

# SWIMMING OFFICIALS ASSOCIATION OF ZIMBABWE

## CONSTITUTION

Promulgated 2001

### 1. NAME

The name of the Association shall be:

Swimming Officials Association of Zimbabwe (hereafter referred to as SOAZ).

### 2. HEADQUARTERS

The headquarters shall be where the Honorary Secretary is based and the postal address shall be that of the Honorary Secretary.

### 3. AFFILIATION

The Association shall be affiliated to the Zimbabwe Aquatic Union Swimming Board of Control (hereafter referred to as ZAUSBC) and will operate as a subcommittee of the ZAUSBC.

### 4. OBJECTIVES

4.1 The objectives of the Association shall be to unite Officials from all provinces and to encourage their efficient participation in officiating at swim meets. These objectives shall include:

4.1.1. To provide qualified technical officials for the purpose of ensuring fair play and equitable opportunities for all swimmers engaged in competition at ZAUSBC sanctioned swim meets in Zimbabwe;

4.1.2. To ensure that the application of the FINA Rules is observed and maintained at an acceptable standard;

4.1.3. To ensure consistency between provinces and Officials in the application of the rules and officiating standards;

4.1.4. To ensure meet management procedures are uniformly applied and maintained at an acceptable standard;

4.1.5. To ensure that the assessment and placement of Officials on appropriate 'levels' is applied uniformly and in accordance with the requirements stipulated in the FINA and / or SOAZ Manuals for swimming technical officials.

4.1.6. To promote membership and the training and development of Officials.

4.1.7. To arrange seminars, clinics, workshops and the like in order to improve officiating standards.

4.1.8. To publish bulletins, newsletters and other publications for the Association's purposes.

4.1.9. To accept donations, bequests and other grants of all kinds.

## **5. COLOURS**

- 5.1. The colours of the Association shall be the same as the colours of ZAU.

## **6. MANAGEMENT**

- 6.1. The affairs of the Association shall be conducted by an Executive Committee elected at the Annual General Meeting (AGM). The AGM shall be held during and at the same venue as the National Swimming Championships. The Committee shall consist of:
- President
  - Vice President
  - Honorary Secretary
  - Provincial Officials Convenor (one from each province who shall have been nominated by their province);
- 6.2. The President, Vice President and Honorary Secretary may also be Provincial Officials Convenors.
- 6.3. The Executive Committee shall hold office for a period of two years at the end of which they may stand for re-election;
- 6.4. No Committee member shall hold the same office for a consecutive period of longer than four years.

## **7. POWERS AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE**

- 7.1. To fill any vacancy that may occur on the Committee; such appointment to be effective until the following AGM.
- 7.2. To approve all accounts before submission to ZAUSBC Treasurer for payment.
- 7.3. To control the financial and other resources of the Association through the ZAUSBC Treasurer.
- 7.4. To consign monies of the Association not immediately required for any particular purpose to ZAUSBC for safe-keeping and investment.
- 7.5. To deal with all matters arising out of, or incidental to, the proper management or control of the affairs of the Association, or of a part of itself, not provided for in the constitution or bye-laws.
- 7.6. To ensure that proper books of account are kept by the ZAUSBC Treasurer and that a financial report be presented at each AGM.
- 7.7. To co-opt any additional members to the committee at any time.

## **8. MEMBERSHIP**

- 8.1. Membership shall be obtained through registration as a Swimming Official with a Provincial Body.

## **9. MEETINGS**

- 9.1. At a meeting of the Executive Committee three members shall constitute a quorum. If there is no quorum then the meeting shall be reconvened.
- 9.2. At the AGM those members present shall constitute a quorum.
  - 9.2.1. Notice of the AGM must be given in writing to all Provinces not less than fourteen days before such meeting.
  - 9.2.2. Notices of motion shall be in writing and lodged with the Secretary of the Association at least seven days before the date of the meeting.
  - 9.2.3. A Special General Meeting shall be convened by the Association's Secretary at any time, whether on receipt of a requisition to that effect and signed by at least ten members of the Association, or whenever the Executive Committee deems such meeting necessary. The period of notice shall be four weeks and the object of the meeting shall be advised to all Provinces. No other business than that stated in the notice calling the meeting shall be discussed.
  - 9.2.4. Voting – all qualified officials present shall be entitled to vote. Voting shall be by show of hands except for election of the Executive Committee which shall be by secret ballot.

## **10. AGENDA FOR THE ANNUAL GENERAL MEETING**

- 10.1. Notice convening the meeting.
- 10.2. Attendance/Apologies.
- 10.3. Confirmation of the Minutes of the previous AGM.
- 10.4. Matters arising from previous Minutes.
- 10.5. Financial reports and Statements.
- 10.6. President's Report.
- 10.7. Notices of Motion.
- 10.8. Election of Executive Committee.
  - President
  - Vice-President
  - Honorary Secretary
  - Provincial Members.
- 10.9. Appointment of Delegate to ZAUSBC.
- 10.10. Awards : Distinguished Service.
- 10.11. General.

## **11. CONDUCTING OF MEETINGS**

- 11.1. Meetings will be conducted by the President and in his absence the Vice President. In the absence of both, the Meeting will elect a Chairman from the members present.

- 11.2. Voting shall be by a show of hands except on the election of Office Bearers, when a ballot shall take place. The Chairman shall have a casting vote in case of equality.

## **12. SUBSCRIPTIONS**

- 12.1. Will be determined as and when required.

## **13. AWARDS**

### **13.1. Officials Badge:**

Any member of SOAZ who has attended four Senior National Championships and served as a Swimming Official for the full period of each session on at least four days (not necessarily consecutively), shall be eligible to receive an "Officials Badge". Such badge to be worn on a navy blue blazer.

This award shall be made to any person who is eligible in terms of the foregoing requirements. Such persons shall make applications to the SOAZ Executive through their Provincial Association, listing the tournaments at which they have officiated. A sworn Affidavit may be required.

The SOAZ Executive shall maintain a register of all Officials. The "Officials Badge" shall be presented to the person(s) who have qualified at the conclusion of their fourth tournament.

### **13.2. Meritorious Service Award: (To be submitted as a "Notice of Motion" for consideration at the next ZAUSBC AGM) -**

"A Meritorious Service Award may be awarded to any member who served as an Official at a ZAUSBC National Swimming Championship Tournament at least once per year for eight specific years (not necessarily consecutively). Such persons who should have served for the full period of each Tournament shall make applications under sworn affidavit to the Executive through their Provincial Association, listing the National Swimming Championships at which they have officiated."

## **14. LIFE MEMBERSHIP**

- 14.1 Life Membership shall be bestowed on any individual, member or non-member for dedication to duty and services rendered to the Association on the recommendation of the Executive Committee, such award shall be approved and awarded at the AGM and the recipient of such an award will have full privileges of membership without payment of subscription.

## **15. DISSOLUTION OF THE ASSOCIATION**

- 15.1 On dissolution of the Association the assets will be handed to ZAUSBC

## **16. CODE OF DRESS:**

- 16.1 All clothing, shoes and accessories worn by members/Officials at National or International Meets will be suitable for the occasion, in

white and as detailed below. These specifications may be changed for a specific meet to meet the requirements of a "Sponsor". The accepted 'Code of Dress' is as follows:-

**Heats/Daytime:**

Ladies: A dress or shirt/blouse with slacks, knee length shorts or skirt with shoes. Ski-pants or cycling shorts are not acceptable.

Men: A shirt with flannels or shorts, worn with long socks and shoes.

**Finals/Evening:**

Ladies: A dress or shirt/blouse with slacks or a knee-length skirt.

Men: Shirt and flannels.

**17. GENERAL**

17.1 Any change or amendment to this Constitution must be adopted as a motion and passed by a two-thirds majority of the votes at a general meeting.

**18. BYE-LAWS**

18.1 The Association shall have the right to promulgate bye-laws and rules for the conduct of Officials and the management of meets, within the framework laid down by ZAUSBC and FINA.