



NAMIBIA TRIATHLON FEDERATION CONSTITUTION

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NAMIBIA TRIATHLON FEDERATION

CONSTITUTION

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1. DEFINITIONS

In this Constitution, unless the context indicates otherwise, the following meanings will apply:

“Age Category”	An age group as defined in Appendix G;
“AGM”	Annual General Meeting;
“Athlete”	An athlete or interested athlete registered with Namibia Triathlon Federation;
“Aquathlon”	An event comprising swimming and running, to be completed in continuum;
“ATU”	Africa Triathlon Union
“Council”	Registered members of the NTF who are Namibian Citizens and have voting power;
“Club”	A sports club affiliated to NTF (If the club structure is not yet implemented by NTF, reference to a "Club" herein shall be ignored);
“Competition Year”	The period from 1 September to 31 August;
“Constitution”	The Constitution of NAMIBIA TRIATHLON FEDERATION (NTF);
“Duathlon”	An event comprising running and cycling, to be completed in continuum;
“Excom”	As defined in Section 15.3;
“Financial Year”	A financial period to correspond with Competition Year;
“General Meeting”	As defined in Section 10.1;
“NSC”	Namibia Sport Commission
“NNOC”	Namibia National Olympic Committee
“NTF”	Namibia Triathlon Association;
“Selection Committees”	As defined in Section 20;
“Triathlon”	An event comprising swimming, cycling and running, to be completed in sequence or in continuum;
“WT”	World Triathlon, (the international body governing triathlon and duathlon);

2. NAME AND LANGUAGE

- 2.1 The name of the Association shall be NAMIBIA TRIATHLON FEDERATION, referred to as “NTF”.
- 2.2 The name NAMIBIA TRIATHLON FEDERATION or NTF may be linked to that of a sponsor or product should it be required as part of a sponsorship agreement. This provision will only apply for the duration of the sponsorship agreement.
- 2.3 The official language of the federation shall be English. Official documents shall be issued in English and the language at the AGM shall be English.

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3. CORPORATE STATUS

- 3.1 The Association is a voluntary amateur sporting association, with a separate legal entity with the power to acquire, to hold and to alienate property, and with the capacity to acquire rights and obligations and having perpetual succession and the capacity to sue or be sued in its own name.
- 3.2 The Association shall:
- 3.2.1 be a body corporate,
 - 3.2.2 not be carried on for the purpose of gain,
 - 3.2.3 have perpetual succession notwithstanding any change in the number or identity of its athletes from time to time.
- 3.3 The income and assets of NTF shall be applied towards the promotion of the objectives, for which it was established,
- 3.4 No part of that income or the assets shall be paid, directly or indirectly, by way of dividend, donation or otherwise, to the athletes of NTF, except for incentives as determined by the Council,
- 3.5 The liability of each athlete of NTF is limited to any unpaid subscription that may be owed by that athlete,
- 3.6 The Association shall be entitled to sue and be sued in its own name.

4. JURISDICTION

- 4.1 The Federation's competency and jurisdiction shall cover the entire Republic of Namibia.

5. OBJECTIVES AND POWERS

- 5.1 The objectives of NTF are to promote, organize and control Triathlon, Duathlon and other multi-sports in Namibia, and to represent NAMIBIA TRIATHLON FEDERATION nationally and Internationally.
- 5.2 To achieve these objectives NTF shall have the functions and powers as set out in Appendix A at its disposal.

6. HEAD OFFICE

- 6.1 The Head Office of NTF is based in Windhoek.

7. MEMBER REGISTRATION WITH NTF

- 7.1 Any person wishing to register with NTF shall complete the prescribed form and pay the annual license fee, as determined by the Council on an annual basis.

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- 7.2 A registered member shall have the right to participate in the annual National Championships and attend meetings of the NTF.
- 7.3 The admission of any member to register shall be at the discretion of the Council. If the Council rejects the registration of any member, reasons for such rejection shall be given in writing within two weeks from the date of application.
- 7.4 NTF shall from time to time prescribe the manner in which temporary licenses will be issued to an Athlete, being a non-club member, to participate in an event, as well as the license fee to be paid.
- 7.5 An Athlete must be a Namibian Citizen to represent the NTF at any international event or to be selected for the National Team

8. CESSATION OF REGISTRATION

- 8.1 A member shall cease to register with NTF if:
- 8.1.1 The member's resignation is submitted in writing to the Secretary of NTF by his Club;
 - 8.1.2 The member represents a foreign National federation;
 - 8.1.3 the member's registration is cancelled by the Board in terms of sub-clause 9.2 below.
- 8.2 The Board:
- 8.2.1 may cancel the registration of any member, at any time by giving written notice to that effect, and any such cancellation shall take effect on the posting of the notice,
 - 8.2.2 shall be obliged to hear or receive any representation from the member and/or member's Club in question, and give reason for its decision.
- 8.3 A member whose registration has been cancelled or suspended shall have the right to appeal to the Sports Commission of Namibia.
- 8.4 The Association shall not refund registration fees paid, either in part or in full.

9. ORGANISATION OF NTF

- 9.1 The principal constituent bodies on NTF are:
- 9.1.1 The Council as set out in Section 15.1
 - 9.1.2 The Excom as set out in Section 15.2
 - 9.1.3 Other Committees and/or Sub-committees appointed by the Council or Excom from time to time.

10. GENERAL MEETINGS

- 10.1 A General Meeting shall mean an Annual General Meeting (AGM) or Special General Meeting (SGM),
- 10.2 The AGM shall be held as soon as possible after each financial year-end of NTF, but not later than 30 November of each year;

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10.3 The business of the AGM shall be in accordance with Section 13.2.

10.4 An SGM shall be called at any time by the Management Committee, or on the written application of two (2) Clubs or seven (7) registered members of NTF. Such application shall include an agenda for the meeting to be called. The Secretary shall convene an SGM within twenty-one (21) days of receiving an application.

11. NOTICE OF GENERAL MEETINGS

11.1 Clubs and members shall receive written notice of the date, time and venue on 30 (thirty) days written notice of the AGM and twenty-one (21) days written notice of any SGM.

11.2 Such written notice will be sent by e-mail, and members shall indicate their intended attendance at least one week before the meeting.

11.3 No error or omission in giving notice of any meeting of the Council or any adjourned meeting of the Council shall invalidate such meeting or make void any proceedings thereat and any executive may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

11.4 Notice of any resolution to be proposed at the AGM or SGM, other than ordinary business, must be lodged with the Secretary not less than twenty-one (21) days before such a meeting,

11.5 The Secretary shall notify all Clubs and Athletes and the Members of the Council of the agenda for the AGM or SGM in writing, to reach Clubs, Athletes and Members by no later than fourteen (14) days before such meetings.

12. QUORUM AT GENERAL MEETINGS

12.1 A minimum of 51% of voting members shall constitute a quorum at a General Meeting,

12.2 In the event that a quorum is not present at the appointed place within ten (10) minutes of the appointed time of the meeting, the meeting will be postponed for 30 (thirty) minutes to be held at the same time and place.

12.3 If a quorum cannot be reached at that postponed meeting, the members present can then hold a lawful meeting.

13. PROCEDURE AT GENERAL MEETINGS

13.1 The chairperson of each General Meeting shall be:

13.1.1 the President of the Council or

13.1.2 if a President of the Council has not been elected, or having been elected is not present, the Vice-President

13.1.3 failing (1) and (2) above, any other member of the Council, or

13.1.4 if no such Council member is present, any member of NTF elected at the meeting.

13.2 The agenda of the AGM shall be disposed of in the following order:

13.2.1 confirming the quorum and constituting the meeting,

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- 13.2.2 reading and confirming the notice of the meeting,
 - 13.2.3 reading and adopting the minutes of the previous AGM and SGMs, and discussing matters arising there from,
 - 13.2.4 submission, discussion and adoption of the President's annual report,
 - 13.2.5 submission and adoption of the certified or independently reviewed financial statements (by an accountant) of the previous financial year and discussing matters arising there from,
 - 13.2.6 dealing with any amendments to the constitution and/or any proposed matters of which due notice was given,
 - 13.2.7 election of office-bearers in terms of Section 15 (if applicable),
 - 13.2.8 General.
- 13.3 The agenda of the SGM shall be disposed of in the following order:
- 13.3.1 confirming the quorum and constituting the meeting,
 - 13.3.2 reading and confirming the notice of the meeting,
 - 13.3.3 dealing only with matters proposed, of which due notice was given and matters arising there from.
- 13.4 If the original proposer of a motion is absent at that meeting, any other delegate shall be competent to introduce the motion, and he/she shall be vested with the rights and privileges of the original proposer.
- 13.5 A retiring Council member shall remain in office until the dissolution or adjournment of the meeting at which the retirement is accepted and the successor is elected.
- 14. VOTING AT GENERAL MEETINGS**
- 14.1 Only members who are Namibian citizens have voting power. Each registered member shall be entitled to one (1) vote.
- 14.2 Each affiliated Club will be represented by one (1) of its members (where representation is duly certified in writing by the Club and handed to the Secretary prior to commencement of the meeting) and such Club shall be entitled to one (1) vote.
- 14.3 Should club members attend an AGM as individuals which leaves such club with less than 5 (five) members during the AGM, that club shall not have voting power at such AGM.
- 14.4 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless demanded by the Chairperson, or two (2) Clubs, or at least seven (7) of the members present, request that the voting be conducted by a poll before voting is proceeded to.
- 14.5 Only registered members 18 years of age and older are eligible to vote. Juniors under 18 years of age shall be represented by their parents/guardians who are entitled to vote on their behalf.
- 14.6 Members may vote by proxy, but no member shall have more than 3 (three) proxies.
- 14.7 All questions properly proposed for consideration at a General Meeting shall be determined by a majority vote, except changes to the Constitution which require two-thirds (2/3) of the vote recorded.

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15. ORGANISATIONAL STRUCTURE

15.1 The Council (members with Namibian Citizenships)

15.1.1 The council is the highest decision making body of the NTF.

15.1.2 The council shall attend AGM's and SGM's and elect from themselves the Executive Committee members and vote on all NTF decisions.

15.2 The Secretary General

15.3 The Executive Committee

15.3.1 The Excom shall be composed of:

15.3.1.1 The President

15.3.1.2 The Vice President

15.3.1.3 The Treasurer

15.3.1.4 The Athletes' representative

15.3.1.5 Three additional Council members as decided at a Council meeting.

15.3.2 Only Namibian citizens are eligible for selections as a Council member or member of the Excom.

15.3.3 The Excom shall appoint the Secretary General.

15.3.4 The Excom shall be responsible for the day to day running of NTF.

15.3.5 Meetings as well as the Rights and Duties of the Excom shall be as set out in Appendix C (attached).

15.3.6 The Council may at its discretion co-opt additional members from time to time. Such members shall not carry any voting rights at meetings of the Council. These additional members may be non-Namibian citizens.

15.3.7 Nominations for Council members have to be submitted to the Secretary in writing, in a sealed envelope before the start of the AGM.

15.3.8 If insufficient nominations are received, nominations may be made during the meeting with the consent of the AGM.

15.3.9 Meetings as well as the Rights and Duties of the Council shall be as set out in Appendix B1 and 2 (attached).

15.3.10 The duties and responsibilities of the members of the Council shall be as set out in Appendix B3 to 6 (attached).

15.3.11 The Council members, including the president, shall serve the NTF for a 4 (four) year period. The Council members' wishing to remain on the Council shall be confirmed annually at the AGM.

15.3.12 Members of the Council may not hold office of the Council for a period exceeding 10 years in aggregate.

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- 15.3.13 No person already holding office in an executive capacity in another national federation or sports body, may hold office in the Excom or be a Council member of the NTF.
- 15.3.14 A Council member may resign at any time, by written notice to the Secretary. Upon resignation the Council may co-opt a member as provided in 15.3.6.
- 15.3.15 At least 2 (two) members of the Council shall be competitive athletes.

17. CLUB AFFILIATION

17.1 Club affiliation has to be approved by the Council of NTF by the submission of the Club's approved Constitution and a membership list of at least five (5) members affiliated to the NTF.

17.2 Clubs will:

17.2.1 be entitled to membership fees,

17.2.2 submit for registration from time to time, a list of athletes' names (and such further particulars as required by NTF) together with the appropriate registration fee (as determined annually by the Council), to the Secretary.

17.2.3 pay an annual affiliation fee to NTF (as determined annually by the Council), to the Secretary, before 28 February, unless the Council deems it appropriate, in the interests of good relation to waive a certain club's affiliation fee,

17.3 The cessation of a club's affiliation may take place either by decision of the club or by that of the Council of NTF. Such a cessation will be notified in writing to the other party.

17.4 Any club covering one or more elements of any of the multi-sport activities within NTF, is eligible to affiliate with NTF

17.5 Affiliated clubs will be allowed to display the NTF logo with the following inscription: "Affiliated Member of Namibia Triathlon Federation".

17.6 An athlete shall be allowed to be a member of more than one (1) club at any time, and shall be allowed to switch Club membership during a Competition Year.

17.7 All affiliated Clubs shall in their Constitution or Rules subscribe to the Code of Conduct, Discipline, Complaints and Appeals (Appendix E) which shall apply equally to an affiliated Club.

17.8 An athlete, if not individually registered, may affiliate with NTF through Club membership, if such athlete is predominantly domiciled within the jurisdiction area of NTF, and subject to the provisions of Athlete Registration above.

18. NATIONAL CHAMPIONSHIPS

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18.1 National championships over the standard distances for each discipline shall be held every year.

19. RULES FOR TRIATHLON MEETINGS

19.1 All triathlon, duathlon, aquathlon and other multi-sport events organized within Namibia, must be sanctioned by NTF and shall be held according to the rules of WT, as well as such further directives and protocols as issued and/or approved by NTF.

19.2 To sanction an event, NTF shall be entitled to:

19.2.1 Raise a levy (or charge such other fee) per event or per participant, on the organizer of such an event, unless the Council deems it appropriate, in the interests of good relation to waive such levy.

18.2 Take any action (including legal action) it may deem reasonable or necessary should such event organizer not obtain the sanctioning of NTF.

18.3 Any athlete, being a non-club member, may only enter and participate in an event organized and/or sanctioned by NTF if such athlete has obtained a temporary license and made payment accordingly.

20. NATIONAL TEAM SELECTION COMMITTEES AND CRITERIA

20.1 A National team shall be selected by the Selection Committee to compete in selected National and International Events according to criteria as set in Appendix D (attached).

20.2 In the event that National Championships were not held by the time any international WT or ATU sanctioned event requires the submission of the register of athletes intending to participate in such event, or the NTF has not selected a national team, or is not sending a national team to such event, a registered athlete may be entered by the NTF for participation in at such event, and to represent the NTF accordingly.

20.3 Any athlete who did not participate at the National Championships may, on good cause shown, be entered by the NTF as a representative athlete into any WT or ATU event, subject to availability after the National Team has been selected from athletes who did participate in the National Championships.

21. RULES AND REGULATIONS

21.1 The Council may prescribe such rules and regulations not inconsistent with the Constitution relating to the management and operation of NTF as they deem expedient.

21.2 All Athletes, as members of the NTF team, shall participate at National Championships (and any other selected event) in the official team dress and competitive clothing of NTF. Immediately prior to and after such event, and at any official function, the Team manager will rule on the official attire and dress code to be adhered to by Athletes.

21.3 The Rules and Regulations of the Council, which shall not be in conflict with any rule or regulation of WT, shall be contained in either of the following:

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21.3.1 The Competition Rules of NTF,

21.3.2 The minutes/resolutions of the Council.

21.4 No athlete participating at any International event (including the African Championships) at which a selected team of athletes of NTF is participating, shall be allowed to wear and/or participate in any race kit other than the colours or clothing of NTF.

22. CODE OF CONDUCT, DISCIPLINE, COMPLAINTS AND APPEALS

22.1 The Code of conduct, discipline, complaints and appeal procedures are will apply to athletes and officials registered with NTF. These are set out on Appendix E (attached).

22.2 The Code of conduct, disciplinary procedure, and appeal procedure of the NSC and may be referred to as guidance by NTF, should the procedures provided for in this Constitution fail to adequately cater for any dispute over which the NTF has jurisdiction.

22.3 Any member dissatisfied with the decision of disciplinary or Appeal committee may appeal to the Appeal Committee as established in terms of Section 35 of the Sports Act 12 of 2003.

23. COLOURS

23.1 The official colours of NTF are as follows:

23.1.1 *Emblem:* A blue swimming figurine with a yellow sun above it, followed by a red running figurine, followed by a green running figurine, (from left to right) with the words "NAMIBIA TRIATHLON" written below all of the prints.

23.1.2 *Vest:* as laid down by the Council

23.1.3 *Shorts:* as laid down by the Council

23.1.4 *Tri-suit:* as laid down by the Council

23.1.5 *Badge:* as laid down by the Council

23.1.6 *Tie:* as laid down by the Council

23.1.7 *Scarf:* as laid down by the Council

23.1.8 *Track suit:* as laid down by the Council

23.1.9 *Jacket:* as laid down by the Council

23.1.10 *Trousers:* as laid down by the Council

24. AWARDING OF COLOURS AND HONORARY COLOURS

24.1 National colours shall be awarded to Elite, Juniors, Age group athletes and administrators who have qualified according to the criteria as set out in Appendix F (attached).

24.2 The Association shall adhere to the policies of the Namibian Sports Commission regarding the awarding of NTF colours and certificates.

25. AMENDMENTS TO THE CONSTITUTION

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- 25.1 The Constitution can only be amended at an AGM or SGM.
- 25.1.1 Notice of any proposed amendments shall be in accordance with the provisions of Section 11.
- 25.1.2 Notice of the amendment shall clearly state which section of the Constitution it proposes to amend and exactly what should be omitted or inserted,
- 25.1.3 The Constitution can only be amended by a two-thirds majority vote of eligible voters present and recording their votes.
- 25.2 Any amendment takes immediate effect unless the contrary is decided (no amendment may be retroactive).
- 25.3 Amendment to Appendices to the Constitution may only be made with the approval of the Council.

26. DISSOLUTION OF NTF

- 26.1 The dissolution of NTF may only be affected by the AGM provided that the following are met:
 - 26.1.1 an interim committee be appointed to finalize the affairs of NTF,
 - 26.1.2 such interim committee be appointed from the members of the Council and two athletes appointed by the Council.
 - 26.1.3 The assets and liabilities of NTF are transferred to the Namibian Cycling Federation, unless there exists a triathlon club appropriate to receive the assets and liabilities.

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THIS CONSTITUTION IS ACCEPTED AND APPROVED AT THE
ANNUAL/SPECIAL GENERAL MEETING OF NAMIBIAN TRIATHLON FEDERATION

SIGNED:

PRESIDENT:

SECRETARY:

DATE:

DATE:

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APPENDIX A

A. OBJECTIVES AND POWERS

- A.1 The Association shall have the following functions and powers at its disposal to achieve its objectives.
- A.1.1 to develop, control and administer the sports of triathlon, duathlon, aquathlon and other related multi-sports within Namibia, in accordance with the Constitution,
- A.1.2 to uphold the rules and regulations as well as the eligibility of athletes to compete under the rules of NTF and bodies governing triathlon internationally,
- A.1.3 to conduct its affairs in accordance with the provisions of the Laws of Namibia, including, but not limited to, the Namibian Sports Act 12 of 2003.
- A.1.4 to affiliate with other bodies or organizations governing sport in Namibia,
- A.1.5 to promote both competitive and non-competitive triathlon, duathlon, aquathlon and related sports in its jurisdiction,
- A.1.6 to ensure appropriate regulation of matters relating to refereeing, the fight against doping, the imposition of disciplinary measures, including for ethical misconduct, and measures required to protect the integrity of competitions;
- A.1.7 to ensure the appropriate regulation for safeguarding athletes and others against physical and mental abuse such regulation to include the introduction of supervisory bodies and committees,
- A.1.8 to approve facilities and arrangements for events to be run under the auspices of NTF,
- A.1.9 to acquire such movable and immovable property as may be required to achieve its aims and objectives,
- A.1.10 to raise funds, enter upon negotiations and conclude such agreements that are not incompatible with its aims and objectives,
- A.1.11 to inquire into alleged irregularities which may have occurred in the course of the administration or competition of triathlon, duathlon, aquathlon and other multi-sports or such irregularities which have been submitted to NTF,
- A.1.12 to hear appeals against the decisions of officials, and to pronounce upon such appeals,
- A.1.13 to hold annual national triathlon, duathlon, aquathlon and other multi-sports championships for all classes of athletes,
- A.1.14 to set criteria for the selection of NTF teams and to select athletes to represent NTF at international events,
- A.1.15 to decide upon the nature, award and protection of NTF and other Colours,
- A.1.16 to provide for the official list of records of performances and athletes selected to represent NTF brought to the attention of NTF,
- A.1.17 to assist in organizing training courses for athletes, coaches and administrators in co-operation with WT and ATU,
- A.1.18 to endeavor as far as possible to support National athletes either financially or otherwise,
- A.1.19 to uphold the principle of non-discrimination in respect of race, gender, religion and political beliefs, and to remain neutral and independent in these matters;

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- A.1.20 to observe the principles of representative democracy and consider the importance of equity (e.g. gender equality), diversity and inclusion,
- A.1.21 to establish and co-ordinate event calendars for NTF each season,
- A.1.22 to do such things as may appear to be in the interest of NTF or its members and which are not inconsistent with the objectives or any matter specifically provided for in this Constitution.
- A.1.23 to facilitate and assist with the formation of Clubs and to assist existing Clubs to promote the development of the sport of triathlon and other multi-sports.
- A1.21 to promote a development program, particularly directed at those athletes, coaches and administrators who may be disadvantaged due to a lack of financial resources, facilities or equipment.

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APPENDIX B

B

THE BOARD

B.1 MEETINGS OF THE BOARD

- B.1.1 The Board shall meet as and when required.
- B.1.2 Members of the Board shall be given at least five (5) days' notice of a meeting and the agenda by telephone or by e-mail.
- B.1.3 In an emergency a special meeting may be called with 48-hour notice and mention of the matter/s to be discussed. Such meeting may be called by the President.
- B.1.4 Unless otherwise determined by the Board, four (4) members present at the commencement of and throughout a meeting of the Board shall constitute a quorum.
- B.1.5 Any member of the Board shall be deemed to have vacated office if the member is absent from two (2) consecutive meetings without good reason and without having first advised the Secretary of the inability to attend.
- B.1.6 Any question arising at a meeting of the Board shall be decided on a show of hands unless any two (2) members request that voting be conducted by a poll. In the case of an equality of votes the Chairperson shall be entitled to a second or casting vote.
- B.1.7 Any motion proposed shall only be passed by a two-thirds majority of the members present.
- B.1.8 In the event of a vacancy the Board shall fill such vacancy by nomination and Board election.

B.2 RIGHTS AND DUTIES OF THE BOARD

B.2.1 Management

- B.2.1.1 To manage the affairs of NTF in terms of the Constitution,
- B.2.1.2 To implement rules and regulations in connection with matters that falls within the jurisdiction of NTF,
- B.2.1.3 To make the necessary arrangements to hold Triathlon, Duathlon and Aquathlon championships each year as well as other events,
- B.2.1.4 To keep a register of all relevant records and statistics of NTF athletes, to recognize NAMIBIA TRIATHLON FEDERATION records and to apply for the recognition of National records,
- B.2.1.5 To fill interim vacancies according to the clause describing the procedures thereof,
- B.2.1.6 To promote a development program for junior athletes.
- B.2.1.7 To approve and sanction all events by organizations and/or individuals in its judicial area and to issue directives and protocols with regard to the safety of athletes participating in such events.
- B.2.1.8 To keep a watchful eye over the status and efficiency with which approved events are held by organizations in its judicial area and to ensure that WT rules are applied,
- B.2.1.9 To make a list of referees and other officials available to event-organizers who have obtained official sanctioning,
- B.2.1.10 To impose levies on events and to set annually affiliation fees payable by Clubs, registration fees payable by Athletes and temporary license fees on unregistered athletes,

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- B.2.1.11 To receive and decide on applications for affiliation by Clubs and to approve the constitution of affiliated Clubs,
- B.2.1.12 To convene an AGM of NTF at least once a year in terms of Section 10,
- B.2.1.13 To submit to the AGM an annual report and certified or independently review financial statements (by an accountant) for the previous financial year.
- B.2.1.14 Annually appoint the elected members to the positions and allocate portfolios accordingly.
- B.2.1.15 Communicate the decisions of the Board meeting (minutes of the meeting) to the members

B.2.2 Financial

- B.2.2.1 to manage the financial affairs of the NTF and to consider the financial matters at all normal meetings,
- B.2.2.2 to open current and savings accounts in the name of the NTF and to transact the financial business of NTF,
- B.2.2.3 To approve the payment of any honorarium that the Board may decide on from time to time,
- B.2.2.4 To agree to the settlement of the travel and subsistence of any athlete or official when circumstances warrant it.
- B.2.2.5 To impose levies and other charges on event-organizers seeking sanctioning of NTF.

B.2.3 Special

- B.2.3.1 Besides the powers and duties invested in the Board in terms of any provisions in the Constitution, the following powers shall also be vested in the Board:
 - B.2.3.1.1 to deliberate on any violation or infringement of the Constitution and/or rules and regulations of the NTF, and to act accordingly,
 - B.2.3.1.2 to act against any athlete who has forfeited his/her amateur status and is competing as an amateur, or any person who is attempting to obtain any award dishonestly or has obtained such award,
 - B.2.3.1.3 to temporarily or permanently suspend any affiliated Club or any of its athletes who are found guilty of misbehavior or dishonorable practices in triathlon, duathlon, aquathlon or other multi-sport or to take any such actions as may be deemed necessary against such transgressor/s,
- B.2.3.2 to ensure that participation in prescribed National race kit may only be at events as laid down by the Board,
- B.2.3.3 to do everything that is desirable for the affairs of the NTF, in keeping with its accepted aims and objectives and subject to the conditions of the Constitution and directions of the AGM.

B.3 DUTIES OF THE PRESIDENT

- B.3.1 Directs NTF, calls and shall preside at all meetings of NTF,
- B.3.2 Is the spokesperson for NTF and represents it at all appropriate occasions,
- B.3.3 Supervises the strict execution of decisions made by the Board,

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- B.3.4 Controls the activities of the Secretary and Treasurer,
- B.3.5 Is an ex-officio member of all committees,
- B.3.6 Strategic Planning and Execution,
- B.3.7 Budget and Expense Control,

- B.3.8 Represent NTF at international meetings, conventions and events,
- B.3.9 Athlete Development,
- B.3.10 Development of the sport and Association.

B.4 DUTIES TO BE ALLOCATED AMONGST THE ADDITIONAL MEMBERS

- B.4.1 To be responsible for the establishment of short- medium- and long-term planning, goal setting and development of the sport,
- B.4.2 To do whatever is necessary to promote, market and develop the sport of triathlon, duathlon and aquathlon in Namibia,
- B.4.3 To plan/organize events/races to be held in Namibia or to encourage event organizers to arrange events in the province,
- B.4.4 To ensure that national championship races are held each year,
- B.4.5 To do whatever is necessary to raise funds and obtain sponsorships for the discipline,
- B.4.6 To be aware of all other events being held,
- B.4.7 To be aware of the achievements of NTF Athletes,
- B.4.8 To record good achievements of NTF Athletes,
- B.4.9 To select teams for international events,
- B.4.10 To provide the merit committee with suggestions for awards,
- B.4.11 To provide the web-master with race results, articles and information for articles,
- B.4.12 To provide the Treasurer with an annual budget of expected expenses and revenue,
- B.4.13 To attend and table a progress report at Committee meetings,
- B.4.14 To set sub-committees to enable the fulfilling of above-mentioned functions properly.

B.5 DUTIES OF THE SECRETARY

- B.5.1 to function in a similar capacity as that of a company Secretary and to assume the management of the NTF office,
- B.5.2 Shall take charge of correspondence,
- B.5.3 Prepares the meetings of Board and general meetings,
- B.5.4 Shall attend all meetings of NTF and the Board and keep minutes of same,
- B.5.5 Shall preserve and have custody of the minutes. The Secretary shall keep a complete record of the membership and addresses, and shall be custodian of all documents of value and other properties,
- B.5.6 Shall receive all fees and assessments. Moneys collected shall be promptly turned over to the

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Treasurer,

B.5.7 Track athlete's potential eligibility for colours.

B.6 DUTIES OF THE TREASURER

B.6.1 Is responsible for the development of NTF's financial affairs,

B.6.2 The Treasurer shall account for the funds of NTF, and keep proper records of said funds, receipts, books and disbursements necessary, as lay out by the Board. The Treasurer will present a certified statement whenever required by the Board and will prepare a duly certified or independently reviewed statement of the financial position of the society, for the annual general meeting. A copy of the annual certified or independently reviewed statement will be submitted to the Secretary for the inclusion in the record of NTF,

B.6.3 Invests the funds of NTF, having consulted various financial experts and informed the President,

B.6.4 Collection of registration and other fees and depositing thereof into NTF's bank account,

B.6.5 Payments to be received from the Event Organizer for official events,

B.6.6 Is responsible for the collection of temporary license fees at events.

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APPENDIX C

C

THE EXCOM

C.1 **Meetings of the Excom**

C.1.1 Meetings of the Excom shall be called by any one of its members on an ad-hoc basis as and when the need arises. These meetings may be held at a venue as decided upon or may, when circumstances so describe, be held telephonically.

C.2 **Rights and duties of the Excom**

C.2.1 The Excom shall be responsible for the day-to-day management of the affairs of NTF in accordance with the policies and actions approved by the Board or by the membership at a General Meeting.

C.2.2 Excom may in its discretion take decisions on behalf of the Board which decisions the Board may ratify at a Board Meeting.

C.2.3 The Excom shall take the initiative in preparing policies and actions for consideration and possible action by the Board.

C.2.4 This committee is also responsible for the implementation of all resolutions passed at Board meetings.

C.2.5 To prepare Board meetings as well as General Meetings.

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APPENDIX D

D NATIONAL TEAM SELECTION COMMITTEES AND CRITERIA

D.1 Composition of Selection Committee

- D.1.1 A minimum of Three (3) selectors of whom one will be the President, Vice-President Triathlon (or Duathlon) and the Secretary. At least one (1) non - Board member should also be appointed.
- D.1.2 All members of the selection committee will be appointed by the Board,
- D.1.3 At least one member of the selection committee shall be of the opposite gender,
- D.1.4 The Board shall appoint the Convener.

D.2 Functions and Powers of Selection Committee

- D.2.1 the selection of athletes to represent NTF at selected championship events shall be done by the selection committee,
- D.2.2 the selection committee shall put teams together at a meeting specially called for this purpose by the Convener,
- D.2.3 The selection committee shall use selection criteria set out in D.3 as a basis for team selection,
- D.2.4 The list of athlete/s or team/s selected shall be presented to the President for approval, if not a Selector,
- D.2.5 the Board shall annually appoint managers for teams that represent NTF,
- D.2.6 the selection committee shall note that junior athletes may be selected, subject to the relevant WT rules, to compete in senior events and be eligible to be awarded National colours,
- D.2.7 the selection committee shall have the right to exclude from any future team any athlete selected for a NTF team who does not turn up, or withdraws without supplying a valid reason,
- D.2.8 to ensure that all chosen athletes participate in prescribed National racing kit,
- D.2.9 the Convenor of the selection committee shall submit a list of selected athletes to the President of the Board. This must be done within 4 (four) days of the date fixed for the completion of selection. Team managers and team members have to be informed of selection within 2 (two) days after approval by the President.

D.3 Selection Criteria

- D.3.1 Only athletes with membership registered with NTF on the day of the championships shall be considered.
- D.3.2 An athlete shall only be considered for selection for the National Championships if the athlete

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has:

- D.3.2.1 participated in the NTF National Championships (unless the athlete had a valid reason for not attending the National Championship) and
- D.3.2.2 participated in any other event organized within the jurisdiction area of NTF and sanctioned by NTF during that particular season.
- D.3.3 An athlete may only be selected in the category in which the athlete has qualified.
- D.3.4 At all times the selectors will conduct their selection policy on the basis that it promotes equality, irrespective of gender, race and religion, and assist in the upliftment of athletes who may have been previously disadvantaged.
- D.3.5 If an athlete does not comply with D.3.2 and is of the opinion that he/she can achieve the standard required (and expected) from the National team at the National Championships, such athlete may submit a written request and motivation to the convener of selectors (prior to the selectors' meeting to select the team). Selection of such athlete is at the sole discretion of the selection committee; however, selection will only take place if exceptional circumstances exist for the non-compliance by the athlete with D.3.2.
- D.3.6 Athletes selected shall be advised by telephone/cellular, and if possible, by e-mail, in order to confirm participation.
- D.3.7 The Selection process as well as the selection of a team by the selection committee shall not be subject to any dispute procedure or appeal.
- D.3.8 Where an athlete originally represented a foreign National Federation, such athlete must reside in Namibia for a period of at least (3) three years after the date on which they last represented the former Federation in any WT sanctioned event. However, in the case that the Federation, which the athlete formerly represented, as well as the NTF, agrees to reduce this period to one year, and WT consents thereto, the three-year period shall be reduced to one year.

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APPENDIX E

E CODE OF CONDUCT, DISCIPLINE, COMPLAINTS AND APPEALS

E.1 The **CODE OF CONDUCT** states:

E.1.1 Athletes shall conduct themselves in a sporting manner.

E.1.2 Athletes shall behave in a responsible, respectful and courteous manner towards team members, competitors, coaches, staff, officials, volunteers and members of the public while at competitions and while travelling.

E.1.3 Athletes shall not commit any act which would be considered an offence under any law within the Republic of Namibia or the laws of the country in which the event takes place (insofar as they can reasonably be expected to be aware of those laws).

E.1.4 Athletes shall conduct themselves in a manner consistent with commitment to excellence in athletic competition including respect for quiet hours and appropriate treatment of alcohol.

E.1.5 Athletes shall respect private property such as accommodation.

E.1.6 Athletes shall be aware of and abide by the current provisions of doping prohibitions adopted by NTF and the WT.

E.2 Contravention of the Code of Conduct may result in any one or more of the following sanctions:

E.2.1 written reprimand;

E.2.2 suspension from the current competition;

E.2.3 suspension from the team for a specified period of time;

E.2.4 fine;

E.2.5 probationary terms and conditions.

E.3 Members of NTF may use reasonable discretion in interpreting the above.

E.4 The Board and National Team Managers have the authority to impose reasonable disciplinary measures on athletes who do not adhere to the Code of Conduct.

E.5 The **DISCIPLINARY PROCEDURE** is as follows:

E.5.1 When disciplinary action is being considered, the athlete and the Club of the athlete shall receive notification of the following:

E.5.2 the specific circumstances leading to the consideration of the disciplinary action;

E.5.3 steps that can be taken to remedy the situation and a reasonable period of time during which those steps may be taken, if applicable (for example, verbal or written apology, payment of costs);

E.5.4 information on the probable penalties.

E.5.5 Notification shall be given in writing unless exceptional circumstances dictate that notification may be given verbally.

E.5.6 The Club and/or the Athlete shall be provided an opportunity to present the Athlete's

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view prior to the decision, whether orally or in writing.

- E.5.7 Whenever possible, a disciplinary measure should be the result of a decision by a discipline committee of three (3) people from among the Board and/or National Team Managers.
 - E.5.8 The Club and/or the Athlete shall be advised of the decision and reasons therefore promptly, and shall be advised of the appeal process available.
 - E.5.9 When, due to circumstances, a disciplinary committee or authorized personnel may issue a written reprimand or suspend an athlete from the current competition without written or verbal notification to the athlete. A full written report must be prepared and submitted to the President within five (5) days. The appeal process remains available to the athletes.
 - E.5.10 The Penalty imposed shall reflect the seriousness of the offence. Punishment shall always be an end in itself, and not a means of deterrence.
 - E.5.11 The athlete has the right to appeal a disciplinary action in accordance with the Appeal Procedure contained in E.11 below. It is recognized however that an appeal may not be possible prior to an athlete's removal from an event.
- E.6 If an athlete has a concern or complaint relating to a member of the National Team staff or fellow National Team athlete the athlete or athlete's representative shall contact the President or designate for assistance with the resolution of the problem within thirty (30) days after the issue arose.
- E.7 In the event that the problem remains unresolved, the President or his designate Officer may request that the Sports Commission of Namibia appoint an ad-hoc committee of three disinterested members from among the Executive Board to make a decision or otherwise resolve the issue. The ad-hoc committee shall allow the athlete to supply any additional material he/she considers relevant within 30 days and shall forward the submissions to the affected parties and allow them 30 days to respond. The athlete shall then be allowed a further 15 (fifteen) days to respond to the information received from the affected parties.
- E.8 The time periods may be abridged by mutual consent.
- E.9 The committee may hear oral submissions through a telephone conference or in person.
- E.10 Where the ad-hoc committee determines that sanctions are appropriate, the party sanctioned has the right to the appeal process.
- E.11 APPEALS AND DISPUTES PROCEDURE**
- E.11.1 The principles underlying the appeals procedure are those of fairness and natural justice.
 - E.11.2 All dispute referrals must be made within a reasonable period of time.
 - E.11.3 An Appeal will only be heard if there are sufficient grounds for appeal, such as the individual or committee appealed against:
 - E.11.3.1 making a decision, for which it did not have authority or jurisdiction,
 - E.11.3.2 failing to follow procedures laid out in the Constitution or approved policies of NTF,
 - E.11.3.3 making a decision that was influenced by bias,
 - E.11.3.4 failing to consider relevant information or taking into account irrelevant information in making the decision,

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- E.11.3.5 exercising its discretion for an improper purpose and/or
 - E.11.3.6 making a decision that was unreasonable.
- E.11.4 Any Club or person affected by a decision of an authorized individual or committee (excluding that of the selection committee) of the NTF may appeal that decision by filing a written notice of appeal stating the grounds upon which the appeal is based within fourteen (14) days of receiving notification of the decision, which notice:
- E.11.4.1 Shall in the first instance be directed to the Board.
 - E.11.4.2 If satisfaction is not obtained or there is any uncertainty about the decision, an appeal may be directed to the Board or the Sports Commission of Namibia.
 - E.11.4.3 If the Board or Executive (of NTF) is uncertain about the decision of the dispute, it may refer the dispute to the President of the Law Society of Namibia for arbitration. The President of the Law Society of the Namibia may designate and appoint any other member of the Law Society to act as arbitrator.
 - E.11.4.4 The arbitrator appointed, shall arbitrate the dispute in terms of the Rules and Procedures for the Resolution of Disputes in Sport prevailing at the time. The decision of the arbitrator shall be final and binding on the parties to the dispute.

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APPENDIX F

F. AWARDING OF COLOURS AND HONORARY COLOURS

AWARDING OF COLOURS AND HONORARY COLOURS (for all race distances and disciplines)

NAMIBIA TRIATHLON FEDERATION Colours

- F.1.1 An athlete who is selected and represents NTF at the National Championships, (or who competes at a NTF selection race where there is no National Championship) **for the first time** will receive half colours. An athlete who is selected and represents NTF at the National Championships, (or who competes at a NTF selection race where there is no National Championship) **twice**, not necessarily in succession, shall be awarded full NTF colours. Full colours will be awarded after participation at the National Championships for the second time. An athlete who is selected and represents NTF at the National Championships, (or who competes at a NTF selection race where there is no National Championship) for a total of **5 (five)** times, not necessarily in succession, will receive an honorary achievement award as recognition for their efforts and achievements.
- F.1.2 Team Managers
Subject to the discretion of the Board, Team Managers (appointed by the Board for the various teams) will qualify for NTF colours.
- F.1.3 Administrators
In order to qualify for NTF colours an administrator must have served on the NTF Board for a period of at least three (3) years, not necessarily in the same portfolio. This will be awarded at the discretion of the Board
- F.1.4 Honorary Members
Honorary membership may be awarded at the AGM for services rendered to Triathlon. Nominations, together with a motivation of services rendered towards Triathlon, must reach the Board at least forty (40) days before the AGM. If the nominations are found to be justified the names of those nominated shall be put on the agenda for the AGM.
- F.2.1 The Board may submit awards for honorary colours to honorary members to the AGM.

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APPENDIX G

G

AGE CATEGORIES

G.1 Elite

G.1.1 Any senior athlete (20 years and older) may participate in the elite category but the athlete must indicate this on the registration form at the start of the competition year.

G.1.2 Athletes aged 18 to 19, **with age determined on 31 December** may participate in the standard (Olympic) distance.

G.2 Senior Age Groups

G.2.1 The categories for age group competitors are: **(Eligibility determined by age on 31 December of the respective year)**.

- (a) 20 - 24 years
- (b) 25 - 29 years
- (c) 30 - 34 years
- (d) 35 - 39 years
- (e) 40 - 44 years
- (f) 45 - 49 years
- (g) 50 - 54 years
- (h) 55 - 59 years
- (i) 60 - 64 years
- (j) 65 plus

G.3 Youth Age Groups

G.3.1 The categories for junior age group competitors are: **(Eligibility determined by age on 31 December of the respective year)**.

- (a) Junior: 16 -19 years (16 – 17 and 18 – 19)
- (b) Youth: 12 -15 years (12 – 13 and 14 – 15)

G.3.2 Athletes may not participate outside their age categories.