



# THE CONSTITUTION OF THE SIERRA LEONE SWIMMING, DIVING AND WATER POLO ASSOCIATION (SLSDWA)

FOUNDED IN FREETOWN – 10<sup>TH</sup> JUNE 1979

## I. ARTICLE 1 - THE NAME OF THE ASSOCIATION

a. The name of the Association shall be the Sierra Leone Swimming, Diving and Water Polo Association.

b. The Sierra Leone Swimming, Diving and Water Polo Association herein after called the “Association or **SLSDWA**” shall be the National Governing Body for all Aquatic Sports including Open Water Swimming with sole rights for the organization, development, growth and promotion of these sports at all levels.

c. The Association shall be subject to the Constitution of the Republic of Sierra Leone and shall function in accordance with the provisions of the Parliamentary Act of the National Sports Council of Sierra Leone, the Charter of the National Olympic Committee of Sierra Leone, the Constitution and Bye-laws of FINA and CANA, and the Ministry in charge of Sports.

**d. The Administration and management of the affairs of the Association shall be autonomous in the governance of all Aquatic Sports including Open Water Swimming and other related water sports. This means that the SLSDWA shall not allow or shall not be influenced by external/third party interferences in its management.**

## II. ARTICLE 2 - SITE

a. The Headquarter site of the Association shall be located in the Capital city, Freetown.

## III. ARTICLE 3 - THE NAME OF THE ASSOCIATION

a. The Association shall not allow any discrimination against its members (Nationals or Non- Nationals), employees of the Ministry in charge of sports, the National Sports Council, other National Associations, public/private institutions, competitors, officials, Judges, delegates, etc., on the grounds of race, sex, religion, ethnicity, nationality, personal ideology or political affiliation.

#### IV. ARTICLE 4 - OBJECTIVES

- a. To uphold and maintain the ideals and principles of FINA and CANA, and to ensure the drug free promotion of all aquatic sports in Sierra Leone.
- b. To uphold the principles of institutional control of, and responsibility for, all Aquatic Sports in conformity with the policies of the National Sports Council and the Constitution of Sierra Leone.
- c. To formulate and publicize guiding principles and standards for the administration and technical development of all aquatic sports including Open Water Swimming.
- d. To legislate upon any subject of general concern to the membership in the administration of local and national aquatic and or related sports.
- e. To co-operate and collaborate with other organizations/institutions in the development, organization, promotion and conduct of local, national and international aquatic and related sports competitions/championships.
- f. To stimulate, evaluate and disseminate research in the fields of Swimming, Diving, Water Polo, Open Water Swimming, Artistic Swimming and other related aquatic sports.
- g. To improve the educational aspects of Aquatic Sports and their articulation in the total inter-scholastic/collegiate educational program.
- h. To promote greater unit, goodwill and friendship among all members.
- i. To promote Gender involvement by encouraging and promoting the participation of Girls and Women in aquatic sports in Sierra Leone.**
- j. To foster high standards of professional proficiency and ethics.
- k. To establish and supervise regional and national aquatic competitions or championships and to establish rules of eligibility in accordance with FINA and CANA, with modifications as necessary to suit our climate and local settings.
- l. To ensure participation at global, regional and continental competitions or championships.
- m. To publish and interpret rules governing all aquatic Sports.
- n. To provide the means for training, evaluation and rating of officials.
- o. To organize, develop, control and promote all aquatic sports on a national scale and shall represent Sierra Leone in both FINA and CANA meetings and championships.

#### V. ARTICLE 5 - AFFILIATION

- a. **The Sierra Leone Aquatic Sports Association (SLSDWA) is an Affiliate member to the FEDERATION INTERNATIONALE DE NATATION (FINA). FINA is the only recognized body in the world which governs Aquatics internationally (FINA Rule C 7.5) ; and the CONFEDERATION INTERNATIONALE DE NATATION (CANA).**

- b. The Association reserves the right to affiliate with any other organization/institution it considers necessary and that shares the principles of International Olympic Committee.

## **VI. ARTICLE 6 - MEMBERSHIP**

- a. Membership is open to Clubs, Educational Institutions, Organizations, Corporate Bodies, International Agencies, Wharfs, Harbours, Maritime Institutions, National Forces and any other it may deem necessary on the basis that they fulfill the following requirements;
- b. That they are devoid of political affiliations.
- c. That they do not practice any form of discrimination on the grounds of creed, sex, ethnicity or race.
- d. That they submit a valid document/constitution from the institution or organization or club they represent with a list of their Executive Committee, stating their colour(s) and any other information as may be required by the Association.
- e. Interested parties may send a written application to the Secretariat of the Association with the stipulated fee.
- f. The Association reserves the right to deny the registration of any Club on the basis of its name, colour, composition or its affiliations.
- g. Members must seek approval of the Association for change of Name/ Constitution, etc. before such changes may be considered.

## **VII. ARTICLE 7 - TERMINATION OF MEMBERSHIP**

Membership to the association ends:

- a. If the members ceases to exist.
- b. If the member is expelled
- c. If the member withdraws its membership.
- d. The Executive Committee shall have the power to expel a member for significant violation of this constitution and/or rules of the Association. The respective member is allowed to appeal against this decision. In this case, the next General Assembly or Annual Congress shall make a final decision.

## **VIII. ARTICLE 8 - RIGHTS AND DUTIES**

All members are entitled:

- a. To the services of the Association
- b. To be allowed to participate in championships and competitions.
- c. All members are obliged:
- d. To support the Association in its efforts to achieve its objectives
- e. To pay its monthly/annual subscription and any other.
- f. To help promote a drug free sport
- g. To act in accordance with the decisions of the Associations executive/standing committees and congresses.
- h. To defend the interest of the Association to uphold its ideals and principles at all times.

## **IX. ARTICLE 9 - SUBSCRIPTIONS/FEES**

- a. Each member of the Association must pay an annual membership/subscription fee that will be fixed by the General Congress or the Executive Committee. Failure to comply may result in the suspension of that member.
- b. All membership/subscription fees must be paid by the first month of each year to the Treasurer of the Association.
- c. At the end of each year the Treasurer shall present a statement of account for the attention of the Executive Committee.

## **X. ARTICLE 10 - FINANCE**

- a. The Association shall operate a Bank Account in an officially recognized Bank. The following shall be signatories; The President, General Secretary, and the Treasurer. The Treasurer shall be the key signatory and together with one of the other two can endorse a cheque.

## **XI. ARTICLE 11 - AUDITING**

- a. The General Congress shall appoint auditors to audit the finances and assets of the Association as will be required and shall submit their findings to the membership of the Association at it Annual General Meeting.

**XII. ARTICLE 12 - ORGANIZATION OF THE SIERRA LEONE SWIMMING, DIVING AND WATER POLO ASSOCIATION (SLSDWA)**

The following entities are established to govern and administer SLSDWA:

- a. The General Congress.
- b. The Executive Committee.
- c. The Standing Committee.

**XIII ARTICLE 13.I - GENERAL CONGRESS**

- a. This shall be the highest authority of SLSDWA and shall have the power to decide upon any matter arising in SLSDWA. Decisions by the Executive and its standing committees may be overruled by the General Congress. The Executive Committee may decide to consider proposals relating to technical rules as well as other proposals.
- b. The General Congress shall meet every four (4) years for the conduct of elections for the Executive Committee and shall modify/amend the SLSDWA constitutions and rules where necessary.
- c. The Executive Committee shall determine the Agenda for the Congress, the Composition of the Congress and shall inform the institutions, organizations or clubs of the venue, date and time for the Congress not later than 45 days prior to the Congress.
- d. Members can propose any subject to be added to the agenda after receiving the notification and should reach the secretariat at least 30 days to the proposed congress.
- e. The General Congress may as a way of reward on exceptional merit in or service for the advancement of national aquatic and other related sports elect/appoint an Honorary Life President, who shall be a member of the Association but without vote. The congress may also elect Honorary members, but without vote.
- f. A quorum for the General Congress is formed when half of the members with voting rights are present.
- g. Decisions by the Congress are made on vote by a majority of those members present.
- h. Any alteration of or addition to the Constitution agreed upon by the Congress shall become effective immediately, unless otherwise determine at the time of approval but shall not be later than two (2) months after the decision has been made.

**13.2 EXTRAORDINARY CONGRESS**

- a. An Extraordinary Congress can be convened by the Executive Committee, if requested by twenty five percent (25%) of its members within sixty (60) days of receiving the request.

- b. Only issues of vital concern to the development of the sport will be discussed. No elections for executive positions shall be conducted.
- c. Appointments to vacant positions can be made.

### **13.3 -ELECTIONS**

- a. Elections for positions in the Executive Committee will be held every four (4) years during the General Congress but can be deferred if the need arise.
- b. The Secretariat shall send notifications for Congress, together with the nomination forms stating the positions that will be vied for in the elections to all members six months before the elections date.
- c. All members aspiring for positions in the Executive Committee of the association shall be nominated and seconded by members using the forms provided by the Secretariat. After receipt of all nominations, the Secretariat will inform the General Membership.
- d. The Agenda for the General Congress should include;
  - The election of the members of the Executive Committee.
  - Modification of the SLSDWA constitution and its rules.
- e. The General Congress may last up to two (2) working days.
- f. One duly appointed delegate of each member organization shall have voting rights. The Secretariat will determine the method of voters registration.
- g. A chairman shall be appointed to preside at all congress meetings.
- h. A three (3) man Committee shall be appointed to conduct the elections and finally declare winner(s).
- i. Members of the outgoing Executive Committee are NOT eligible to vote BUT CAN be voted for. This means they are eligible for re-election, except after serving five (5) consecutive terms, BUT CANNOT VOTE IN THE ELECTIONS.**

### **XIV ARTICLE 14 - VOTING**

- a. The method of voting which may be adopted by the meeting (for and against) is by a secret ballot, proposed and seconded.
- b. An aspirant shall be declared a winner on the basis of a simple majority of votes in favor of that aspirant.
- c. No aspirant can hold more than one executive position.
- d. Voting by proxy can be done only on reasons that are considered acceptable by the members of the congress present.

## **14.2 - ELIGIBILITY**

- a. All fully paid up clubs that have been registered with the Association for at least three (3) years, or any organization/institution that is recognized by the Executive Committee shall be eligible to vote and be voted for.

## **XV ARTICLE 15 - THE EXECUTIVE COMMITTEE**

- a. Between Congresses, the SLSDWA shall be administered by the Executive Committee. The Executive Committee shall decide on all matters concerning the Sports of Swimming, Diving, Water Polo, Open Water Swimming, any other related aquatic sports, and the SLSDWA organization in the best interest of the sports. It shall be responsible for the efficient operations of the Association including how to raise and administer funds.

### **ARTICLE 15.2 - THE COMPOSITION OF THE EXECUTIVE COMMITTEE**

#### **a. Elected /Appointed Members**

- I. The President
  - II. The Vice President
  - III. The Secretary General
  - IV. Treasurer**
  - V. The Assistant Secretary General
  - VI. Public Relations Officers (2)
  - VII. One Women's representative
  - VIII. Five (5) appointed members.
- b. The sittings of the Executive Committee are private and confidential.
  - c. Minutes of the meeting of the Executive Committee are kept and copies must be sent to all its members.
  - d. The Executive Committee shall meet as and when is considered necessary. The date and venue will be communicated by the Secretariat after consultation with the President.
  - e. Members of the SLSDWA Executive Committee are not personally liable for the debts and obligations of SLSDWA.
  - f. The Executive Committee has the power to suspend members who, without valid reasons, have been absent from three consecutive meetings.

- g. Between congresses, the Executive Committee has the right to replace members who for any reason have discontinued serving the SLSDWA on the Committee. New members shall serve until the next congress.
- h. The Executive Committee shall have the right to co-opt any professional or persons it deems competent to attend its meetings and to provide any relevant services required.
- i. In the promotion of equity and gender, female athletes, wives of members of the Executive Committee have automatic membership into the Women's Wing of the SLSDWA and therefore could be appointed to travel, attend and represent SLSDWA in both national and international events.
- j. Family members of the Executive Committee can accompany any executive member/swimmer on an international assignment provided they have the approval of the Executive Committee and will pay their own bills for accreditation. This also applies to family members of all athletes representing the country.
- k. The Executive Committee has the right to appoint special commissions to attend to specific tasks within its powers.
- l. The Executive Committee shall make appointments to its standing committees.
- m. The Executive Committee shall liaise with FINA, CANA, NOC/SL, the National Sports Council, the Ministry in charge of Sports and any other national and international organizations.

### **ARTICLE 15.3**

#### **Other rights and duties of the Executive Committee shall include the following;**

- a. To discuss and make decisions on all matters assigned to them by congress.
- b. To interpret and enforce the rules of FINA, CANA, NOC/SL, the National Sports Council of Sierra Leone, the Ministry in charge of Sports and the SLSDWA.
- c. To decide and take actions on any matter pertaining to the affairs of the SLSDWA.
- d. To decide and publish regulations for SLSDWA competitions and to decide on SLSDWA awards.
- e. To make decisions in cases of emergency.
- f. To approve recommendations from its standing committees and for the SLSDWA participation in national and international events and championships.
- g. To determine dates and sites for SLSDWA competitions and championships.
- h. To approve the appointment of its secretariat staff and association's coaches.
- i. To instruct the SLSDWA standing committees and commissions and to control their activities.



## **XVI        ARTICLE 16        -        DUTIES OF OFFICERS**

### **a.        PRESIDENT**

- 1)        Shall preside over all meetings of the Executive Committee when present except otherwise decided by the Executive or the President.
- 2)        Shall represent the Association in meetings of the following institutions; FINA, CANA, ZONE II, NATIONAL SPORTS COUNCIL/SL, NOC/SL and any other approved by the Executive Committee.
- 3)        Shall be involved in all major contracts on behalf of the Association
- 4)        Shall perform all such duties as may be deemed necessary for the growth and development of the sports.

### **b.        VICE PRESIDENT**

- 1)        Shall support in the functions of the office of the President and shall perform such duties delegated to him/her from time to time.
- 2)        Shall act as President when he/she is requested to do so.
- 3)        Submit proposals and search for possibilities to improve the SLSDWA finances and operations.
- 4)        Assist or, by appointment, preside over the work of the various committees or commissions established for special duties by the Executive Committee and report on their activities at the Executive Committee meetings.

### **c.        SECRETARY GENERAL**

- 1)        The Secretary General is the administrative head of the Secretariat and the Technical wing of SLSDWA.
- 2)        Shall deal with all correspondences accordingly.
- 3)        Shall in consultation with the President and or his Vice perform all such duties as may be delegated to him/her.
- 4)        Shall correspond and maintain relations with international sports governing organizations, national, regional and local sports bodies, sports committees and other organizations or individuals.
- 5)        Shall control and supervise the activities of the SLSDWA.
- 6)        Shall submit annually an activity report to the Executive Committee.
- 7)        Shall perform any other duty as will be delegated to him/her by the Executive Committee.
- 8)        Shall represent the Association accordingly in international and national meetings, seminars, championships, zonal meetings, congresses, etc.
- 9)        Shall prepare the annual income and expenditure reports of the Association.
- 10)       Shall submit financial records for regular auditing as and when are required.
- 11)       Shall collect and issue receipts on behalf of all funds received.

- 12) Shall conduct financial transactions as approved and directed by the Executive Committee.
- 13) Shall be responsible for the coordination and organization of the association's activities.
- 14) Shall endeavour to solicit sponsorship through out-sourcing for the promotional aspect of the Association.

**d. ASSISTANT SECRETARY GENERAL**

- 1) Shall support in the function of the office of the Secretary General and shall act on his/her absence.
- 2) Shall perform such duties delegated to him/her by the Secretary General.
- 3) Shall also perform such functions as decided upon by the Executive Committee.
- 4) Shall perform the functions of Marketing and Organizing Secretary.

**e. TREASURER**

- 1) Shall keep records of all financial transactions of the Association.
- 2) Shall submit financial records for regular auditing as and when required by the Executive Committee or as will be directed.
- 3) Shall prepare the annual income and expenditures of the Association.
- 4) Shall conduct/enter into financial transactions as will be directed by the Executive Committee.
- 5) Shall perform any other duty as will be delegated/assigned by the Executive Committee.
- 6) Shall be a signatory to the Association's accounts. All cheques must be signed by at least two (2) of the following authorized persons; The President, General Secretary and Treasurer.
- 7) Negotiates all contracts between the Association and other organizations and companies in consultation with the President/Executive Committee, on behalf of the association.
- 8) Must design programs for marketing income generation and private funding for the Association

**f. THE PUBLIC RELATIONS OFFICER**

- 1) Shall be the spokesperson for the Association.
- 2) Shall be directed to inform the public of any development accordingly.
- 3) Shall organize press and other conferences or meetings in consultation with the Executive Committee or the secretariat.
- 4) Shall be responsible for the publicity of the Association's ideals.

5) Shall perform any other functions as delegated or assigned by the Executive Committee or the Secretariat.

**g. WOMEN'S REPRESENTATIVE**

1) Shall represent women's interest in the development of and participation in Aquatic Sports.

2) Shall represent the Association oin Women's Forum, etc at National and International levels.

3) Shall conduct seminars, workshops and programmes for women's participation in sports.

4) Shall perform any other duties assigned to her by the executive or the secretariat.

**h. APPOINTED MEMBERS**

**Five (5) appointed members, one (1) representative each from the following organizations;**

- I. Guma Valley Water Company
- II. Naval Wing, Republic of Sierra Leone Armed Forces
- III. Sierra Leone Police Force
- IV. Physical Education Division, Ministry of Education, youth and Sports
- V. Sierra Leone Prisons Department

**XVII ARTICLE 17 - STANDING COMMITTEES**

**The following Standing Committees shall be formed by the Executive Committee;**

- I. Technical Committee
- II. Disciplinary Committee
- III. Sports Medicine/Anti Doping Committee

**Anti-Doping Rules and Out-of-Competition Doping Control. The SLSDWA shall comply with the Anti-Doping Rules and allow out-of-competition doping control by FINA. All FINA Rules including Anti-Doping Rules shall be directly applicable to and shall be agreed to and followed by competitors, competitor support personnel, coaches, physicians, trainers, managers, officials, medical or paramedical personnel, team leaders, clubs and SLSDWA representatives (FINA Rule C 8.2.4 FINA Rule) (FINA Rule D 14.1)**

#### **IV. Ethics Committee**

**These standing committees shall consist of at least five (5) members each.**

- I. Persons appointed to these committees shall be recognized experts in the required area and must be capable of showing interest in, actively and regularly attending the meetings of the committee and cooperating on its deliberations.
- II. The Executive Committee shall appoint its Chairman and Secretary.
- III. The Committees shall meet whenever there is business to be transacted or on the instructions/approval of the Executive Committee.
- IV. Three (3) members shall form a quorum at any meeting of the Standing Committees.
- V. When a member of any committee has been absent from three consecutive meetings without reasons acceptable to the executive, the Executive Committee shall have the right to declare that such a member has forfeited his membership and that vacancy shall be filled by another appointed person.
- VI. The powers and duties of these standing committees shall be determined by the Executive Committee.
- VII. Upon the approval of the Executive Committee these Standing Committees shall be empowered to form sub-committees.
- VIII. The committees shall have powers to co-opt person(s) they deem necessary to perform any specialized task.

#### **XVIII ARTICLE 18 - FINA BUREAU MEMBER**

- a. **FINA Bureau member shall be an ex-officio member with a voting right in the bureau and the General Assembly of the SLSDWA when applicable (FINA Rule C 17.1.9)**

#### **XIX ARTICLE 19 - AD HOC COMMITTEE**

- a. The Executive Committee shall nominate any kind of Ad Hoc Committee or working Commission when it is considered necessary.

#### **XX ARTICLE 20 - ARBITRATION**

- a. Disputes between SLSDWA and any of its members or members of members, individual members of members or between members of SLSDWA that are not resolved by an Executive Committee decision, be referred for arbitration by either of the involved parties to the National Olympic Committee of Sierra Leone/National Sports Council

Executive Committee. Any decision made by these bodies upon joint consultation shall be final and binding on the parties concerned.

b. No member shall have the right to sue its fellow member in a court of law for any reason relating to nautical or related sports governed by SLASDWA.

c. Any member/individual found guilty of Article 19b shall immediately be suspended and further failure to withdraw the matter from court will result in the automatic loss of his/her/their membership.

## **XXI ARTICLE 21 - COMPLIANCE WITH FINA RULES**

- a. The constitution and rules of the SLSDWA shall not be in conflict with FINA Rules (including but not limited to FINA Constitution, FINA General Rules, FINA Code of Ethics, FINA By-Laws, FINA Technical Rules, FINA Facilities Rules, FINA Medical Rules and FINA Doping Control Rules, which may be amended and/or updated from time to time by FINA). Where there is a conflict, FINA Rules shall prevail (FINA Rule C 7.3).**
- b. Compliance with FINA decisions.  
The SLSDWA shall act in accordance with the decisions of the FINA Congress and the FINA Bureau (FINA Rule C 8.2.2).**
- c. Members of the National Federation in compliance with FINA Rules.  
The SLSDWA shall ensure that all its members comply with the FINA Rules, regulations, directives and decisions of the FINA bodies. Where there is a conflict, FINA Rules shall prevail (FINA Rule C 8.2.9).**
- d. The Sierra Leone Swimming, Diving and Water Polo Association will seek approval from the FINA Bureau for change of Name/and or Constitution, before such changes may be considered valid according to FINA Rule C 7.4.**

## **XXII ARTICLE 22 - MATTERS NOT PROVIDED FOR**

- a. Any matter arising that has not been provided for in this constitution shall be presided over by the Executive Committee and any decision taken shall be binding on the parties/event(s) involved or concerned.