



# Constitution

**Date: 26 August 2018**

A handwritten signature in black ink, appearing to be "A. Fritz", is written over a horizontal dotted line.

Alan Fritz: President

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## 1.0 Preamble

- 1.1 This Association shall be called SWIMMING SOUTH AFRICA (SSA) and is the only authority (in accordance with Section 1 (e) of the National Sport and Recreation Act 18 of 2007) that has sole jurisdiction for the administration and control of Aquatics and its disciplines of DIVING, MASTERS, OPEN WATER SWIMMING, SWIMMING, SYNCHRONISED SWIMMING and WATER POLO in the Republic of South Africa.
- 1.2 Swimming South Africa is a voluntary Association with full legal personality, with continuing existence, independent of changes in membership and office bearers of indefinite duration.
- 1.3 SSA shall be affiliated to:
  - 1.3.1 The Federation Internationale de Natation (FINA), which is recognised as the sole international governing body of DIVING, MASTERS, OPEN WATER SWIMMING, SWIMMING, SYNCHRONISED SWIMMING and WATER POLO;
  - 1.3.2 The Confederation Africaine de Natation Amateur (CANA), the African Continental Organisation representing FINA and its Regional Structure, CANA Zone IV;
  - 1.3.3 African Union Sport Council (AUSC Region 5) through its affiliation with CANA Zone IV;
- 1.4 SSA is registered with:
  - 1.4.1 Sport & Recreation South Africa (SRSA) as a National Federation;
  - 1.4.2 The South African Sports Confederation and Olympic Committee (SASCOC), the sole sporting body for all sports Federations as promulgated by the National Sports and Recreation Act. Their principles cover the:
    - 1.4.2.1 mandate to deliver high performance sport;
    - 1.4.2.2 preparations, assemblies and deliveries of all international multi-coded teams, termed Team South Africa;
    - 1.4.2.3 establishment of an academy system, integrated with athlete support systems;
    - 1.4.2.4 lead in national macro sports policy formulation, such as the National Sports Plan.
  - 1.4.3 The South African Revenue Services (SARS) as a Public Benefit Organisation;

- 1.4.4 The Department of Social Development as a Non- Profit Organisation;
- 1.5 SSA recognises the role that Schools contribute to Aquatics as a sport.
- 1.6 This document must be read in conjunction with the attached Byelaws, Rules, Policies and Strategies of the organisation.

## 2.0 Language

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

## 3.0 Definitions

The following definitions shall apply in this Constitution;

- 3.1 **'Affiliate Member'** – a duly constituted body made up of Districts within its boundaries as outlined in Appendix I;
- 3.2 **'Annual Fee'** – due to SSA by all Clubs, Districts, Affiliates and Associated Members;
- 3.3 **'Aquatics'** –the disciplines of diving, masters, open water swimming, swimming, artistic swimming and water polo, and where applicable Disabled Aquatics;
- 3.4 **'Associate Member'** - an organisation who may have sporting activities similar to that of SSA;
- 3.5 **'Association'** – Swimming South Africa;
- 3.6 **'Athlete'** - an individual competitive member of a Club, duly capitated through the completion of the Capitation Form, participating in any of the discipline competitions set up by Districts, Affiliates or SSA ;
- 3.7 **'AUSC'** – African Union Sports Council;
- 3.8 **'AUSC Region 5'** – African Union Sports Council Region 5;
- 3.9 **'Calendar Year'** – 01 January to 31 December of each year;

- 3.10 **'Capitation Form'** - the Form (Appendix II) that an Individual Member completes and acknowledges that SSA is the only recognised body in the Republic of South Africa that governs Aquatics, and binds the Individual Member to the Constitution and the provisions thereof;
- 3.11 **'Capitated Individual Member'** - Any Individual Member of a Club who may be an Athlete or Official, who is fully capitated and up to date with the payment of their capitation remittance to their Club, District, Affiliate and SSA;
- 3.12 **'Capitation Fee'** – levies, remittances, and the like associated with the Capitation Form;
- 3.13 **'CANA'** – Confederation Africaine de Natation (African Swimming Confederation);
- 3.14 **'CANA Zone IV'** - Confederation Africaine de Natation Zone IV (Southern African Swimming Confederation);
- 3.15 **'CAS'** – Court of Arbitration for Sport;
- 3.16 **'Chief Executive Officer'** - the Chief Executive Officer (CHIEF EXECUTIVE OFFICER) appointed by the SSA Executive Committee to effectively manage service the organisation;
- 3.17 **'Club'** - a group of Capitated Individual Members within a District, appropriately constituted, to meet the objectives set out by their District, Affiliate and SSA;
- 3.18 **'Coach'** – those Individual Members who specialise in the technical aspects of the sport, and are fully capitated with a Club, and are up to date with the payment of their SSA capitation remittances to their Club as well as their relevant SSA Accreditation, failure to be capitated and accredited will not permit the Official to participate in any inter Club, District, Affiliate, SSA and International activities
- 3.19 **'Code of Conduct'** - the Code of Conduct, as amended from time to time;
- 3.20 **'Code of Ethics'** - the Code of Ethics, as amended from time to time;
- 3.21 **'Competition'** - any District, Affiliate, National or International aquatic competition or the like, involving any of the aquatic disciplines;

- 3.22 **'Competitor'** - an individual competitive member of a Club, duly capitated through the completion of the Capitation Form participating in any of the discipline competitions set up by Districts, Affiliates or SSA ;
- 3.23 **'Constitution'** - this Constitution, its provisions, the Appendices hereto, Bye-Laws, Rules, Policies, and due decisions and/or orders arising therefrom, as amended from time to time;
- 3.24 **'Days'** - full calendar days, inclusive of public and other holidays;
- 3.25 **'Department of Basic Education (DBE)** – the Ministerial Department governing Primary and Secondary Education in the Republic of South Africa.
- 3.26 **'Disabled Athletes'** – those athletes who require special needs for their participation in competitions;
- 3.27 **'Disabled Aquatics'** – competitions for those Disabled Athletes;
- 3.28 **'Disciplinary Enquiry'** – an investigation, hearing or the like in which Individual Members, Clubs, Districts or Affiliate Members may be involved;
- 3.29 **'District'** – a duly constituted body in accordance with the geo-political and municipal boundaries as determined by the Municipal Demarcations Board, made up of Clubs within its boundaries, and under the jurisdiction of its Affiliate;
- 3.30 **'Drug/s'** - any substance/s, method and/or provision regulated in accordance with WADA, through SSA, SASCOC and/or FINA's Doping Control Rules;
- 3.31 **'Executive Committee'** - the elected members of SSA, who are responsible for making decisions on matters relating to the business of Aquatics;
- 3.32 **'Financial Year'** – 01 May to 30 April of each year;
- 3.33 **'Games'** - Olympic Games, African Games, etc.;
- 3.34 **'General Meeting'** – a General Meeting of Affiliated and Associated Members;
- 3.35 **'Guardian'** - a person who has the legal authority and the duty to care for the personal and property interests of a minor;
- 3.36 **'Grievance Procedure'** - the step by step process that an Individual Member, Club, District or Affiliate must follow to have a grievance addressed satisfactorily;

- 3.37 **'Headquarters'** – Johannesburg;
- 3.38 **'Individual Member'** – see Capitated Individual Member;
- 3.39 **'Instructor'** - those Individual Members who are responsible for the basic teaching of the sport, are fully capitated and are up to date with the payment of their SSA capitation as well as their relevant SSA Accreditation. Failure to be capitated and accredited with SSA will not permit this member from being associated with SSA activities.
- 3.40 **'Learners'** – members of Schools;
- 3.41 **'Legal Guardian'** - a person who has the legal authority and the duty to care for the personal and property interests of a minor;
- 3.42 **'Management'** - those appointed employees of SSA who in terms of the Constitution of South Africa are responsible for the administration and management of SSA as directed by the Executive Committee, through the CHIEF EXECUTIVE OFFICER;
- 3.43 **'Masters'** – a programme recognised by FINA for all disciplines, and as such becomes an entity within SSA;
- 3.44 **'Members'** - the Individual Members of Clubs, Districts, Affiliates, Associates, Honorary Members, Life Members and those persons deemed to be members of SSA in terms of Clause 5.0;
- 3.45 **'Minor'** - all persons under the age of eighteen (18);
- 3.46 **'National Colours'** – those colours as contemplated in the National Sport Colours Regulations, of which SASCO shall have the authority to implement;
- 3.47 **'Officers'** - the elected officers of SSA, who are responsible for decisions on matters relating to the business of Aquatics;
- 3.48 **'Officials'** – those individual members, other than Athletes/Competitors, such as Coaches, Instructors and Technical Officials, who are responsible to various functions associated with Aquatics and are fully capitated and up to date with the payment of their capitation remittance to their club, District, Affiliate and SSA. Failure to be capitated will not permit the Official to participate in District, Affiliate and SSA activities.
- 3.49 **'Parent'** - a person who has the legal authority and the duty to care for the personal and property interests of a minor;

- 3.50 **'Quadrennial Annual General Meeting'** – the Annual General Meeting of SSA held every four years;
- 3.51 **'Registration Fee'** - due to SSA by all Clubs, Districts, Affiliated and Associated Members;
- 3.52 **'SAIDS'** – South African Institute for Drug – Free Sport;
- 3.53 **'SASCOC'** – South African Sports Confederation and Olympic Committee;
- 3.54 **'SSA Awards'** – those awards bestowed onto Individual Members by the Executive Committee;
- 3.55 **'SSA Colours'** – from time to time, the Executive Committee shall decide the awarding of colours to any Individual Member;
- 3.56 **'SRSA'** – Sport and Recreation South Africa – the Ministerial Department governing sport in South Africa;
- 3.57 **'Scholars'** – members of Schools;
- 3.58 **'Schools'** – institutions that belong to the DBE;
- 3.59 **'Schools Aquatics'** – the body established in accordance with the guidelines, regulations and structures as set out by DBE & SRSA for competitions involving learners/scholars, and is an Associate Member.
- 3.60 **'Selection Committees'** – Individual Members from all disciplines, appointed by SSA, who when required, recommend to the Executive Committee, individuals or teams to represent SSA or SASCOC;
- 3.61 **'Technical Committees'** - Individual Members from all disciplines, appointed by SSA, who ensure that throughout their term of office their disciplines function in accordance with the standards set by FINA and SSA;
- 3.62 **'Technical Officials'**- those Individual Members who specialise in the technical aspects of the sport, and are fully capitated with a Club or a Technical Officials Club in a District, and are up to date with the payment of their SSA capitation remittances to their Club and District. Failure to be capitated will not permit the Official to participate in inter Club, District, Affiliate, SSA and International activities.



- 3.63 **'Transformation'** - the strategic process throughout SSA structures to redress the previous inequalities and to cater for the needs of the majority of the populace as outlined in the SSA Transformation Policy and Strategy;
- 3.64 **'Universities'** –Tertiary Institutions of education;
- 3.65 **'USSA'** – shall mean University Sport South Africa, the official unified national umbrella sports structure for the regulation, organization and coordination of University Students sports activities at regional, provincial and national levels, and is an Associate Member;
- 3.66 **'University Students'** – members of USSA;
- 3.67 **'WADA'** - The World Anti-Doping Association, responsible for the World Anti-Doping Code;

#### **4.0 Objectives**

The objectives of SSA are to:

- 4.1 Develop, control and promote all aquatic disciplines for its abled and disabled members in the Republic of South Africa.
- 4.2 Not allow any discrimination against Affiliate, District, Club or Individual Members, be they Athletes or Officials on the grounds of race, religion, political association, disability, creed, colour or class.
- 4.3 To ensure that the previous inequalities are addressed, SSA has embarked on a Transformation Policy.
- 4.4 Encourage the practice of aquatic disciplines for all in South Africa with the purpose of;
- 4.4.1 reducing the frequency of drowning tragedies in South Africa,
- 4.4.2 providing healthy exercise through competitions,
- 4.4.3 recruiting recreational swimmers to compete in the various competitions provided by the aquatic disciplines of the sport, and
- 4.4.4 promoting competition to the highest level.
- 4.5 Use their best endeavours to ensure that public facilities are made available to be shared by all South Africans.

- 4.6 Encourage the provision of new facilities for use by all South Africans in areas where they are most needed.
- 4.7 Provide a drug free sport by adopting and implementing WADA's Anti-Doping Code to include out of competition doping control.
- 4.8 Adopt uniform and adequate rules and regulations for the holding of competitions in all the aquatic disciplines.
- 4.9 Promote and encourage the development of international relations within all the aquatic disciplines.
- 4.10 Provide local, national and international competitions.
- 4.11 Carry out such other activities as may be desirable to promote the sport.
- 4.12 Ensure that all Affiliates, their Districts and the Clubs in the Districts, and Associate Members, subscribe and adhere to the Bye-Laws, Rules & Regulations of competitions, and Policies and Strategies of the organisation, as determined by SSA from time to time
- 4.13 Ensure that the Child Protection Policy for persons working with minors is enforced and continuously monitored.
- 4.14 Support FINA in its efforts to achieve its objectives.
- 4.15 In accordance with the published Guidelines for the Establishment of Code Committees to support School Sport by the DBE and SRSA, SSA must;
  - 4.15.1 ensure the proper functioning of the established School Sport Code structures;
  - 4.15.2 provide technical assistance and support to School Sport Code Committees;
  - 4.15.3 as the custodian of the sport, promote good governance at all levels;
  - 4.15.4 delegate members to sit on the School Sport Code Committees;
  - 4.15.5 ensure that the school sport activities are aligned with SSA activities to ensure maximum use of resources
  - 4.15.6 must ensure all Schools participating in SSA structured competitions must be registered with SSA

## **5.0 Membership**

The membership of SSA shall comprise of the following:

### **5.1 Individual Members**

- 5.1.1 Individual Members shall automatically become Members of SSA on capitating with a Club in the District of their residency.
- 5.1.2 The Membership is achieved by completing the prescribed Capitation Form and remitting to their Club the prescribed Capitation Fee.
- 5.1.3 This completed Capitation Form is submitted by the Club to its District, who in turn forward this document to their Affiliate, with the prescribed SSA Capitation Fee.
- 5.1.4 Each Individual Member, and in the case of minors and their parents / legal guardians, by proceeding according to clauses 5.1.1 and 5.1.3, acknowledge that SSA is the only recognised body in South Africa which governs the aquatic disciplines and that they are bound by the provisions of the Constitution of SSA.
- 5.1.5 Parents / legal guardians are required to sign the Capitation Form.
- 5.1.6 In capitating with a Club, the Individual Member, will be bound by the SSA Codes of Conduct and Ethics.
- 5.1.7 SSA, through its Affiliates, shall have the power to sanction an Individual Member for violation of this Constitution, and/or its Bye-Laws, and/or its Rules.
- 5.1.8 If an Individual Member transfers from one Club to another Club;
  - 5.1.8.1 in the same District, then the District must inform its Affiliate, who in turn must inform SSA, and the transferring Club must approve the transfer;
  - 5.1.8.2 in a different District but in the same Affiliate, then the transfer is only completed once the transferring Club approves, and the Affiliate and SSA are informed accordingly;

5.1.8.3 in a different Affiliate, then the transfer is only completed once the transferring Club approves the transfer, and the accepting Affiliate informs SSA;

5.1.9 The closing date for the capitation of all Individual Members, be they Competitors, Officials, etc, will be 30<sup>th</sup> November of each year, unless circumstances in mitigation can be proved.

5.1.10 In the case of National and International competitions prior to 30<sup>th</sup> November of each year, all SSA Individual Members must be capitated within seven (7) days after nomination / selection for that competition.

5.1.11 No Individual Member shall have any kind of relationship with a non-affiliated or suspended member.

5.1.12 No Individual Member may sit on any Committee, act as an official at, or take part in any competition, whilst under sentence of disqualification or suspension for any offence committed by himself/herself.

5.1.13 Those Individual Members who are capitated as Technical Officials and do not desire to capitate with a competitive Club, will be allowed to form their own Technical Officials Club under the jurisdiction of the District.

## 5.2 **Clubs**

5.2.1 Clubs need to be established active bodies, catering for the disciplines they have decided to pursue.

5.2.2 All Clubs, new and old, need to compile a constitution, with their rules aligned to their District constitution.

5.2.3 The Club constitutions must include their Codes of Conduct and Ethics

5.2.4 To assist new Clubs in establishing themselves, a minimum of three administrators will suffice to start a new Club

5.2.5 The minimum number of competitors that are required in a Club are five for each Discipline other than water polo, and nine for a water polo team.

- 5.2.6 The Club must confirm to its District the Coaches responsible for its disciplines.
- 5.2.7 Clubs must submit the completed Capitation Forms of Individual Members to its District, who in turn forward this document to their Affiliate, with the prescribed SSA Capitation Fee.
- 5.2.8 New Clubs, once accepted by their District, will be granted interim membership but will have no voting rights in their first year of operation.
- 5.2.9 Technical Officials in a District may form a Technical Officials Club, appropriately constituted, to meet the demands and objectives set out by their District and its Affiliate.
- 5.2.10 At the end of the one year introductory period, the District will review the performance of the Club, and if found to be in order, will grant full membership and voting rights to the Club.
- 5.2.11 The annual fees for Clubs shall be determined by their Districts.
- 5.2.12 Should any of the parameters listed in the above clauses not be in place, the Club may face restrictions or sanctions.
- 5.2.13 Each Club is entitled to two delegates at General Meetings of their District in accordance with the constitution of the District. At least one of the delegates must be from the previously disadvantaged communities.
- 5.2.14 Each School that is to participate in SSA events must register as a Club in its District.

### 5.3 **Districts**

- 5.3.1 Each District structure governs the sport of Aquatics in their area of jurisdiction.
- 5.3.2 Each District Member shall acknowledge in its Constitution and Rules, that SSA is the only recognized body in the Republic of South Africa that governs the aquatic disciplines, and that it is bound by the provisions of the Constitution of SSA.
- 5.3.3 The constitution and rules of a District must be aligned to that of its Affiliate and SSA, and not be in conflict with those of SSA.

- 5.3.4 In the event of such conflict arising, the District agrees that the provisions of the SSA Constitution shall supersede.
- 5.3.5 District Members shall provide their Affiliate with a copy of their Constitution on an annual basis.
- 5.3.6 All Districts are directed to align their financial periods with that of their Affiliate and SSA, the financial year ending the 30th April of each year.
- 5.3.7 Districts shall provide their Affiliate with a copy of their Financial Statements by not later than 31 June of each year.
- 5.3.8 Failure to comply with the demands outlined in the above clauses shall render the Districts automatically suspended.
- 5.3.9 No District shall have any kind of association with a non-affiliated or suspended body.
- 5.3.10 All Districts must forward their Annual Report to the General Secretary of their Affiliate by not later than the 31st of May of each year.
- 5.3.11 The Affiliate, or SSA through its Affiliate, shall have the power to suspend and/or expel a District from participation in Affiliate or SSA activities for violation of the Affiliate or SSA Constitution, and/or Bye Laws, and/or Rules.
- 5.3.12 SSA, through its Affiliate, may call on any District to forward such documents, books and statements as may be deemed necessary.
- 5.3.13 During the period of suspension and/or expulsion from Membership, the District, its Clubs and Individual Members, will not be able to participate in any of the competitions overseen by SSA.
- 5.3.14 At all District meetings, each Club will be represented by two authorised delegates, with each delegate present entitled to one vote.
- 5.3.15 Each District shall be entitled to two delegates at General Meetings of their Affiliate, with each delegate present entitled to one vote.
- 5.3.16 At least one of the two nominated delegates in Clause 5.3.15 must represent the previously disadvantaged community of the District, in accordance with SSA Transformation Policy

- 5.3.17 The District must confirm to its Affiliate the credentials of their delegates seven (7) days before the Meeting.
- 5.3.18 Should the delegate/s credentials not be submitted in accordance with Clause 5.3.17, the delegate/s will not be allowed to participate at the Meeting
- 5.3.19 The prescribed registration fee for Districts shall be determined by the Affiliate.
- 5.3.20 Prior to the Quadrennial Annual General Meeting of their Affiliate, each District will submit nominations of their Individual Members, with their Curricula Vitae, suitable to serve on Affiliate and or SSA Committees.
- 5.3.21 A minimum number of two (2) Clubs is required to form a District structure.
- 5.3.22 Should there be only one active Club in a District, the Affiliate will be responsible for the activities of that District until a second or more Clubs are established.

#### **5.4 Affiliates**

- 5.4.1 The recognised Affiliates of SSA are the nine (9) geo-political demarcations outlined in Appendix I
- 5.4.2 In accordance with the national promulgation, legislation and regulations, each Affiliate is mandated to ensure that the structures within each District under its jurisdiction are in place and functioning in accordance with the standards set by SSA.
- 5.4.3 Each Affiliate shall acknowledge in its Constitution and Rules, that SSA is the only recognized body in the Republic of South Africa that governs Aquatics, and that it is bound by the provisions of the Constitution of SSA.
- 5.4.4 The constitution and rules of an Affiliate must be aligned to that of SSA and not be in conflict with those of SSA, and in particular:
  - 5.4.4.1 should embrace the objectives of the SSA Constitution.

- 5.4.4.2 and in the event of such conflict arising, the Affiliate agrees that the provisions of the SSA Constitution shall overrule those of the Affiliate.
- 5.4.5 Affiliates shall provide SSA with a copy of their constitution on an annual basis.
- 5.4.6 All Affiliates must forward their Annual Report to the General Secretary of SSA by not later than the 31st of May of each year.
- 5.4.7 All Affiliates are directed to align their financial periods with that of SSA, the financial year ending the 30th April of each year.
- 5.4.8 Affiliates shall provide SSA with a copy of their Financial Statements for the Year by not later than 30 September of each year.
- 5.4.9 Failure to comply with the demands outlined in the above clauses shall render the Affiliate Member automatically suspended from participation in SSA Activities.
- 5.4.10 No Affiliate shall have any kind of association with a non-affiliated or suspended body.
- 5.4.11 SSA may call on any Affiliate to forward such documents, books and statements as may be deemed necessary.
- 5.4.12 SSA shall have the power to suspend and/or expel an Affiliate from participation in SSA activities for violation of this Constitution and/or Bye-Laws and/or Rules. The respective Member is allowed to appeal this decision as set out in this Constitution.
- 5.4.13 Each Affiliate shall be entitled to two delegates at General Meetings of SSA, and ensure that they are members in good standing
- 5.4.14 At least one of the two nominated delegates must represent the previously disadvantaged community of the Affiliate.
- 5.4.15 The Affiliate will confirm to SSA the credentials of their delegates seven (7) days before the meeting.
- 5.4.16 Should the delegate/s credentials not be submitted in accordance with Clause 5.4.15, the delegate/s will not be allowed to participate at the meeting.



- 5.4.17 Each delegate shall have one vote at the meeting.
- 5.4.18 During the period of suspension and/or expulsion from membership, the Affiliate, its Districts, Clubs and its Individual Members, will not be able to participate in any of the activities of SSA.
- 5.4.19 With regard to the composition of each Affiliate, each of its Districts must be duly represented at all Meetings.
- 5.4.20 The prescribed membership fee for Affiliates shall be determined by the Executive Committee of SSA, and advised annually at its Special General Meeting.
- 5.4.21 Prior to the Quadrennial Annual General Meeting of SSA, each Affiliate will submit nominations of their Individual Members, with their Curricula Vitae, active in their disciplines suitable to serve on SSA Committees.
- 5.4.22 The nominated members as indicated in 5.4.21, must be active in their discipline of nomination.

## 5.5 **Associate Members**

- 5.5.1 SSA, in a General Meeting, may admit national organisations whose sporting activities may be similar to that of SSA, as Associate Members.
- 5.5.2 Applications for Associate Membership of SSA shall be made in writing to the General Secretary of SSA, together with a copy of their constitution, codes of conduct and ethics, and any other information that may pertain or that SSA may require in support of the application.
- 5.5.3 Each Associate Member shall be entitled to two (2) delegates who may attend General Meetings of SSA. These delegates may enter into discussion on matters relevant to the affairs of their Association. The Association will be entitled to one (1) vote at such Meetings.
- 5.5.4 Each Associate Member shall acknowledge in its constitution, bye-laws and rules, that SSA is the only recognised body in South Africa which governs the aquatic disciplines, and that it is bound by the provisions of the Constitution of SSA.

- 5.5.5 An individual member of an Associate Member may participate in SSA Competitions, provided that the Associate Member and its representative meet the capitation criteria set by SSA.
- 5.5.6 The constitution and rules of an Associate Member must not be in conflict with those of SSA.
- 5.5.7 In the event of such conflict arising, the provisions of the SSA Constitution shall supercede that of the Associate Member.
- 5.5.8 SSA shall have the power to suspend and/or expel an Associate Member for violation of its Constitution and/or Bye-Laws and/or Rules.
- 5.5.9 During the period of suspension and/or expulsion from Membership with SSA, the Associate Member, and/or its individual members, will not be able to participate in any of the competitions of SSA.
- 5.5.10 In the case of Schools Aquatics:
- 5.5.10.1 All Schools participating in SSA events as a team, must register as Clubs in their District;
- 5.5.10.2 Any Learner participating in SSA events representing his School as an Individual Member, must be capitated with his District through his Club;
- 5.5.10.3 SRSA and the DBE have stipulated regulations and guidelines for competitions and structures for Schools Aquatics;
- 5.5.10.4 SSA will recognise School Athletes participating in SSA sanctioned events, provided they have been duly capitated through their District.

## 5.6 **Honorary Members**

- 5.6.1 At a General Meeting, the Executive Committee may grant the title Honorary Member to a person or persons who have rendered meritorious service to Aquatics.
- 5.6.2 The General Meeting will have the power to withdraw the Honorary Membership conferred on any person or persons at any time.

## **5.7 Life Members**

- 5.7.1 SSA, in a General Meeting, passed by a two-thirds majority of those present and eligible to vote, may elect Life Members who shall have been duly nominated by Affiliated or Associated Members.
- 5.7.2 Life Members may attend General Meetings of SSA and enter into discussions, but shall have no vote at such meetings.
- 5.7.3 Life Members are not subject to any fees.

## **5.8 Temporary Members**

- 5.8.1 SSA will recognize individual temporary members to participate in a one-off officially sanctioned competition.
- 5.8.2 Any competitor from another FINA Federation, who temporarily alters his / her place of residence to the Republic of South Africa, may join a Club in the Republic and shall fall under the jurisdiction of SSA.
- 5.8.3 Temporary members as outlined in 5.8.2 must have permission from their Federation to transfer their residence to the Republic of South Africa.

## **5.9 Other Members**

SSA recognises those athletes, on completing the capitation form, participating in Entry Level Activities as set out by Districts and Affiliates.

## **6.0 Executive Committee**

- 6.1 The elected Executive Members of SSA shall constitute the Executive Committee.
- 6.2 The Executive Committee of SSA shall comprise the President, three Deputy Presidents, Honorary Treasurer and three additional members, all of who shall have full voting rights at all Executive Committee Meetings.
- 6.3 The Chairperson of the Athletes Committee shall be a member of the Executive Committee, with full voting rights

- 6.4 The SSA Executive Committee may co-opt additional members to the Committee, with full voting rights
- 6.5 The South African FINA / CANA Bureau Members shall be full members of the Executive Committee with full voting rights.
- 6.6 The Executive Committee Members of SSA shall be elected at the Quadrennial Annual General Meeting of SSA which is held during the year of the Summer Olympic Games, shall hold office for four years, and take office at the first meeting of the Executive Committee after that Olympic Games.
- 6.7 A quorum at an Executive Meeting shall comprise of four (4) Executive Committee Members.
- 6.8 In the absence of the President, one of the Deputy Presidents will chair the Executive Meeting. In the absence of a Deputy President, an ad hoc Chairperson shall be elected by the Executive Officers to chair the meeting.
- 6.9 The Chairperson of the Executive Meeting, shall, in addition to his deliberative vote, have a casting vote in the event of an equality of votes on any resolution.
- 6.10 Should any Executive Committee Member absent himself/herself from two consecutive meetings of the Executive Committee, after having received due notice of such meeting and without special leave of absence, his office shall, ipso facto, be deemed to be vacant
- 6.11 A full record of the proceedings in the form of Minutes of all Meetings shall be kept by the Chief Executive Officer.
- 6.12 The procedure at all Executive Meetings shall be as follows:
  - 6.12.1 Welcome
  - 6.12.2 Confirmation of Notice of Meeting
  - 6.12.3 Apologies
  - 6.12.4 Review of Agenda
  - 6.12.5 Declaration of Interests
  - 6.12.6 President's Introduction
  - 6.12.7 Minutes of the Previous Meeting
  - Matters Arising
  - 6.12.8 Financial Report from the Treasurer

- 6.12.9 Report from the CHIEF EXECUTIVE OFFICER
- 6.12.10 Other matters
- 6.12.11 Date of next Meeting
- 6.13 The Minutes of Meetings shall be circulated to all Executive Committee Members ten (10) days before the next Meeting.
- 6.14 The Executive Committee will meet at least three times in a calendar year.
- 6.15 The Executive Committee shall form a Management Committee to attend to day to day business of SSA.
  - 6.15.1 The Management Committee will comprise the President, Deputy Presidents, Treasurer and the Chief Executive Officer.
  - 6.15.2 All decisions taken by the Management Committee must be ratified by the Executive Committee at its next Meeting.
- 6.16 At its first meeting after the Quadrennial Annual General Meeting, the Executive Committee will review all the nominations from Affiliates for the Technical, Selection and other Committees. Should insufficient nominations be received, the Executive Committee will nominate members to fill any outstanding vacancies.
- 6.17 Should a vacancy on the Executive Committee, be it through resignation or dismissal, occur prior to a Quadrennial Annual General Meeting, the nominee with the next highest number of votes, shall be appointed to the vacancy.
- 6.18 The Executive Committee will appoint the Chief Executive Officer (CEO) to effectively manage the organisation, who shall be an ex-officio member of the Executive Committee.
- 6.19 The President shall be responsible for the overview of operations at the SSA Headquarters which shall be conducted in close cooperation with the CEO.
- 6.20 The CEO shall attend meetings of the Executive Committee and shall be an ex officio member without a vote.
- 6.21 The CEO will be responsible for the following:
  - 6.21.1 Management of the day to day affairs of SSA.
  - 6.21.2 The appointment and dismissal of staff in accordance with the relevant statutory requirements and in consultation with the President.

- 6.21.3 Receive and respond directly or indirectly to all communications received by SSA.
- 6.21.4 Implement all the decisions taken by the Executive Committee.
- 6.21.5 Properly manage and keep the accounts of SSA under the supervision of the Honorary Treasurer.
- 6.21.6 Compile the Minutes of all meetings.
- 6.22 The President shall evaluate the performance of the CEO prior to the Quadrennial Annual General Meeting, and make an annual report the Executive Committee.
- 6.23 The term of office for all Executive Members will be limited to three consecutive periods.

## **7.0 Powers of the Executive Committee**

The powers and duties of the Executive Committee shall be to:

- 7.1 Deal with all cases of misconduct directly or through the Disciplinary Committee (for this purpose it is also considered misconduct for a member of a selected National Team or a Selector, to make an unqualified statement to the Media or give Media interviews in regard to the team(s) selected or any complaint lodged by any Individual Member, Club, District or Affiliates), provided, however, that any decision so given by the Executive Committee in terms hereof shall be subject to an appeal to SSA.
- 7.2 Conduct, institute or defend legal proceedings on behalf of SSA and be empowered to take evidence on commission.
- 7.3 Appoint delegates to represent SSA to National and International congresses or meetings.
- 7.4 Appoint Ad Hoc Committees and / or Specialised Committees, with persons of knowledge in special areas, to advise the Executive Committee on urgent matters or to investigate specific matters or problems and to report thereon.
- 7.5 Approve the appointment of all officials and members of teams representing SSA.
- 7.6 Check the accreditation of all foreign competitors and officials participating in events controlled by SSA.
- 7.7 Lease or hire movable and immovable property in the name of SSA, where it shall appear to be in the best interest of the SSA and upon such terms as it

may deem expedient to be utilised solely for the purpose of conducting the sporting activities controlled and promoted by SSA.

- 7.8 Purchase in the name of SSA such property, movable or immovable, as may be considered requisite and necessary to be utilised solely for the purpose of conducting the sporting activities controlled and promoted by SSA, noting that no member or office bearer, will be or is entitled as a member to any of the property, assets or income of SSA, or to any portion thereof.
- 7.9 Should any funds become available; the Executive Committee will consider investment of such funds, provided that it is consistent with a policy of prudent investment for the protection of assets.
- 7.10 Add to, alter or revoke any of the articles of Constitution of SSA at any General Meeting, provided that no such addition, alteration or revocation shall be considered unless forty-five (45) days' notice of motion in writing shall have been given to the Chief Executive Officer, and to each Affiliate by the General Secretary at least fourteen (14) days before such Meeting. Such proposed addition, alteration or revocation to become effective, shall require a two-thirds majority of those present and voting.
- 7.11 Indemnify the members of the Executive Committee of SSA, in their personal capacities and/or in their capacities as members of the Executive Committee of SSA, and shall hereafter be indemnified against and free from personal liability for the actions and/or debts and/or liabilities, contractual and/or dialectal and /or otherwise of SSA.
- 7.12 Submit proposals to the General Meetings.
- 7.13 Decide on and publish Byelaws and Rules.
- 7.14 Decide on SSA awards.
- 7.15 Determine and circulate the dates of all national events.
- 7.16 Impose sanctions as and when required.
- 7.17 Attend to all appeals.
- 7.18 Submit at each Annual Meeting a written report of the past year's activities embracing all the national events, all the winners at the national events, together with their scores and / or times, the holders of all national trophies and a list of all the record holders, together with the Annual Financial Statements.
- 7.19 To respond to any concerns arising from the deliberations of all Committees.

7.20 The Executive Committee shall determine and will advise all Affiliates of the prescribed fees applicable in the next season prior to the start of the calendar year. The applicable fees are:

7.20.1 Capitation fee for Individual Members,

7.20.2 Annual Fees for Affiliate Members,

7.20.3 Competition fees, and

7.20.4 Any other fee.

## **8.0 Meetings**

### **8.1 General Meetings**

8.1.1 Each Affiliate may nominate two (2) delegates to the General Meetings, with each delegate present entitled to one vote.

8.1.2 At least one of the two nominated delegates must represent the previously disadvantaged community of the Affiliate.

8.1.3 Each Affiliate Member and Associate Member must give written notice of the appointed delegates to the General Secretary of SSA seven (7) days prior to the commencement of the Meeting, failing which delegate/s shall not be entitled to vote.

8.1.4 The President, or, in his absence, the Deputy President, or in the absence of both, a nominated Executive Member, shall be the Chairperson of the Meeting.

8.1.5 General Meetings shall be held as provided for in this Constitution, whenever considered necessary by the Executive Committee, and / or upon a requisition signed by not less than five Affiliates.

8.1.6 Twenty-one (21) days clear notice of all General Meetings shall be sent to all Affiliates, together with the Agenda to be dealt with at the Meeting.

8.1.7 If within fifteen (15) minutes from the time appointed for any General Meeting a quorum is not present, the Meeting shall stand adjourned until further notice.

8.1.8 The Chairperson, with the consent of the Meeting, may adjourn any Meeting from time to time. When such adjourned Meeting is



reconvened, only such business remaining unfinished shall be transacted.

- 8.1.9 No resolution shall be rescinded at the same Meeting unless a motion is carried by a two-thirds majority of the members present and eligible to vote.
- 8.1.10 A quorum at all General Meetings shall consist of not less than fifty percent (50%) plus one member of the Executive and not less than fifty percent (50%) plus one of the Affiliates.
- 8.1.11 All General Meetings shall be open to Affiliates, Associates, Honorary and Life Members, and to the media, except when the Meeting is resolved into committee by the Chairperson or delegates.
- 8.1.12 A full record of the proceedings of the previous Meetings in the form of Minutes, shall be kept by the General Secretary.
- 8.1.13 Copies of the Minutes of all General Meetings shall be forwarded to the Chief Executive Officer of each Affiliate and Associate, but not later than twenty-one (21) days before the date of the next Meeting.
- 8.1.14 At General Meetings, the following items and procedure shall be included on the agenda:
  - 8.1.14.1 Welcome.
  - 8.1.14.2 Confirmation of the Notice of the Meeting.
  - 8.1.14.3 Confirmation of the delegates present.  
Apologies.
  - 8.1.14.4 Declaration of a quorum.
  - 8.1.14.5 The Minutes of the previous General Meeting shall be read and confirmed as true reflection of the Meeting.  
  
The Minutes, after confirmation, shall be moved and seconded by two authorised delegates of the Meeting.  
  
Matters arising from the Minutes.
  - 8.1.14.6 Other business for which due notice has been given.
- 8.1.15 Notices of Motion for changes to the Constitution must be in the hands of the Chief Executive Officer forty five (45) days prior to the date of the General Meeting.

- 8.1.16 Any changes to the Constitution shall require the support of two-thirds of the total vote at the General Meeting, and will become effective immediately, unless otherwise determined.
- 8.1.17 The venue of any Meeting shall be determined by the Executive Committee.

## 8.2 **Annual General Meeting**

- 8.2.1 The Annual General Meeting of SSA shall be held each year, on a date to be decided upon by the Executive Committee by no later than the end of August of each year. The date of such Meeting shall be advised by SSA to its members not less than forty five days (45) days before the date of the Meeting.
- 8.2.2 If the Annual General Meeting is held away from the Headquarters of SSA, the expenses of the Executive Members attending same shall be met by a levy on all Affiliates.
- 8.2.3 The Annual General Meeting is the highest authority of SSA and shall have the power to decide on any matters arising in SSA.
- 8.2.4 At the Annual General Meetings, the following items and procedure shall be included on the Agenda after Clause 8.1.14.5:
- 8.2.4.1 Address by President.
  - 8.2.4.2 Audited Financial Statements submitted by the Treasurer.  
Appointment of Auditors for the ensuing year.
  - 8.2.4.3 Presentation and adoption of the CEO Report.
  - 8.2.4.4 Reports from Committees, Affiliates and Associated Members.
  - 8.2.4.5 Reports from National Events hosted by Affiliate Members
  - 8.2.4.6 Other business for which due notice has been given.
  - 8.2.4.7 Bestowing of Awards.
    - 8.2.4.7.1 Technical Officials
    - 8.2.4.7.2 Honours
    - 8.2.4.7.3 Meritorious Service
    - 8.2.4.7.4 Life Member

8.2.4.8 General.

### 8.3 **Quadrennial Annual General Meeting**

- 8.3.1 This Meeting is held every four years.
- 8.3.2 The procedure of the Meeting is identical to the Annual General Meeting.
- 8.3.3 At this Meeting the election of the Executive Committee takes place after Clause 8.2.4.5.
- 8.3.4 All Affiliates and the current Executive Committee Members shall have the right to nominate Individual Members to the Executive Committee.
- 8.3.5 The written acceptance of the nomination by each nominee, shall be submitted to the Chief Executive Officer by the Affiliate making the nomination.
- 8.3.6 No nomination will be accepted by SSA unless a signed acceptance document accompanies the nomination.
- 8.3.7 Such nominations, and acceptances, shall have been received by the Chief Executive Officer of SSA at least forty-five (45) days prior to the date of the Annual General Meeting and all bona fide nominations shall have been received by the Affiliates fourteen (14) days before such Meeting.
- 8.3.8 Any person elected to the Executive Committee of SSA may not hold office on any National Committees of SSA.
- 8.3.9 The voting papers are to be retained by the Chief Executive Officer until the start of the next Quadrennial Annual General Meeting.

### 8.4 **Special General Meetings**

- 8.4.1 A Special General Meeting of SSA may be held at any time prior, during or after a National Tournament at the centre where the South African National Championships takes place.
- 8.4.2 The Agenda for this meeting will be in accordance with Clause 8.1.14 and will include the following additional items after 8.1.14.5:

- 8.4.2.1 Report from the host Affiliate on the proposed National Tournament.
- 8.4.2.2 Confirmation of the Affiliate subscription fee.
- 8.4.2.3 Confirmation of the Individual Member Capitation fee.
- 8.4.2.4 Any emergency matter, provided that a two-thirds majority of those present and eligible to vote agree.

## **8.5 Emergency Meetings**

- 8.5.1 In the case of an emergency, a Special General Meeting may be held solely to address the issue at hand.

## **9.0 Committees**

- 9.1 In order to meet the objectives of SSA, Technical and Specialised Committees are appointed to cover the various facets of the sport.
- 9.2 The structure and functions of these Committees are outlined in the Bye – Laws
- 9.3 The President and CEO shall be automatic members of all Committees and Commissions within SSA. In the absence of the President, a Deputy President or Executive Member may be appointed in his place.
- 9.4 The President shall duly appoint a Deputy President or an Executive Member to administer any form of judicial process or investigation or hearing, appeals, determinations, or recommendations.

## **10.0 Finance**

- 10.1 In consequence of Clauses 1.2 to 1.5, the Management of SSA shall keep proper books of account, under the control of the Honorary Treasurer, which books shall be audited and independently reviewed annually by the Auditors appointed by SSA.
- 10.2 The financial year of SSA terminates on the 30th April each year, after which the Honorary Treasurer shall frame a Balance Sheet, and Income and Expenditure Account, and after audit and independently reviewed, a copy thereof shall be forwarded to the General Secretary of each Affiliate to reach him at least fourteen (14) days before the Annual General Meeting.

- 10.3 No profits or gains shall be distributed to any person and the funds of SSA shall be utilised solely for investment or for the objects for which it has been established.
- 10.4 SSA may refund necessary expenses incurred by any members whilst engaged in the work of SSA or grant any sum to any individual in recognition of services rendered.
- 10.5 Upon dissolution of SSA, after payment of all debts, the remaining assets shall be given or transferred to another organisation with objects similar to those of SSA, and which is itself exempt from income tax.
- 10.6 SSA shall open and maintain an account with a registered commercial bank and the account shall be operated upon the signature by any two of the following:
  - 10.6.1 President, Deputy Presidents, Chief Executive Officer or Treasurer.
  - 10.6.2 Upon instruction from the Executive Committee, the signatures of the CEO and Financial Manager may also be included.
- 10.7 SSA may deposit monies not immediately required for its use in a Savings Bank or similar, and shall have the power to invest in Government and Municipal Stock.
- 10.8 Funds available for investment may only be invested with registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, and in securities listed on a licensed stock exchange as defined in the Stock Exchange Control Act, 1985.
- 10.9 Only SSA and Affiliates are allowed to maintain banking accounts in their names.
- 10.10 Any other organisation within the framework or structure of SSA made up of Individual Members are not allowed to open and maintain separate financial accounts and/or carry out transactions.
- 10.11 The Treasurer, with the CEO and/or the Finance Manager, will draw up an annual budget for distribution to the Executive Committee prior to the start of a season.
- 10.12 The Treasurer, with the CEO and Finance Manager, will draw up a four year budget for distribution to the Executive Committee prior to the Quadrennial Annual General Meeting.

## **11.0 Honoraria**

11.1 All Honoraria shall be determined by the SSA Executive Committee.

## **12.0 Sanctions**

12.1 Any Individual Member, Club, District or Affiliate may be sanctioned:

12.1.1 in the case of violation of the Constitution, Bye-Laws, Rules and/or decisions, and/or

12.1.2 for bringing the sport into disrepute.

12.2 Sanctions shall be recommended and imposed by the Executive Committee of SSA and may consist of one or more of the following:

12.2.1 warning,

12.2.2 fine,

12.2.3 suspension, and/or

12.2.4 expulsion.

12.2.5 Cancellation of results, return of awards and medals.

12.3 Sanctions shall be enforced immediately upon the decision being made by the Executive Committee.

12.4 SSA shall notify the Individual Member, Club, District or Affiliate of the sanctions imposed.

12.5 Any member sanctioned by the Executive Committee of SSA may appeal to SSA not later than fourteen (14) days after the sanction has been issued by SSA.

12.6 During the period in which the Individual Member, Club, District or Affiliate is awaiting for the appeal to be heard, that member not participate in any of the SSA activities, unless SSA has granted special permission.

## **13.0 Disqualification/Suspension**

13.1 Any sentence of disqualification and/or suspension by SSA shall be binding on all Affiliates, Districts, Clubs and Individual Members.

13.2 Full power of disqualification or suspension of any member in the Affiliates and/or Districts shall be vested in the Affiliates and/or Districts.

- 13.3 The General Secretaries of Affiliates must send to SSA a list of suspensions immediately after the meeting at which they were resolved upon. SSA shall then notify the General Secretaries of the other Affiliates of such suspension.
- 13.4 SSA, to whom preliminary appeals shall lie, have the power to reinstate anyone disqualified.

#### **14.0 Disputes / Disciplinary Matters**

- 14.1 Where a dispute (i.e. a matter which is subjudice or any decision affecting the policy or function of the Executive Committee) affecting any of the matters within the jurisdiction of the SSA exists, the matter concerned shall be treated as a domestic dispute and the channels and methods provided in the Constitution for the settlement of such matters shall be followed.
- 14.2 Any attempt to take such matters outside the sphere of SSA jurisdiction by resort to the media shall constitute misconduct on the part of the person concerned.
- 14.3 Any Individual Member, Club, District or Affiliate taking legal action against SSA without following the dispute resolution process, will have their membership immediately suspended
- 14.4 All disciplinary matters concerning members of SSA shall fall under the jurisdiction and control of the Executive Committee of SSA or designated appointees to deal with such matters.
- 14.5 Any complaint made by either an Individual Member, Club, District, Affiliate or a non-member against an Individual Member, Club, District or Affiliate, shall be lodged in writing with the General Secretary of SSA, who in consultation with the Executive Committee, shall then give a directive as to whether or not a disciplinary enquiry should be held, and if so, the nature, composition and details thereof.
- 14.6 Where the member against which the complaint has been made is an Individual Member, Club or District of an Affiliate, the Executive Committee may delegate its powers to the Affiliate or to an external party with experience of the complaint substance, to deal with the matter accordingly in terms of such mandate.
- 14.7 The Affiliate outlined in Clause 14.6 shall send a report of the enquiry to the Executive Committee.

## **15.0 Appeals**

- 15.1 Any Individual Member, Club, District and/or Affiliate may appeal to SSA against any decision of the Executive Committee given in terms of Clauses 12.0, 13.0 and 14.0.
- 15.2 All appeals lodged with SSA must be submitted in writing setting forth the facts, accompanied by extracts, or copies of all documents quoted, or relating to the case and such other particulars as may be thought necessary.
- 15.3 All appeals must be lodged with SSA within fourteen (14) days after the incident or sanctions.
- 15.4 An appellant, on lodging the notice, must deposit with SSA the sum of one thousand Rand (R1 000.00), the whole or part of which may be refunded or retained by SSA at its discretion.
- 15.5 Appeals against a ruling of a Member must be made within fourteen (14) days from the time of receiving the decision of such Member.
- 15.6 SSA, on receipt of an appeal against disciplinary action taken by an Affiliate against any Individual Member, Club or District, may in its discretion alter such decision, and/or increase or decrease the penalty imposed.
- 15.7 All Appeals shall be heard by the Executive Committee and/or through its appointed appeals committee and or representative.

## **16.0 Bye-Laws, Policies And Rules**

- 16.1 SSA shall have power to make all such Bye-laws, Policies and Rules as may be necessary to carry out the objects and intent of the Association for the betterment of Aquatics.
- 16.2 All such Bye-laws and Rules shall be binding on all Affiliates and Individual Members once circulated by the General Secretary.

## **17.0 Disposal Of Assets And Liabilities**

- 17.1 SSA may be dissolved by a resolution passed at a General Meeting called for that purpose, provided that such resolution is passed by a majority of two thirds of the members present and entitled to vote at such a Meeting



17.2 The resolution reached in Clause 17.1 must be confirmed at a General Meeting to be held not less than thirty (30) days thereafter by a majority vote of members entitled to be present and vote thereon.

### **18.0 Interpretation Of Laws**

18.1 The interpretation of these laws or any other question not provided for herein shall be referred to SSA for decision by a two-thirds majority of those authorised delegates present and voting at a General Meeting, which decision shall be binding, except on matters relating to SASCOC and/or FINA laws, when such decisions shall be subject to appeal to SASCOC or FINA.

### **19.0 Arbitration**

19.1 Disputes between SSA and any of its Affiliates or its members that are not resolved by SSA may be referred for arbitration to the SASCOC and must follow due process on dispute resolution within sport up to Court of Arbitration for Sport level, at the cost of such member lodging the dispute for arbitration.

19.2 Any members resorting to court / legal action to resolve a dispute, will automatically cease to be a member.

This Constitution was approved by the SSA Annual General Meeting held on 26 August 2018, in Johannesburg, Gauteng.



ALAN FRITZ

**President**



SHAUN ADRIAANSE

**Chief Executive Officer**

## **APPENDIX**

- I Areas of Jurisdiction**
- II Capitation Form**

## APPENDIX I

### Areas of Jurisdiction of Affiliates

#### Eastern Cape Aquatics

Name	Code	Seat
Alfred Nzo District Municipality	DC44	Mount Ayliff
Amathole District Municipality	DC12	East London
Buffalo City Metropolitan Municipality	BUF	East London
Cacadu District Municipality	DC10	Port Elizabeth
Chris Hani District Municipality	DC13	Queenstown
Joe Gqabi District Municipality	DC14	Barkly East
Nelson Mandela Bay Metropolitan Municipality	NMA	Port Elizabeth
OR Tambo District Municipality	DC15	Mthatha

#### Freestate Aquatics

Name	Code	Seat
Fezile Dabi District Municipality	DC20	Sasolburg
Lejweleputswa District Municipality	DC18	Welkom
Mangaung Metropolitan Municipality	MAN	Bloemfontein
Thabo Mofutsanyana District Municipality	DC19	Phuthaditjhaba
Xhariep District Municipality	DC16	Trompsburg

#### Gauteng Aquatics

Name	Code	Seat
City of Johannesburg Metropolitan Municipality	JHB	Johannesburg
City of Tshwane Metropolitan Municipality	TSH	Pretoria
Ekurhuleni Metropolitan Municipality	EKU	Germiston
Sedibeng District Municipality	DC42	Vereeniging
West Rand District Municipality	DC48	Randfontein

#### Kwazulu – Natal Aquatics

Name	Code	Seat
Amajuba District Municipality	DC25	Newcastle
eThekweni Metropolitan Municipality	ETH	Durban
iLembe District Municipality	DC29	KwaDukuza
Sisonke District Municipality	DC43	Ixopo
Ugu District Municipality	DC21	Port Shepstone
uMgungundlovu District Municipality	DC22	Pietermaritzburg
uMkhanyakude District Municipality	DC27	Mkuze
uMzinyathi District Municipality	DC24	Dundee
uThukela District Municipality	DC23	Ladysmith
uThungulu District Municipality	DC28	Richards Bay
Zululand District Municipality	DC26	Ulundi

### Limpopo Aquatics

Name	Code	Seat
Capricorn District Municipality	DC35	Polokwane
Mopani District Municipality	DC33	Giyani
Sekhukhune District Municipality	DC47	Groblersdal
Vhembe District Municipality	DC34	Thohoyandou
Waterberg District Municipality	DC36	Modimolle

### Mpumalanga Aquatics

Name	Code	Seat
Ehlanzeni District Municipality	DC32	Nelspruit
Gert Sibande District Municipality	DC30	Secunda
Nkangala District Municipality	DC31	Middelburg

### North West Aquatics

Name	Code	Seat
Bojanala Platinum District Municipality	DC37	Rustenburg
Dr Kenneth Kaunda District Municipality	DC40	Klerksdorp
Dr Ruth Segomotsi Mompati District Municipality	DC39	Vryburg
Ngaka Modiri Molema District Municipality	DC38	Mafikeng

### Northern Cape Aquatics

Name	Code	Seat
Frances Baard District Municipality	DC9	Kimberley
John Taolo Gaetsewe District Municipality	DC45	Kuruman
Namakwa District Municipality	DC6	Springbok
Pixley ka Seme District Municipality	DC7	De Aar
Siyanda District Municipality	DC8	Upington

### Western Cape Aquatics

Name	Code	Seat
Cape Winelands District Municipality	DC2	Worcester
Central Karoo District Municipality	DC5	Beaufort West
City of Cape Town Metropolitan Municipality	CPT	Cape Town
Eden District Municipality	DC4	George
Overberg District Municipality	DC3	Bredasdorp
West Coast District Municipality	DC1	Moorreesburg

## APPENDIX II Capitation Form

SSA CAPITATION FORM <small>(PLEASE PRINT - COMPLETE ALL BLOCKS WITH *)</small>		DATE OF REGISTRATION	ELIGIBILITY DATE FOR PARTICIPATION
<small>If none enter RSA Birth Registration Number / Passport Number</small>		<b>*FIRST DISCIPLINE &amp; OTHERS (Rules &amp; Fees)</b>	
*RSA IDENTITY NUMBER	<input type="text"/>	SWIMMER <input type="checkbox"/> A	Swimming OFFICIAL <input type="checkbox"/> B
		Swimming COACH <input type="checkbox"/> C	SWIMMING Coach/SWIMMER <input type="checkbox"/> CO
		DIVER <input type="checkbox"/> D	SCHOOLS(LEARNS)SWIMMING <input type="checkbox"/> AL
*LAST NAME	<input type="text"/>	DIVING OFFICIAL <input type="checkbox"/> E	DIVING COACH <input type="checkbox"/> F
		SYNCHRO SWIMMER <input type="checkbox"/> G	SYNCHRO OFFICIAL <input type="checkbox"/> H
		SYNCHRO COACH <input type="checkbox"/> I	SCHOOLS(LEARNS)DIVING <input type="checkbox"/> DL
*LEGAL FIRST NAME	<input type="text"/>	W/POLO PLAYER <input type="checkbox"/> J	W/POLO SCHOOLS PLAYER <input type="checkbox"/> JS
		W/POLO OFFICIAL <input type="checkbox"/> K	W/POLO PLAYER COACH <input type="checkbox"/> L
		MASTER SWIMMER <input type="checkbox"/> M	SCHOOLS(LEARNS)SYNCHRO <input type="checkbox"/> GL
MIDDLE NAMES	<input type="text"/>	ADMIN OFFICIAL <input type="checkbox"/> N	LTS INSTRUCTOR <input type="checkbox"/> O
		OW/SWIMMER <input type="checkbox"/> P	DISABLE SWIMMER <input type="checkbox"/> Q
		OW/SWIMMER Official <input type="checkbox"/> R	SCHOOLS(LEARNS)W/POLO <input type="checkbox"/> JL
PREFERRED FIRST NAME <small>(ONLY if different to first name)</small>	<input type="text"/>	OW/COACH <input type="checkbox"/> S	MASTER DIVER <input type="checkbox"/> T
		MASTER SYNCHRO <input type="checkbox"/> U	Masters W/POLO PLAYER <input type="checkbox"/> V
		MASTER OWS <input type="checkbox"/> W	SCHOOLS(LEARNS)OWS <input type="checkbox"/> PL
*DATE OF BIRTH	<input type="text"/> <small>AGE</small> <input type="text"/>	*GENDER	<input type="checkbox"/> F <input type="checkbox"/> M
	<small>(DDMMYYYY)</small>	W/POLO PLAYER/SWIMMER <input type="checkbox"/> JS	OWS/SWIMMER <input type="checkbox"/> PS
		SWIMMING COACH/LTS INSTRUCTOR <input type="checkbox"/> SL	<small># All coaches needs to fill this in and provide copy of certificate</small>
*MAILING ADDRESS <small>(Including postal code)</small>	<input type="text"/>	*DISTRICT NAME	<input type="text"/>
		*AFFILIATE MEMBER (PROVINCE NAME)	<input type="text"/>
		Club Batch N°	<input type="text"/>
		Prov Batch N°	<input type="text"/>
	*CODE: <input type="text"/>		
*RESIDENTIAL ADDRESS <small>(Physical address)</small>	<input type="text"/>	*NAME OF CLUB YOU REPRESENT	<input type="text"/>
		*NEW REGISTRATION	<input type="checkbox"/>
		RENEWAL	<input type="checkbox"/>
		*NAME OF SCHOOL YOU ATTEND	<input type="text"/>
		<small>* Remit ID/Birth Certificate (not drivers licence) to club/province</small>	
	CODE: <input type="text"/>	*COACH	<input type="text"/>
		YEAR LAST REGISTERED	<input type="text"/>
CONTACTS: <small>(Include codes)</small>		<small>were you registered with a different SSA club in 2009/2010?</small> <input type="checkbox"/> Yes ** <input type="checkbox"/> No	SSA REGISTRATION NUMBER <input type="text"/>
*RELATIONSHIP	PARENT/GUARDIAN 1 <input type="text"/>	PARENT/GUARDIAN 2 <input type="text"/>	
*NAMES	<input type="text"/>	<input type="text"/>	
*CELL	<input type="text"/>	<input type="text"/>	
*HOME PHONE	<input type="text"/>	<input type="text"/>	
*WORK PHONE	<input type="text"/>	<input type="text"/>	
*FAX 1	<input type="text"/>	<input type="text"/>	
FAX 2	<input type="text"/>	<input type="text"/>	
*E-MAIL 1	<input type="text"/>	<input type="text"/>	
E-MAIL 2	<input type="text"/>	<input type="text"/>	
		*S.A. Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		*Dual Citizen?	<input type="checkbox"/> **Yes <input type="checkbox"/> No
		*Are you a member of another Fins federation?	<input type="checkbox"/> **Yes <input type="checkbox"/> No
		**Specify	<input type="text"/>
		**Specify	<input type="text"/>
		*SA Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		*State your Sport Nationality?	<input type="checkbox"/> SA <input type="checkbox"/> Other
		Tech Officials Qualifications:	<input type="text"/>
		SA Passport Number / Foreign passport Number	<input type="text"/>
		EXP Date	<input type="text"/>
		# SIGN HERE	<input type="text"/>
		<small>(Signature of athlete)</small>	
*ETHNICITY <small>in accordance with SA Census (Dropdown)</small>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	# SIGN HERE	<input type="text"/>
<small>ASIAN (incl Chinese)</small>	<small>BLACK</small>	<small>COLOURED</small>	<small>INDIAN</small>
			<small>WHITE</small>
			<small>(If under the age of 21, signature of parent or guardian)</small>
MEDICAL AID: NAME:	<input type="text"/>	PLAN:	<input type="text"/>
	SCHEME: <input type="text"/>	MED AID NO.:	<input type="text"/>
		Condition:	<input type="text"/>
<b># ON SIGNATURE, THE INDIVIDUAL MEMBER CONFIRMS ACCEPTANCE OF THE CLUB, DISTRICT, AFFILIATE &amp; SSA CONSTITUTION &amp; IS BOUND BY THE PROVISIONS THEREIN(See SSA website for SSA Constitution)</b>			
Signature of Applicant	Signature of parents / Guardians if applicant under 21		