act as mediator.

The mediator shall, have twenty-eight days from the date of his/her appointment to assist in the resolution of the differences between the applicable parties. If the conflict cannot be resolved through mediation, the matter shall proceed to a formal hearing.

No formal record or transcript of the mediation process shall be required.

#### **5. FORMAL COMPLAINT PROCEDURES**

A formal complaint shall be made in writing to the NASFED Secretary General. A complaint must reach the secretary not later than thirty days after the incident that allegedly gave rise to it. No fee shall be levied for lodging of a complaint.

The Exco shall consider the grounds for any such complaint, and provided they are satisfied that a prima facie case has been made out in the complaint, it shall refer the complaint for arbitration in terms hereof.

Should the complaint be accepted by the Exco as aforesaid, the Secretary General must send a copy of the complaint to each of the involved parties. As soon as is reasonably practicable thereafter, and if it is deemed necessary, the Secretary General shall arrange the date, time and venue of the hearing, which shall normally commence within thirty days of the receipt of the complaint.

The Secretary General shall inform the interested parties:

- i. whether the complaint is accepted or rejected by the Exco and;
- ii. of any outcome, decision or action taken in addressing the complaint

The parties involved in the complaint shall be entitled to appear at the hearing of the complaint by Exco, to provide evidence and cross examine any evidence produced by the other party to the complaint at such hearing. The aforesaid can, on the direction of Exco, be done in writing.

Should the complainant or counter party not be satisfied with the decision of Exco, he/she may request that the complaint is heard by the Judicial Committee.

## 6. JUDICIAL TRIBUNAL

A complaint which cannot be resolved by the Exco, shall be brought before the NASFED Judicial Committee comprising of a Chairperson and no less than 2 (two) and no more than 4 (four) other members.

The Chairperson and members of the Judicial Committee shall be selected by Exco from:

- i. currently affiliated NASFED members who wish to avail themselves for such duty
- ii. past NASFED President(s) and distinguished members
- iii. NASFED Athletes' Representative (if applicable)

The Secretary General must notify the parties in writing of the complete list of names of the panel candidates from which the individuals who will constitute the Judicial Committee will be selected. The parties shall have seven days from the receipt of this notification in which to lodge any objection to any member(s) of the panel stating the grounds for their objections.

The Chairperson of the Judicial Committee shall have the power exercisable in his/her absolute discretion to co-opt additional persons with specialist skills or experience to a Judicial Committee to deal with a specific complaint which in the view of the Chairperson requires such specialist skills or experience.

The Secretary General shall make arrangements for the hearing and shall give the parties at least twenty-eight days' notice of the arrangements, including the date, time and place of the hearing.

At least fourteen days prior to the hearing date, each of the parties to the complaint must submit to the Chairperson of the Judicial Committee a statement of claim/complaint and defence/response thereto and details of any witnesses they wish to call, witnesses' statements, any written evidence they propose to rely on and the name of any representative (professional or otherwise) through whom they propose to present their case.

No further evidence shall be accepted after this date without the prior agreement of the Chairperson of the Judicial Committee and the procedure of the Judicial Committee shall be as determined by the applicable Chairperson provided that the rules of natural justice shall at all times be upheld .

The Judicial Committee shall take place in private unless the Chairperson of the Judicial Panel and the concerned parties deem it necessary to hold the a hearing in public.

If any of the parties concerned do not attend the hearing, the matter may be dealt with by the Judicial Tribunal in the absence of that party considering any written representations that may have been received.

It shall be for the complainant to prove the complaint on the balance of probabilities.

The Judicial Tribunal shall make its decisions on cases before it by majority. In the event of equality of votes any complaint shall stand dismissed.

No later than fourteen days after a Judicial Committee heard a complaint, the Chairperson of the Judicial Committee shall, through the NASFED Secretary General, communicate the decision and the reasons for the decision in writing to the interested parties and such other bodies as they consider appropriate.

Should any party to the complaint not be satisfied with the final decision of the NASFED Executive and/or NASFED Judicial Committee, he/she may pursue the matter with the Namibian Sport Commission and, failing satisfactory resolution, approach the MSYNS, NNOC, CANA or FINA or otherwise in law.

## 7. PROTESTS

A protest is a formal expression of dissatisfaction with the actions or behaviour of the Referee or an Official engaged in activities under the jurisdiction of NASFED during a competition.

A protest can result from:

- 7.1. the rules and regulations for the conduct of the competition not being observed;
- 7.2. certain conditions being perceived to endangering the competition and/or competitors;
- 7.3. disagreement with a decision of a Referee.

## 8. PROTEST PROCEDURES

A protest detailing the offence or misjudgement shall be made in writing to the Referee and handed into the Recording Office no later than half an hour after the alleged incident gave rise to it. The protest must be accompanied by the prescribed fee of NAD 200.00.

The Referee will meet with the aggrieved parties and the complainant(s). Should no resolution be reached in such meeting, the matter will be referred to the NASFED Executive Committee.

NASFED PRESIDENT: AILEEN BOTHA



\_\_\_\_\_

DATE: 26/10/2020

## NASFED DISCIPLINARY PROCEDURES POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-004
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	30/09/2020	<u>ISSUE DATE:</u>	26/10/2020
<u>RELATED DOCUMENTS:</u>	PO-002 / PO-003 / PO-004 / Codes of Conduct		

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### DISCIPLINARY PROCEDURES

#### 1. INTRODUCTION

This policy outlines the formal disciplinary procedures and actions (including applicable penalties and sanctions) that may be levied by NASFED against any registered and affiliated member who shall be found in contravention of the NASU Constitution, By-laws and Policies.

The Disciplinary Procedures Policy applies to the NASFED, inclusive of its Council, Executive Committee, sub-committees, officials, coaches, athletes and other affiliated members (Clubs and Parents).

#### 2. DISCIPLINARY COMMISSION

NASFED Exco may appoint an independent Disciplinary Commission (DC) whose role shall be to determine the severity of the offence and to recommend appropriate sanctions. The Disciplinary Commission shall comprise 1 (one) NASFED Exco member and up to 4 (four) affiliated members' representatives (Clubs) provided no two members belong to the same affiliate.

#### 3. CLASSIFICATION OF OFFENCES

Following receipt of a complaint investigation report and based upon the extent of the evidence provided, the NASFED Exco or DC shall classify the offence as being either *Minor* or *Major* using the following indicative examples as a guide:

##### 3.1. MINOR OFFENCES

- 3.1.1 Matters arising within the NASFED business, activities or events including but not limited to meetings and programmes associated with these activities (i.e. being late for and/or absent without apology from scheduled meetings, failure to carry out/deliver on the assigned duty, compromising service delivery etc.)
- 3.1.2 Matters arising during all NASFED business, activities or events, including but not limited to swim meets, training camps, meetings and travel associated with these activities (i.e. being late for and/or absent from scheduled activities at which the attendance is required, non-compliance with the rules and regulations under which NASFED events are conducted, whether at the local, provincial, national or international level, violation of the dress code etc.)

Disciplinary matters involving Minor Offences falling under the jurisdiction of NASFED shall be dealt with by the person authorised to oversee the event/activity (including, but not restricted to, a NASFED Exco member, swim meet Referee, Official, Coach, Team Manager or head of delegation).

Disciplinary procedures pertaining to Minor Offences shall be informal and determined at the discretion of the authorised person. The penalised individual must be:

- i. informed of the details of the alleged offence
- ii. provided with the opportunity to present his/her position concerning the incident

- iii. allowed to be represented by the person of his/her choice

Depending on the circumstances and the nature of the Minor Offence, the authorised person may impose an immediate or future sanction on the offender as determined by NASFED.

Minor Offences shall be recorded by the authorised person and submitted to the NASFED Secretary General in writing. Repeated Minor Offences may result in a further such incident being referred to as a Major Offence.

### 3.2. MAJOR OFFENCES

- 3.2.1 Matters arising within and/or during the NASFED business, activities or events including but not limited to the examples cited below:
- 3.2.2 Recurring incidents of being late for and/or absent from any NASFED meetings, events and activities at which attendance is required
- 3.2.3 Consistent and deliberate dereliction of duties or failure to fulfil assigned role/mandate
- 3.2.4 Recurring incidents of disrespectful, offensive or abusive behaviour displayed towards, but not limited to colleagues, athletic opponents, coaches, officials, administrators, sponsors or spectators
- 3.2.5 Serious breach of the Code of Conduct
- 3.2.6 Deliberate disregard for the rules and regulations under which NASFED events are conducted, whether at the local, provincial, national or international level
- 3.2.7 Actions and behaviours which obstruct running of a competition, event or activity
- 3.2.8 Actions and behaviours which compromise preparation or performance of another athlete
- 3.2.9 Deliberate abuse or damage caused to property owned or leased by NASFED, including but not limited to sporting venues, hotel rooms, trophies and team equipment
- 3.2.10 Use of alcohol by and/or supplying alcohol to athletes under the age of 18 or where otherwise prohibited by law
- 3.2.11 Use of illicit drugs
- 3.2.12 Use of banned performance enhancing methods and drugs (including over the counter medicine)
- 3.2.13 Committing or being responsible for and/or party to any form of discrimination including, without limitation, on the basis of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious or political affiliation or other grounds.
- 3.2.14 Any conduct and/or act that can be perceived as damaging to the reputation or image of NASFED

Depending on the circumstances and the nature of the Major Offence, the authorised person may impose an immediate or future sanction on the offender as determined by NASFED.

Major Offences shall be recorded by the authorised person and submitted to the NASFED Secretary General in writing.

## 4. **SANCTIONS**

When the NASFED Exco (through the Judicial Tribunal, alternatively, the Team Management in case of participation in a foreign event) determines that an offence was committed in respect of a complaint, at its sole discretion NASFED may impose sanctions against the offending party.

Subject to point 2 above, a person may be sanctioned, inter alia, as follows:

- 4.1. warning (verbal or written)
- 4.2. demand of apology (verbal or written)

- 4.3. removal of privileges (cancelation of grants/subsidies, withdrawal of trophies)
- 4.4. fine
- 4.5. suspension (from committee, competition or activity, team or squad, coaching or officiating)
- 4.6. expulsion (termination of membership)
- 4.7. such other penalty as may be warranted
- 4.8. publication of the offence and sanction

Any sanction imposed on a NASFED member by FINA, CANA, WADA or other body recognized by FINA shall be acknowledged and implemented by NASFED.

## 5. APPEALS

Should the penalised party disagree with the sanction imposed upon them or believe that such sanction violated the rules of natural justice, they may appeal the sanction.

NASFED PRESIDENT: AILEEN BOTHA



DATE: 26/10/2020

## NASFED CHILD PROTECTION AND SAFEGUARDING POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-005
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	10/10/2020	<u>ISSUE DATE:</u>	29/11/2020
<u>RELATED DOCUMENTS:</u>	None		

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### CHILD PROTECTION AND SAFEGUARDING

#### 1. INTRODUCTION

All children have the right to experience sport in a safe and enjoyable environment.

NASFED remains committed to creating a secure environment for all its members, however, as indicated in the United Nations Declaration of the Rights of the Child, "the child, by reason of his physical and mental immaturity, needs special safeguards and care". NASFED believes that the welfare of children and vulnerable adults deserves our particular attention.

This policy gives guidance on protecting children and vulnerable adults and safeguarding them against maltreatment, poor coaching practices and any form of harm or abuse at all NASFED sanctioned competitions, events or activities.

Affiliated clubs should ensure that their internal policy and procedures related to Child Protection are compliant with NASFED regulations and the *Child Care and Protection Act 3 of 2015* (brought into force on 30 January 2019).

#### 2. IMPORTANCE OF CHILD PROTECTION AND SAFEGUARDING

Reports of rising incidences of child abuse cases, publically exposed in the recent years, make child protection a serious concern, both globally and locally. Ensuring that children are safe and protected from abuse is everybody's responsibility. Sports administration bodies, national federations, affiliated clubs, as well as people in position of trust within these organisations, play an important role in contributing to wellbeing and protection of children.

NASFED is determined to ensure that its affiliated clubs, volunteers and everyone involved in aquatic activities shall:

- 2.1. possesses adequate knowledge and understanding of what constitutes child abuse
- 2.2. have the confidence and skills to identify and address a potential incident of child abuse
- 2.3. be familiar with the processes that must be followed when reporting on such incidents

The Child Protection and Safeguarding Policy shall serve as an assurance to young athletes and their parents that the interest of the child/vulnerable adult shall be paramount in all activities under the auspices of NASFED.

#### 3. INTERPRETATION

For the purpose of this policy, unless inconsistent with or otherwise indicated by the context:

- 3.1. **Child/children** means anyone who has not yet reached their 18th birthday. 'Children' means children and young people throughout;
- 3.2. **Vulnerable adult** means anyone living with physical or mental disability or is unable, for any other reason, to protect himself/herself against significant harm or exploitation;
- 3.3. **Abuse** means any form of physical or mental abuse as outlined further in this document;

- 3.4. **Child protection/safeguarding** refers to philosophies, guidelines, policies and procedures designed to protect children from intentional or unintentional harm;
- 3.5. **Duty of care** describes the moral and legal responsibility of NASFED and its affiliates to protect children within their care from intentional and unintentional harm and to prevent/minimize the risk of abuse;
- 3.6. **Disclosure** is a process in which information about abuse is shared by the victim with others;
- 3.7. **Partner organizations** refers to local organisations (including voluntary sector) whose duty and purpose is to protect children from harm.

#### 4. DEFINITION OF ABUSE

As defined by the World Health Organization, child abuse constitutes "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power".

Any person may abuse a child by either inflicting or failing to prevent harm. The abuse may be caused by a family member, a stranger or an institution; an adult or a child (peer abuse and bullying).

There are five main types of abuse:

- 4.1. **Physical abuse** - causing any form of physical harm (i.e. hitting, strangling, scalding, drowning etc.) or intentionally inducing an illness in a child or vulnerable adult.

An example of physical abuse in aquatic environment can be the forced use of performance enhancing drugs or inappropriate training methods which are beyond athletes' capacity and may cause physical damage.

- 4.2. **Emotional abuse** - persistent emotional maltreatment leading to adverse effects on the child's and vulnerable adult's emotional development. It may include:

- i. evoking in children feelings of worthlessness or inadequacy
- ii. making them feel valued only if they meet the needs and expectations of another person
- iii. not giving them the opportunities to express their views or making fun of what and how they communicate
- iv. imposing age- or ability-inappropriate expectations on children through interactions that either exceed or undermine their capability
- v. corruption and exploitation of children
- vi. bullying and harassment

Emotional abuse in aquatic environment can be caused by frequent, unfair criticism and derision, name-calling or belittling of a young athlete by his/her coach or parent or by having unrealistic expectations, placing an athlete under undue pressure whilst offering invariable negative feedback.

- 4.3. **Sexual abuse** - forcing or enticing a child or vulnerable adult to take part in any type of sexual activity which may involve:

- i. inappropriate physical contact and acts (whether penetrative or non-penetrative)
- ii. inappropriate non-contact activities (involve children in observing sexual activities or encourage them to behave in sexually inappropriate ways)

Several incidences of sexual abuse have been identified and documented in aquatic sports, whereby the coach, official, club personnel or other person in the position of trust, was cited as the perpetrator.

4.4. **Neglect** - continual failure to meet a child's or vulnerable adult's basic physical and psychological needs which can result in the impaired health or development. Neglect may involve:

- i. inadequate provision of food, clothing or shelter
- ii. abandonment
- iii. lack of protection from harm or danger
- iv. lack of adequate supervision

In aquatic environment, neglect can result from a coach or official failing in duty of care by neglecting the safety of a young athlete and exposing him/her to unnecessary discomfort, risk or injury.

4.5. **Bullying** - repetitive and deliberately hurtful actions carried out by one or more people towards a child or vulnerable adult over a period of time. Bullying can cause significant distress to the victim, yet its effects are often underestimated. This form of abuse can include:

- i. physical forms of violence or threats (i.e. pushing, punching etc.)
- ii. verbal forms of violence or threats (i.e. name-calling, spreading rumours, persistent teasing)
- iii. emotional cruelty (i.e. tormenting, mockery, humiliation, exclusion)
- iv. attacks, whether physical or verbal, motivated by racial or sexual discrimination (racial or homophobic insults, abusive comments)

The competitive nature of sport can, inadvertently, provide opportunities for bullying. Bullying in aquatics often comes from unexpected quarters and can be perpetrated by a coach or a parent who place unfair pressure and expectations on an athlete. A young athlete can be bullied by peers, ostracised by others in his/her squad or lane; taunted, humiliated or treated with contempt during practice or competition.

## 5. DUTY OF CARE

In the context of this policy, duty of care refers to the moral and legal obligation imposed on NASFED and its affiliated members which requires them to exercise reasonable care when working with children and vulnerable adults.

All NASFED members, clubs and individuals, should acknowledge this duty of care.

## 6. DISCLOSURE

It can be very difficult for children and vulnerable adults to disclose abuse. They may be unable to fully comprehend and express their experiences, fear the negative consequences of reporting on mistreatment or feel ashamed, guilty and/or too traumatised by the event.

The abuse may be disclosed in a variety of ways, including:

- i. directly– through explicit verbal statements about an incident
- ii. indirectly – through ambiguous verbal statements, implying that something is wrong
- iii. behaviourally – through actions and behaviours
- iv. non-verbally – through drawings, letters or social media statements

Victims of abuse may make partial disclosure (withhold some information) or not be aware that their behaviour can be construed as a disclosure. Therefore, anyone who works with children and vulnerable adults should be able to recognise the signs of abuse, take any disclosure seriously and know how to respond in a professional manner.

## **7. PROCEDURES**

The NASFED Child Protection and Safeguarding policy does not require an individual to decide if a child or vulnerable adult is being abused. However, it requires that an individual in a position of trust shall respond to the raised concerns immediately and appropriately.

### **7.1. *Reacting to a concern***

If a concern in respect of a child protection and safeguarding issue is disclosed to an individual or club, such person/organisation should:

- i. ensure the child/vulnerable adult is physically and emotionally safe
- ii. remain calm and listen patiently
- iii. keep an open mind
- iv. never show disgust, displeasure or disbelief
- v. refrain from asking questions unless specific clarification is crucial
- vi. never ask leading questions, make comments or suggestions
- vii. not make judgements or assumptions
- viii. not make promises to keep the disclosure secret
- ix. explain the actions that will/will not be taken
- x. write down the concern as soon as possible after it has been raised, or during the disclosure (if feasible)
- xi. disclose any information only to those who 'need to know'
- xii. maintain confidentiality at all times
- xiii. where the parents are not implicated, ensure they are made aware of the issue and the actions taken
- xiv. never confront the alleged abuser
- xv. take any action other than to share the information appropriately
- xvi. act alone

### **7.2. *Reporting a concern***

It is the duty and responsibility of any person involved in the sport to report potential child safeguarding concerns as soon as possible, but it is only for the professionals to decide whether abuse has taken place.

If the child or vulnerable adult is considered to be at immediate risk of harm or has been injured, the concerned person should not hesitate to contact appropriate agency (i.e. police, hospital, child protection or social services).

If the child or vulnerable adult is not in an immediate danger but there are concerns regarding their wellbeing, these should be addressed at the earliest opportunity. Such concerns can be either discussed with the club representative who will advise on the correct referral or referred directly to NASFED (using *Child/Vulnerable Adult Abuse Incident Report* form).

### 7.3. **Actions**

Once the concerns have been reported, NASFED may take the following actions:

- i. establish the basic facts and conduct the initial assessment
- ii. ascertain that the complaint is not based on false or malicious allegations
- iii. engage the services of a professional (i.e. child psychologist, counsellor)
- iv. initiate precautionary suspension
- v. initiate disciplinary investigation and/or action

### 7.4. **Guidance for NASFED affiliated members (clubs)**

Whilst NASFED has a duty to take all necessary steps in ensuring that the sporting activities and events under its auspices are conducted in as safe an environment as possible, and that any concerns with regard to children's safety and wellbeing are adequately addressed, the federation cannot be held solely responsible for promoting and implementing of good safeguarding practice.

The affiliated clubs are therefore obliged to ascertain that the commitment to safeguarding of their young members is met and the interaction between the coaches, officials, appointed Team Managers or any other affiliated members, with swimmers under the age of 18 is, at all times, professional and appropriate.

Within their internal structures, the clubs are encouraged to implement the following:

- i. adopt the NASFED Child Protection and Safeguarding Policy and make it accessible to all staff/volunteers
- ii. sign and abide by the relevant code of conduct (coaches, officials, TMs and athletes)
- iii. include checks on suitability for working with children in the recruitment procedures
- iv. implement induction/briefing on child protection issues for staff
- v. identify person/s responsible for dealing with child abuse concerns (Child Welfare Officer)
- vi. establish internal systems and procedures to investigate and deal with possible abuse
- vii. display contact details of partner organizations for reporting possible child abuse (Life Line-Child Line, Legal Assistance Centre etc.)
- viii. seek NASFED's assistance in providing training opportunities and support to ensure the commitments are met

NASFED PRESIDENT: AILEEN BOTHA



DATE: 29/11/2020

## Child Abuse Reporting Form

If you are worried that a child or vulnerable adult is being abused, you must report your concerns directly to the NASFED Secretary General at the earliest opportunity.

Please, complete the form below to the best of your knowledge. This information provided herein will be kept confidential and only shared with those who need to know in the best interests of the child.

### PERSON REPORTING THE INCIDENT

Full name	
Occupation	
Physical address	
Contact details (telephone/email)	
NASFED membership status (Executive/coach/official/parent etc.)	
Affiliated club	
Relationship to the child (if relevant)	

### ABOUT THE CHILD

Full name	
Gender and age	
Physical address (if known)	
Who does the child live with?	
Affiliated club	

### ABOUT YOUR CONCERN

<p>Please give a brief description of why you are concerned (include dates, times and location of any specific incidents, names of any witnesses and name(s) of alleged abuser):</p>
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Give details of any conversation you had with the child:

Give details of any observations made by you (behavioural or medical indicators):

Include any other relevant information which you have not mentioned above:

Give details of any person(s) you have spoken/reported your concerns to. Include the name and contact details of the person(s), date and time you contacted them:

Do you believe the child is in immediate danger?	YES NO	Do you believe you are in immediate danger?	YES NO	Does the child require medical attention?	YES NO
Please explain:					

I confirm that the information I have given is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NASFED NATIONAL SQUADS AND NATIONAL TEAMS SELECTION POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-006
<u>DISTRIBUTION:</u>	Exco & SC	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	10/10/2020	<u>ISSUE DATE:</u>	29/11/2020
<u>RELATED DOCUMENTS:</u>	None		

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### NATIONAL SQUADS AND NATIONAL TEAMS SELECTION

#### 1. INTRODUCTION

This policy outlines the selection process for the teams to represent NASFED or Namibia in the international events. It also lists the qualifying criteria athletes must meet in order to be selected for the National Squad and NASFED/National Team.

#### 2. NATIONAL SQUADS

In 2019, as a part of the 2019-2023 Strategic Plan, NASFED rolled out the Talent Identification and National Squad Selection projects. The ultimate purpose of these projects is to improve the quality of aquatic performance (Podium Performance) of the National Team members representing Namibia in regional, continental and intercontinental events.

National Squads comprise three categories - Senior, Youth and Development. The selection criteria for each squad are determined by FINA points achieved and the age of the swimmer and are as follows:

##### 2.1. SENIOR SQUAD REQUIREMENTS:

Namibian citizen  
19 years of age and over  
minimum 650 FINA pts. obtained in a single event (SC/LC)  
excellent training attendance record

##### 2.2. YOUTH SQUAD REQUIREMENTS:

Namibian citizen  
14-18 years of age  
minimum 500 FINA pts. obtained in a single event (SC/LC)  
excellent training attendance record

##### 2.3. DEVELOPMENT SQUAD REQUIREMENTS:

Namibian citizen  
11-16 years of age  
minimum 400 FINA pts. obtained in a single event (SC/LC)  
excellent training attendance record

The athletes who qualify for the above listed squads will be offered the opportunity to participate in tailored, partially subsidized training programs designed to:

- i. enhance their individual skills (improve stroke/start/turn/finish technique etc.)
- ii. practice increased volume/intensity of training (through pool and dry land conditioning)
- iii. prepare teams for specific events (when applicable)
- iv. unite the national teams

The National Squads are selected by the Selection Committee (SC) bi-annually, after the culmination of Short Course/Long Course seasons and/or reviewed before a National Team/training camp is to be decided on. The SC recommendations are subject to approval by the Exco.

### 3. NATIONAL TEAMS

The National Team is the team that shall represent Namibia at an international event.

#### 3.1. ELIGIBILITY:

At the time of selection, an athlete must meet the following criteria to be considered eligible for selection:

- i. be a Namibian citizen;
- ii. be eligible to represent Namibia as per FINA General Rules 1 & 2 (GR 1 & 2);
- iii. meet the minimum qualifying standards prescribed by the SC
- iv. hold a valid Namibian passport
- v. be a registered NASFED member for the current season;
- vi. be in good standing with NASFED
- vii. be available to fulfil all of the National Team obligations;
- viii. not be the subject of an anti-doping ban, a doping violation and/or a pending doping violation;
- ix. comply with any additional eligibility criteria and/or requirements as might be announced (i.e. visa, vaccination/health passport etc.)

#### 3.2. QUALIFYING STANDARDS:

The minimum qualifying standards and approving bodies are listed in the table below:

**NASFED Selection Criteria for National Teams in International Competitions**  
as recommended and approved by the Selection Committee on 29 February 2020

COMPETITION	COURSE	WHO CHOSSES THE FINAL TEAM	NASFED MINIMUM QUALIFYING STANDARDS	NASFED MINIMUM STANDARDS ADDITIONAL EVENTS	NNOC / NSC SET QUALIFYING STANDARDS	FINA / IOC SET QUALIFYING STANDARDS
Olympic Games	LCM	NNOC				Olympic "A" qualifying times (historically Wild Cards not accepted)
Junior Olympic Games	LCM	NNOC				Olympic "A" qualifying times (historically Wild Cards not accepted)
World Swimming Championships	LCM	NASFED	650 FINA pts LC	600 FINA pts LC		FINA has introduced Qualifying Times
World Swimming Championships	SCM	NASFED	650 FINA pts LC or SC	600 FINA pts LC or SC		FINA has introduced Qualifying Times
Junior World Swimming Championships	LCM	NASFED	600 FINA pts LC	550 FINA pts LC		Boys: age 15-18 on Dec 31 Girls: age 14-17 on Dec 31
World Cups	LCM/SCM	NASFED	650 FINA pts LC or SC	600 FINA pts LC or SC		
Commonwealth Games	LCM	NNOC			Traditionally 850 FINA pts achieved twice in one event	
Junior Commonwealth Games (15-18 yrs)	LCM	NNOC	650 FINA pts LC or SC	600 FINA pts LC or SC	650 FINA pts in one event	
Universiade (World Student Games)	LCM	TISAN	650 FINA pts LC or SC	600 FINA pts LC or SC	Registered Tertiary Student TISAN	
All African Games (Senior)	LCM	NSC			Traditionally 700 FINA pts achieved twice in one event	
African Swimming Championships (Senior)	LCM	NASFED	550 FINA pts LC or SC	500 FINA pts LC or SC		
Junior African Swimming Championships (15-16)	LCM	NASFED	500 FINA pts LC or SC	450 FINA pts LC or SC		
Junior African Swimming Championships (13-14)	LCM	NASFED	400 FINA pts LC or SC	350 FINA pts LC or SC		
Zone 6 u/20 Youth Games	LCM	NSC	500 FINA pts LC or SC	450 FINA pts LC or SC		
CANA Zone IV Swimming Championships	LCM/SCM	NASFED	RSA Level 2 times	RSA Level 2 times		

### 3.3. **SELECTION:**

Athlete selection for the National Teams shall be made by the SC and be approved by the Exco as soon as the event invitation is received.

Athletes will be notified of their selection within seven (7) days of the selection being approved. They shall be given the opportunity to accept or decline their participation.

## 4. **NASFED TEAMS**

The NASFED Team is the team that shall represent NASFED at an international event.

### 4.1. **ELIGIBILITY:**

At the time of selection, an athlete must meet the following criteria to be considered eligible for selection:

- i. be eligible to represent NASFED as per FINA General Rules 1 & 2 (GR 1 & 2);
- ii. meet the minimum qualifying standards prescribed by the SC
- iii. hold a valid passport
- iv. be a registered NASFED member for the current season;
- v. be in good standing with NASFED
- vi. be available to fulfil all of the National Team obligations;
- vii. not be the subject of an anti-doping ban, a doping violation and/or a pending doping violation;
- viii. comply with any additional eligibility criteria and/or requirements as might be announced (i.e. visa, vaccination/health passport etc.)

### 4.2. **QUALIFYING STANDARDS:**

NASFED Event Calendar includes SA Level 2 and 3 Age Group championships and SA Junior and Open Aquatic Championships for which NASFED Teams shall be selected.

The minimum qualifying standards are published by Swimming South Africa annually at the beginning of the LC season.

Qualification criteria for any other international swim meet that might be considered by NASFED from time to time, will be announced by the event organizer via a meet invitation.

### 4.3. **SELECTION:**

Athlete selection for the NASFED Teams shall be made by the SC and approved by the Exco as soon as the event invitation is received.

Athletes will be notified of their selection within seven (7) days of the selection being approved. They shall be given the opportunity to accept or decline their participation.

NASFED PRESIDENT: AILEEN BOTHA



DATE: 29/11/2020

## NASFED TEAM MANAGEMENT POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-007
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	10/10/2020	<u>ISSUE DATE:</u>	29/11/2020
<u>RELATED DOCUMENTS:</u>	PO-002 / PO-005 / Codes of Conduct		

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### TEAM MANAGEMENT

#### 1. INTRODUCTION

The team manager is a vital member in an aquatic team - it is the person with the responsibility for and control over the logistics, administration and coordination of teams competing or training at an international event/camp.

This policy sets out the NASFED procedures for selecting team manager(s) with regard to:

- i. eligibility criteria;
- ii. nomination and appointment processes;
- iii. NASFED contribution towards tours;
- iv. annual international events under the auspices of NASFED.

In addition, the Terms of References for NASFED Team Manager document included in this policy, clearly outlines the rules, duties and responsibilities of the team manager.

#### 2. TEAM MANAGER ELIGIBILITY

Any team manager to be considered eligible for selection by the Selection Committee and the NASFED Exco must meet the following criteria:

- i. declare themselves to be available for selection via the club three (3) months prior to the event or as soon as the events dates are made public. Other than in exceptional circumstances, any team manager who does not declare himself/herself eligible by this deadline will not be considered eligible for selection;
- ii. be a registered NASFED member for the current season;
- iii. be in good standing with NASFED;
- iv. be a full time resident within Namibia;
- v. be available to fulfil the obligations of the NASFED/National Team;
- vi. other than in exceptional circumstances, have provided prior first hand service or support as a team manager/assistant at a local, regional or a lower profile competition (where offered/requested);
- vii. be willing to comply with the duties and responsibilities of the team manager set out in the Terms of References for NASFED Team Manager document.

#### 3. TEAM MANAGER SELECTION AND APPOINTMENT PROCEDURE

Depending on the size of the NASAFED/National Team (swimming), the team manager may be recommended by the home club/coach and where so recommended, selected by the Selection Committee (SC).

The SC will take into consideration the needs, age and gender balance of the individual athletes, as well as the size and optimal balance of the Team as a whole, before making a recommendation to the NASFED Exco.

The decision of the SC shall be subject to approval by the Exco upon which, the Secretary General will issue a Team Manager Appointment letter together with the Terms of References (TOR) document.

The team manager shall sign the TOR document as soon as is reasonably practicable but no later than seven (7) days after the receipt of the appointment letter.

#### 4. NASFED CONTRIBUTION TOWARDS TOURS

The NASFED financial contribution towards international events is determined by the Exco when deemed necessary.

The current season's contributions were approved on the 9<sup>th</sup> July 2019 and are as follows:

- 4.1. National Team on an international tour - Team coach 100% / Team Manager 100% or sponsored shortfall where formal sponsorship is available (i.e. via FINA).
- 4.2. National Team on a continental tour - Team coach 100% / Team Manager 100% or sponsored shortfall where formal sponsorship is available.
- 4.3. NASFED Team - Team coach 100% / Team Manager 70%.

#### 5. INTERNATIONAL EVENTS UNDER THE AUSPICES OF NASFED

The international events under the auspices of NASFED are listed in the table below:

EVENT	TEAM	APPROX. DATE	TEAM COACH	TEAM MANAGER
Olympic Games	NATIONAL	JUL-AUG 2021	YES	NO*
Junior Olympic Games	NATIONAL	OCT-NOV 2026	YES	NO*
Commonwealth Games	NATIONAL	JUL-AUG 2022	YES	NO*
Commonwealth Youth Games	NATIONAL	AUG 2021	YES	NO*
FINA World Swimming Championships (25 m)	NATIONAL	DEC 2021	YES	YES
FINA World Championships (50 m)	NATIONAL	MAY 2022	YES	YES
FINA Junior World Championships (50 m)	NATIONAL	TBA	YES	YES
All Africa Games (Seniors)	NATIONAL	2023	YES	YES
African Swimming Championships	NATIONAL	TBA	YES	YES
Junior African Swimming Championships	NATIONAL	TBA	YES	YES
Zone 6 U/20 Youth Games	NATIONAL	TBA	YES	YES
SA Aquatic Championships	NASFED	TBA	YES	YES**
SA Junior Aquatic Championships	NASFED	TBA	YES	YES**
SA Level 3 Age-group Championships	NASFED	TBA	YES	YES**
SA Level 2 Age-group Championships	NASFED	TBA	YES	YES**

\*) unless by agreement with the NNOC

\*\*\*) only when team consists of 10 or more athletes

NASFED PRESIDENT: AILEEN BOTHA



DATE: 29/11/2020

## TERMS OF REFERENCE FOR NASFED TEAM MANAGER

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### 1. INTRODUCTION

NASFED is the governing body of aquatics in Namibia and is responsible for the administration of national teams and NASFED teams, and the maintenance of discipline and conduct amongst the athletes, coaches and management chosen for the team.

NASFED appointed Team Manager (TM) shall read and familiarize him/herself with the rules, duties and responsibilities prescribed in this document.

### 2. TOUR RULES

The TM shall, at all times, represent NASFED and be/remain in charge of the NASFED/National Team entrusted to him/her.

TM must assure that:

- 2.1. all tour participants are treated equally, fairly, and with respect regardless of race, ethnic origin, nationality, gender, sexual orientation, marital status, disability, age, religious, political or club affiliation or other grounds
- 2.2. all arrangements, such as transport and accommodation, shall be the same for all the team members
- 2.3. any person, other than NASFED appointed management, wishing to accompany the team and benefit from the arrangements, may be accommodated provided that he/she agrees to:
  - i. adhere to TM's directives
  - ii. assist the team when requested

### 3. DUTIES OF THE TEAM MANAGER

The TM shall:

#### 3.1. BEFORE THE TOUR

- 3.1.1 obtain contact details of qualified athletes or their parents from the National Recorder
- 3.1.2 obtain written confirmation of participation from interested parties (athletes/parents)
- 3.1.3 as early as it is practical, prepare *Preliminary Budget* (rough cost estimate per participant) using TM's *Calculation Sheet*
- 3.1.4 liaise with the Treasurer to secure all scheduled deposits and due payments
- 3.1.5 obtain participants' valid passport copies, and ensure that visa requirements are met
- 3.1.6 forward the passport copies to Secretary General for clearance purposes not later than six weeks before the scheduled departure
- 3.1.7 make sure that the clearance documentation is in place at least two (2) weeks before the start of the tour (2 months in advance for National Colours)
- 3.1.8 issue *Leave of Absence* letters to student athletes at the earliest opportunity
- 3.1.9 be familiar with the rules governing the competition

- 3.1.10 liaise with the National recorder and the coaches regarding entries and entry fees
- 3.1.11 provide athletes and parents with detailed itinerary, competition and warm-up schedules, team wear and technical equipment requirements and any such information as might be necessary for the participants to be fully aware what is expected of them during the tour
- 3.1.12 establish if athletes have any particular medical conditions or dietary requirements
- 3.1.13 ensure that Indemnity/Medical Consent and Code of Conduct forms are signed by the athletes and/or parents
- 3.1.14 book flights/transport and communicate payment conditions and deadlines
- 3.1.15 book accommodation considering the following:
  - i. distance between accommodation and competition venue
  - ii. price
  - iii. possibility of meals provided at accommodation
  - iv. rooming list (note: management to be accommodated in single rooms, no sharing of rooms between male and female participants is permitted)
- 3.1.16 book transport at destination (airport shuttle, car/bus rental)
- 3.1.17 when possible, secure sponsorships or reduced rates for flights, local transport and accommodation
- 3.1.18 secure sponsorship for team wear and/or general costs involved
- 3.1.19 ensure that all athletes have correct team apparel (branded tracksuit, T-shirts and swim caps etc.)
- 3.1.20 determine travel wear
- 3.1.21 inform and update the participants of any changes as soon these become available
- 3.1.22 prepare *Tour Budget* (detailed budget) and submit to the Treasurer and tour participants
- 3.1.23 ensure all payments due to NASFED are made in full before the commencement of the tour
- 3.1.24 check with the Treasurer that all payments in respect of travel and accommodation are duly
- 3.1.25 arrange authorization for petty cash, foreign currency or any such payment method as might be necessary whilst on tour
- 3.1.26 organize a team briefing session(s) prior to departure to promote team spirit, hand over team apparel etc.
- 3.1.27 arrange for a team photo to be taken
- 3.1.28 liaise with the PRO to promote the tour, athletes and sponsors before departure
- 3.1.29 check and update NASU medical aid kit to be taken as carry-on luggage
- 3.1.30 arrange National Flags and National Anthem for medal presentations if required

### 3.2. DURING THE TOUR:

#### **Prior to departure, TM shall:**

- 3.2.1 confirm all flight reservations 72 hours in advance
- 3.2.2 attempt to secure pre-assignment of seats
- 3.2.3 keep all flight tickets and passports
- 3.2.4 ensure team members are appropriately dressed
- 3.2.5 assist with check-in
- 3.2.6 be prepared to pay all departure taxes
- 3.2.7 ensure everyone clears security and boards the aircraft

#### **Upon arrival, TM shall:**

- 3.2.8 collect all passports
- 3.2.9 check-in at the accommodation
- 3.2.10 assign rooms
- 3.2.11 assist with currency exchange
- 3.2.12 ensure training facilities are reserved for practice/warm-up sessions
- 3.2.13 together with the coach, determine daily schedule (wake-up, meal, transport, training and meetings times)
- 3.2.14 copy rooming list and schedule and distribute these to the coach and athletes

#### **During competition, TM shall:**

- 3.2.15 promote harmony and team spirit amongst the team members
- 3.2.16 attend manager's meetings
- 3.2.17 organize pool space for athletes during races, training and warm-up sessions
- 3.2.18 ensure all rules governing the competition are adhered to
- 3.2.19 ensure all athletes report on time for their events
- 3.2.20 ensure correct apparel is worn at the competition site and during medal ceremonies
- 3.2.21 obtain heat sheets/programs before the start of races
- 3.2.22 if possible, record times of the athletes
- 3.2.23 in case of scratches, abide by the rules and regulations, time limits and penalties
- 3.2.24 in case of a dispute or a problem arising during competition, lodge written objection within the specified event rules and attend the hearing
- 3.2.25 obtain official results sheets
- 3.2.26 ensure the Code of Conduct is adhered to and that any disciplinary procedures are handled properly and include a written account

3.2.27 liaise with the PRO to promote the teams' results and promote the sponsors during the competition

3.2.28 organize a team photo, preferably at the site of the competition

**Throughout the tour, TM shall:**

3.2.29 not consume alcohol

3.2.30 remain with the team at all times

3.2.31 ensure all athletes are onboard the relevant transport to and from the competition venue, restaurant or activities

3.2.32 ensure the athletes receive adequate and suitable meals and have sufficient refreshments, especially during the competition and on the poolside

3.2.33 set a curfew and ensure that athletes are in their rooms and quiet at a reasonable time

3.2.34 administer wake-up calls when necessary

3.2.35 when feasible, plan recreational activities (sightseeing, movies etc.)

3.2.36 keep detailed records and receipts of all expenses incurred and stay within budget

3.2.37 look after the wellbeing of each swimmer to ensure this/her optimal performance

3.2.38 on check-out, inspect all rooms to ensure they are damage-free, collect keys and check for any miscellaneous room charges

3.2.39 check documentation for return trip and make certain that flights and transport are confirmed

**Upon return, TM shall:**

3.2.40 prepare *Reconciliation Report* (detailed income and expense statement) and submit to the Treasurer within a period not exceeding four (4) weeks after return

3.2.41 organize refunds to athletes in case of superfluous funds

3.2.42 write a detailed *Tour Report* (in format prescribed by NASFED) and submit to the Secretary General within four (4) weeks after return

3.2.43 provide the PRO with a brief report on athletes achievements within three (3) days after the tour

3.2.44 prepare thank-you letters for sponsors and/or others who helped to make the tour successful

#### **4. GENERAL**

The TM shall be responsible for each athlete's wellbeing during the entire tour.

Should the athlete wish to temporarily leave the group he/she must seek TM's permission which should not be unduly withheld provided that:

- i. his/her absence does not interfere with the team arrangements
- ii. an appropriate indemnity form is signed by the athlete and/or appointed guardian

The athlete, if released into the care of another competent person, has the obligation to inform the TM of where they are going and the approximate time of their return.  
When the athlete leaves the training/competition venue or accommodation with a parent, guardian or other approved adult, the TM shall not be held responsible for any accidents, injuries or emergencies that may befall the athlete.

For team coordination to work effectively, everyone is expected to be punctual. Individuals are responsible for adhering to posted time schedules including wake up.

**5. ACCEPTANCE OF THE ABOVE TERMS OF REFERENCE**

I, \_\_\_\_\_ declare that I have read and understood the Terms of Reference for NASFED Team Manager.

I hereby accept my appointment as the Team Manager of \_\_\_\_\_ and agree to abide by all terms and conditions attached.

This agreement shall be interpreted and implemented in accordance with the law of the Republic of Namibia.

Name:	Club:
Signature:	Date:

## NASFED SPONSORSHIP AND GRANTS POLICY

<u>RESPONSIBILITY:</u>	President	<u>POLICY N°:</u>	PO-008
<u>DISTRIBUTION:</u>	Exco & Clubs	<u>REVISION N°:</u>	0
<u>ORIGINATION DATE:</u>	10/10/2020	<u>ISSUE DATE:</u>	29/11/2020
<u>RELATED DOCUMENTS:</u>	None		

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### SPONSORSHIP AND GRANTS

#### 1. INTRODUCTION

NASFED finances its programs and operations through a combination of membership fees, direct funding from sport organizations (FINA, CANA, NNOC), and revenues from relationships with various sponsors.

This policy outlines the principles, guidelines and processes relating to sponsorship and grants.

#### 2. NASFED GENERATED SPONSORSHIP

NASFED shall endeavour to build and maintain long term partnership with sponsors in order to promote and advance the aquatic sport in Namibia. The sponsorship shall directly benefit activities under the auspices of NASFED and/or advancement of the athletes.

The benefits of sponsorship should be balanced against potential risks including the perception that NASFED may expose itself to improper influence from companies or private individuals as well as from assumption that the sponsors may be entitled to exercise influence over the NASFED operations for their own gain.

##### 2.1. SPONSORSHIP PRINCIPLES

NASFED shall ensure that sponsorship is sought, received and carried out ethically, lawfully and transparently to reduce the risk of corrupt conduct, or the appearance of corrupt conduct. To this end, NASFED will:

- 2.1.1 not enter into a sponsorship agreement which could impose or imply conditions that would limit or compromise the federations' ability to carry out its functions legally, fully and impartially;
- 2.1.2 not seek or accept sponsorship from organizations or individuals who are, or are perceived to be, of a nature that is inconsistent with NASFED values or policies, may adversely affect NASFED's image or reputation, or otherwise present a conflict of interest;
- 2.1.3 advertise and promote sponsorship opportunities in ways that do not confer or imply an unfair advantage to some potential sponsors;
- 2.1.4 assure that the sponsorship benefits for the sponsor do not outweigh the benefits to the federation;
- 2.1.5 assure that no personal benefit is derived from a sponsorship arrangement by any of the Exco members;
- 2.1.6 carry out audit on any sponsorship in an open, transparent and impartial manner.

## 2.2. SPONSORSHIP AGREEMENTS

Sponsorship agreements entered into by NASFED may include provision of funding, goods, services and/or discounts.

All sponsorship arrangements must be:

- 2.2.1 formalized in a writing and approved by the Exco;
- 2.2.2 adequately monitored and evaluated by the Sponsorship Coordinator;
- 2.2.3 reviewed and audited annually to ensure the agreed benefits are delivered and the sponsorship utilized in line with the original purpose of the agreement.

## 2.3. SPONSORSHIP RESTRICTIONS

NASFED shall not accept sponsorship from organizations or individuals that are:

- 2.3.1 involved in political activities (e.g. political parties);
- 2.3.2 associated with products or services related to alcohol, tobacco, drugs, gambling, pornography or other illicit trade;
- 2.3.3 are otherwise perceived to be of a nature that is inconsistent with NASFED values and policies or may adversely affect federation's public image or reputation.

## 2.4. SPONSORSHIP BENEFICIARIES

Any sponsorship generated by NASFED shall exclusively benefit:

- 2.4.1 aquatic activities organized by NASFED (i.e. championships, special days/events, development programs etc.);
- 2.4.2 participation of teams in NASFED sanctioned events (i.e. international meets and training camps).

Any sponsorship generated by NASFED shall not benefit individual athlete unless such an athlete is the sole representative of the team.

## 3. **GRANTS**

NASFED may source, apply for and accept grants on behalf of a team or an individual athlete from sports organizations. Such grants shall be utilized in strict adherence to the conditions stipulated by the benefactor. Such grants may include but not be limited to:

### 3.1. PROJECT ORIENTED GRANTS

Specific monetary contribution towards planned project/s carried out by the federation (i.e. FINA OASP Grant, FINA Officials/Coaches Clinics, NNOC workforce training incentives)

### 3.2. SCOLARSHIP PROGRAMS

Training and educational support for athletes and/or student athletes (i.e. FINA Scholarship Programs)

### 3.3. ATHLETE SUPPORT PROGRAMS

Financial or logistical support of a team or an individual athlete in preparation for a specific event (i.e. FINA/NNOC preparation grants)

### 3.4. DIRECT FINANCIAL ASSISTANCE

Full payment or partial subsidy of travel and accommodation costs for a team or an individual (i.e. FINA travel assistance for athletes, coaches and TMs)  
Any grants procured on behalf of the federation, team or an individual athlete shall be fully reconciled and reported on by the Exco in accordance with the conditions set out by the benefactor.

### 4. **INDIVIDUAL SPONSORSHIP**

An athlete may apply for and obtain sponsorship in his/her private capacity. No formal recommendation or other support documentation shall be issued by NASFED or may be presented by the athlete in order to solicit such individual sponsorship.

### 5. **DECLARATION OF SPONSORSHIP AND GRANTS**

NASFED shall administer and report on any sponsorship or grant obtained on behalf of the federation, team or an individual athlete applied for and received by the federation.

NASFED shall not be responsible for any sponsorship or grant obtained by an individual (athlete/coach or other affiliated member) not endorsed by the federation.

Individual sponsorship or grants must be accounted for by the recipient, however, in the interest of transparency and in order to avoid possible conflict of interest any individual sponsorship or grant shall be declared to NASFED.

NASFED PRESIDENT: AILEEN BOTHA



DATE: 29/11/2020