

# **SOUTH AFRICAN SWIMMING OFFICIALS ASSOCIATION**

## **CODE OF ETHICS**

### **1. NAME:**

The name of the Association shall be:-  
South African Swimming Officials Association  
(hereinafter referred to as S.A.S.O.A.)

### **2. HEADQUARTERS:**

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

### **3. AFFILIATION:**

The Association shall be affiliated to Swimming South Africa (hereafter referred to as S.S.A.) and will operate with the S.S.A Competitions Manager

### **4. OBJECTIVES:**

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

4.1.1. To ensure that the application of the FINA Swimming Rules is maintained at an acceptable standard.

4.1.2. To make certain that gala management procedures and officiating standards are uniformly applied and maintained at an acceptable level at all official galas.

4.1.3. To ensure that the assessment and placement of Officials on appropriate levels where possible is carried out uniformly and according to the requirements stipulated in the SSA Manual for Swimming Technical Officials.

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

4.1.5 To arrange seminars, clinics, workshops and the like in order to improve officiating standards and encourage or assist with training in the Provinces if necessary.

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

- 4.1.7. To accept sponsorship, donations, bequests and other grants of all kinds, to be administered by SSA.

**5. COLOURS:**

The colours of the Association shall be the same as the colours of S.S.A.

**6. MANAGEMENT:**

- 6.1. The affairs of the Association shall be conducted by an Executive Committee appointed by SSA, from nominations received at the Annual General Meeting every two years. The Annual General Meeting shall be held during the week and at the same venue as the South African National Aquatic Championships.

The Committee shall consist of:

President

Vice President

Honorary Secretary

Additional Member/s

- 6.2. The Executive Committee shall hold office for a period of two years at the end of which they may stand for re-election.
- 6.3. No Committee member shall hold the same office for a consecutive period of longer than four years.

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

- 7.1. To fill any vacancy that may occur on the Committee; such appointment to be effective until the following Annual General Meeting.
- 7.2. To receive a financial report from SSA relating to funds spent on swimming technical officials.
- 7.3. To deal with all matters arising out of or incidental to, the proper management or control of the affairs of the Association, or of a part of itself, not provided for in the Code of Ethics or by-laws.

**8. MEMBERSHIP:**

Membership shall be obtained through registration as a Swimming Official with a Provincial Body and S.S.A.

**9. MEETINGS:**

- 9.1. At a meeting of the Executive Committee 50% of the members shall constitute a quorum.
- 9.2 At the Annual General Meeting those members present (or a minimum of twenty members) shall constitute a quorum.
  - 9.2.1. Notice of the Annual General Meeting must be given in writing to all Provinces not less than 21 days before such meeting, to be circulated to their technical officials.
  - 9.2.2. Notices of motion shall be in writing and lodged with the Secretary of the Association at least ten days before the date of the meeting.
  - 9.2.3. If after 30 minutes of the appointed time a quorum is not present, the meeting will stand adjourned until 30 minutes later on the same day, and should a quorum not be present at such adjourned meeting, the meeting will be considered properly constituted. Minutes of the meeting must be circulated to all Provinces, to be circulated to the technical officials.
  - 9.2.4. A Special General Meeting shall be convened by the Association's Secretary at any time, whether on receipt of a requisition to that effect and signed by at least ten members of the Association, or whenever the Executive Committee deems such meeting necessary. The period of notice shall be twenty-one days and the object of the meeting shall be advised to members through their Provinces. No other business than that stated in the notice calling the meeting shall be discussed.

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

- 10.1. Notice convening the meeting.
- 10.2. Attendance/Apologies.
- 10.3. Confirmation of the Minutes of the previous Annual General Meeting.
- 10.4. Matters arising from previous Minutes.
- 10.5. President's Report.
- 10.6. Financial Report
- 10.7. Notices of Motion.

10.8. Receive Nominations for Executive Committee:

President  
Vice-President  
Honorary Secretary  
Additional Member/s

10.9. Awards : Distinguished Service

10.10. General

**11. CONDUCTING OF MEETINGS:**

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

11.2. Voting on general matters shall be by a show of hands. The Chairman shall have a casting vote in case of equality.

**12. SUBSCRIPTIONS:**

Registration fees shall be paid through the Provincial bodies to S.S.A. and will be as set at the S.S.A. Annual General Meeting.

**13. AWARDS:**

13.1. Swimming S.A. Officials Badge: SSA Constitution: Law 23.1.

Any member of S.A.S.O.A. who has attended any S.A. National Championships and served as an Official for the full period of any tournament up to 4 days duration, or 75% of any tournament longer than four days, for at least four (4) years (not necessarily consecutively), shall be eligible to receive an "Officials Badge". Such badge to be worn on a navy blue blazer.

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

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

13.2. Meritorious Service Award: SSA Constitution: Law 23.1.3

"A Meritorious Service Award may be awarded to any member who served as an Official at a S.S.A. National Championship Tournament for the full duration of any tournament up to four days and 75% of any tournament longer than four days at least once per year for eight years (not necessarily consecutively). Such persons who have served for the full duration of each Tournament may make application to the SSA Executive through their Provincial Body. Applications must include details of the tournaments (year/venue) and position held. (The years of service will be back-dated to unity -1992.) A sworn affidavit may be required.

14. **LIFE MEMBERS: SSA Constitution: Law 23.4**

Persons holding the Meritorious Service Award, and who have given extraordinary service and devotion to SSA over a lengthy period on the highest level and far in excess of the requirements laid down for Meritorious Service Award, may be proposed for Life Membership. This proposal may be made by members or by the Executive, and must be accompanied by a full citation of the extraordinary services. This Award shall be determined at a General Meeting.

Proposals by members shall be subject to the recommendation of the SSA Executive.

15. **DISSOLUTION OF THE ASSOCIATION:**

On dissolution of the Association the assets will be handed to S.S.A.

16. **CODE OF DRESS:**

All clothing, shoes and accessories worn by members/officials at National or International Galas will be suitable for the occasion, as detailed below. These specifications may be changed for a specific gala to meet the requirements of a "sponsor". The accepted 'Code of Dress' is as follows:-

**HEATS/Daytime:**

**Ladies:**

A shirt/blouse, with navy blue slacks, knee length shorts or skirt.  
Ski-pants/cycling shorts are not acceptable, nor denim jeans.  
White shoes.

**Men:**

A shirt with navy blue trousers or shorts. No denim.  
Socks and white shoes.

**FINALS/Evening:**

**Ladies:**

A shirt/blouse, with navy blue slacks or a knee-length skirt. No denim.  
White shoes.

**Men:**

Shirt and navy blue long trousers. No denim.  
White shoes.

**17. GENERAL:**

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

**18. BY-LAWS:**

The Association shall have the right to promulgate by-laws and rules for the conduct of Officials and the management of galas, within the framework laid down by Swimming S.A. and F.I.N.A.

Updated: 25 April 2007