

**MINUTES OF THE CONSULTATIVE DIALOGUE BETWEEN USF EXECUTIVE AND USF MEMBER HEADS HELD ON SATURDAY 1 OCTOBER 2016 AT UOC OFFICES**

**Present**

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|-----------------------------|---|--|
| 1. Dr. Donald RUKARE        | - | USF President                                  |
| 2. Mr. Abel DDAMULIRA       | - | USF 2 <sup>nd</sup> Vice President (Technical) |
| 3. Mr. Moses B. MWASE       | - | USF Secretary General                          |
| 4. Dr. Nana J. NAKIDDU      | - | USF Executive Committee Member                 |
| 5. Mr. Williams BUYONDO     | - | USF Executive Committee Member                 |
| 6. Mr. Max KANYEREZI        | - | USF Competitions Secretary                     |
| 7. Mr. Albert W. SHINNOSUKE | - | USF Asst. Competitions Secretary               |
| 8. Ms. Doreen NAMBI         | - | USF Administrator                              |
| 9. Mr. Sam NTULUME          | - | Chairman, Dolphins Swim Club Kampala           |
| 10. Mr. Tefiro SERUNJOGI    | - | Chairman, Seals Swim Club                      |
| 11. Mrs. Rachael K. KITUUKA | - | Secretary, Seals Swim Club                     |
| 12. Mrs. Judy R. KYANDA     | - | Chairperson, Silverfin Swim Academy            |
| 13. Mr. Stephen KATUMBA     | - | Silverfin Swim Academy                         |
| 14. Mr. Tom MPUJJA          | - | Aga Khan High School, Sports Head              |
| 15. Mr. Noah SSENGENDO      | - | ISU, Swimming Coordinator                      |
| 16. Mr. Latif KAJUMBI       | - | Chairman, Kampala Aquatic Club                 |
| 17. Mr. Benon WAMALA        | - | Secretary, Kampala Aquatic Club                |
| 18. Mr. Ahmed SENJONJO      | - | Chairman, Shark Teen Swim Academy              |
| 19. Mr. Sylus SEMPALA       | - | Coach, Taibah International School             |
| 20. Mr. Charles KASAGGA     | - | Coach, Green Hill Academy/Pirates SC           |
| 21. Mr. Umar MUGALU         | - | Coach/Official, British School Kampala         |
| 22. Mr. Donald MUTEGUYA     | - | Coach, KK                                      |
| 23. Mr. Muzafaru MUWANGUZI  | - | Coach, Aga Khan/Dolphins Swim Club             |
| 24. Mr. Wasswa MATOVU       | - | Coordinator, Sir Apollo Kaggwa Schools         |
| 25. Ms. Lucy NYACHWO        | - | Chairperson, Gliders Swim Club                 |
| 26. Mr. Andrew MAGOMU       | - | Head Coach, Gliders Swim Club                  |
| 27. Mr. Eric KISERO         | - | Chairman, Altona Swim Club                     |
| 28. Mr. Derrick MULUYA      | - | Coach, UCU Silverside                          |
| 29. Mr. Michael OBOTE       | - | Swimmer  |
| 30. Mr. Maktum MUZIRANSA    | - | Sports Journalist/Daily Monitor                |

Meeting called to Order at 2.50 pm

**MIN. 1: OPENING PRAYER**

The Opening Prayer said by Tom Mpujja

**MIN. 2: ADOPTION OF THE AGENDA**

The Agenda adopted As Follows

- 1) Opening Prayer
- 2) Roll Call/Introductions and Welcome Remarks from USF President/Chairman

- 3) Accomplished & Pending Activities on the USF 2016 Calendar and USF Financial Position;
- 4) Presentation of the USF Draft Rules and Regulations; and
- 5) Any Other Business.

**MIN. 2: OPENING REMARKS FROM CHAIRPERSON**

- 2.1 He welcomed all to the meeting noting that the idea to hold regular meetings with Members arose following consultations with some of the Members Clubs.
- 2.2 He noted that the UOC has a Council, which is what USF was trying to adopt through regular consultative discussions with Members.

**MIN.3: ACCOMPLISHED & PENDING ACTIVITIES ON THE USF 2016 CALENDAR AND USF FINANCIAL POSITION**

- 3.1 The Secretary General presented the accomplished activities during 2016 and also summarized the ones pending on the Calendar.
- 3.2 Some Members enquired about the criteria based upon by the Executive to select Coaches for Coaching Clinics. The President explained that previously, the Executive would request the Coaches Association to make recommendations, but the Association became inactive. He informed the meeting further that so far Max KANYEREZI, Muzafaru MUWANGUZI, Tonnie KASUJJA and now Peter MUGISHA who is in the US. He further pointed out that some of the Coaches are conflicted because they also sit on the Executive. He further indicated that some Coaches were poor at writing reports after attending Training Sessions, which left the Federation wondering whether the Training was helpful. The Executive requested some of the Coaches that attended privileged courses to share knowledge with the rest of the Coaches, but this also did not materialize. The President informed the Members that the draft Rules and Regulations had tried to address this matter. Mr. Eric Kisero informed the Meeting that the Coaches had reorganized and would soon communicate their intentions to revive to USF.
- 3.3 The Secretary General further shared USF income and expenditure summaries (unaudited) for the period January – September 2016, which were received and noted.

**MIN. 4: PRESENTATION OF THE USF DRAFT RULES AND REGULATIONS**

- 4.1 Mandate to Prepare and Finalize the Rules & Regulations**

The President informed the Meeting that the USF Executive had deliberated the draft Rules & Regulations as communicated in the General Assembly held on 5 March 2016, and noted that they were only being introduced to Members, who would be given ample time to study them and forward comments. He invited the Secretary General to summarize the draft USF Rules & Regulations, proposed to become effective on 1 January 2017.

#### **4.2 Summary of the Draft Rule & Regulations**

During the presentation, the Secretary General explained to the meeting that the Rules & Regulations were divided into 12 Parts, with 69 Rules & Regulations, as highlighted below –

##### PART I - PRELIMINARY

1. Citation
2. Interpretation
3. Application

##### PART II – MEMBERS’ AFFAIRS

4. Eligibility for USF Membership
5. Register of Members
6. Application For Affiliation and Membership
7. Consideration of Application by the Executive
8. Members’ Constitutions Not To Conflict with USF Constitution
9. Membership Certificate
10. Registration of Athletes, Coaches and Officials
11. Payable Fees
12. Procedure and Regulations Covering Affiliation and Related Fees
13. Entitlements of Members
14. Obligations of Members
15. ‘Good Standing’
16. Members to Submit Annual Activities Calendar and Work Plan
17. Activity Reports
18. Federation’s Annual Activities Calendar and Work Plan
19. Non – Participation in USF Calendar Activities
20. Honorary Members of USF
21. Cessation of Membership
22. Withdrawal of Affiliation by a Member
23. Expulsion of Member, Official, Athlete, Coach, etc

##### PART IV – TRANSFERS OF ATHLETES AND COACHES

24. Transfer Rules for Athletes and Coaches

##### PART V – DISCIPLINE

25. Requirement to Observe Highest Levels of Discipline

##### PART VI – NATIONAL REPRESENTATION AND HOSTING OF EVENTS

26. Call for National Duty and Representation
27. Selection Criteria for National Representation
28. Events Hosted in Foreign Countries
29. Participation in Events Outside Uganda
30. Hosting of Events in Uganda
31. Non-FINA Affiliated or Suspended Federations

##### PART VII – USF TECHNICAL OFFICIALS

32. USF Technical Officials List

33. Maximum Age for USF Technical Officials
34. Two-Year Renewable Period
35. Identity Card for USF Officials
36. FINA and CANA Bureau TSC Members
37. Listing To Be in Particular Category
38. Only Officials on List to Officiate USF Events
39. English Proficiency for Officials
40. Application Form
41. Code of Conduct Governing USF Technical Officials

#### PART VIII – USF COACHES

42. USF Coaches List
43. Certification of Coaches
44. Identity Cards for USF Coaches
45. Only Coaches on USF Coaches List to Coach at USF Events
46. English Proficiency for Coaches
47. Application Form
48. Code of Conduct Governing Coaches

#### PART IX – COMMITTEES AND THEIR ROLES

49. Committees
50. The Athletes' Committee
51. The Coaches' Committee
52. The Competitions' Committee
53. The Disciplinary Committee
54. The Finance Committee
55. The Marketing & Publicity Committee
56. The National Records Committee
57. The Planning & Development Committee
58. The Team Selections Committee
59. The Technical Officials' Committee
60. The Legal Committee
61. The Awards and Merits Committee

#### PART X – MEDICAL MATTERS

62. Medical Rules

#### PART XI – ANTIDOPING RULES

63. Anti – Doping Provisions

#### PART XII – MISCELLANEOUS MATTERS

64. Facilitation of female participation in the Federation's activities
65. Child protection measures
66. Communication Between USF and Members
67. The USF Council
68. Matters Not Provided For under the Rules & Regulations
69. Amendment of these Rules and Regulations

#### **4.3 Comments by Members on the Draft USF Rules & Regulations**

The following comments on the Draft Rules & Regulations were made by Members:

##### **4.3.1 Mr. Stephen Katumba, Silverfins**

- 1) Transfer Regulations:  
Regarding the proposed restrictions for an athlete to participate in a competition immediately after transfer, Mr. Katumba recommended a relaxation of this Rule so that our budding athletes are not prevented from participating.
- 2) USF Technical Officials:  
USF should come up with program that teach parents the officiation rules so that they can also participate. The President noted that participation of parents in officiation of activities was welcome. But for purposes of growing skill and improving professionalism, it was preferable that only the seasons officials on the USF Officials List were allowed to participate. As a compromise, it should be possible for volunteer or guest officials that should operate under the supervision of a USF Technical Official.
- 3) USF Committee:  
He advised the USF Executive to consider merging some Committees since they appear to be many.

##### **4.3.2 Mr. Tom Mpujja, Aga Khan Schools**

Signing of and Sharing Contracts with the USF:

Mr. Mpujja proposed that there should be a requirement for all Coaches to sign contracts with USF Members, and that a copy of the Contract must be availed to the USF. This is the current practice in the Volley Federation and others and it had helped to keep the Federations updated with transfer activities for coaches. He called on the Executive to consider this requirement and enshrine it in the Rules & Regulations.

##### **4.3.3 Mrs. Judy Rugasira Kyanda, Silverfin Swim Academy**

- 1) Activity Reports by Members:  
She enquired whether these should be annual and not quarterly. The President clarified that the objective was for all Members to report on a quarterly basis in tandem with the USF Executive, which was undertaking to provide quarterly updates during the proposed Council Meetings.
- 2) Non – participation of USF activities:  
She enquired whether the proposed sanction for non-participation was for both activities on the USF and Club/Schools Calendar. The President clarified that this only applied to USF activities and not Members activities.

- 3) Commendation of the USF Executive:  
Mrs. Kyanda commended the USF Executive for coming up with the draft Rules & Regulations, and noted that this was going to change USF for the better. She further noted that this was going to help with improvement of the USF's corporate governance structures and gives Members more confidence to work for swimmers. She undertook to support the USF Executive in the search of new sponsorship opportunities.

#### **4.3.4 Mr. Muzafaru Muwanguzi, Dolphins Swim Club/Aga Khan School**

- 1) Operations by New USF Member Clubs:  
He noted that the USF should come up with strict rules determining how new clubs to provide much needed guidance and regulation for their activities.
- 2) Guidelines for the USF Technical Committee:  
Mr. Muzafaru noted the need for the USF Technical Committee to operate within professional rules and acceptable guidelines. He stressed that this will help to standardize events and or professionalize their work, if the roles of the people of the Technical Committee are clearly defined.
- 3) The President clarified that this was work in progress and that the new Rules & Regulations will help to standardize events. Observing that Mr. Muzafaru was one of USF's most experienced and senior coaches, he implored him to prepare a detailed write up and commentary to advise the Executive on the Rules & Regulations and any other matters where improvements are required. This request was made earlier during past Annual General Assemblies and was reiterated.
- 4) Difference Between USF Coaches Association and USPA:  
Following an enquiry by Mr. Stephen Katumba on the difference between the proposed USF Coaches Committee and the soon to be revived Uganda Swimming Coaches Association (USAP), Mr. Muzafaru clarified that USPA is separate from the Coaches Committee, but that it will work with the Committee, and will seek to be recognized and regulated by the USF. The President welcomed the revival of USPA and noted that in the past, the USF Executive had worked very well with them, despite the challenges they faced that resulted in their closure. He promised full support from the USF Executive whenever they were ready to get back in business.

#### **4.3.5 Mr. Makhtum Muziransa, Sports Journalist/Daily Monitor**

Restriction of Leagues to Be Participated in After Transfer: He proposed a restrictive clause prohibiting athletes from participating in the same league or competition after moving to another Member.

#### **4.3.6 Mr. Tefiro Serunjogi, Seals Swim Club**

- 1) Definition of “Member”:  
Mr. Serunjogi sought a clarification on the definition of “Member”. The Secretary General noted that following the amendments to the USF Constitution in 2014, individual members were done away with, except for Honorary Members, some of whom were recently admitted by the Assembly on 5 March 2016. However, individuals who wish to associate with the USF have been encouraged to pay an annual fee for purposes of supporting the USF. It is under this cover that the USF Executive pays affiliation fees alongside Executive Heads from Clubs/Schools/Universities.
- 2) Selection Criteria for Events  
The Executive should work towards being more transparent in announcing the decisions that they arrive at. This will help will confidence building and professionalization within the USF. The President welcomed the remark and noted that this matter had been exhausted, and that the proposed criteria in the Rules & Regulations would address this going forward.

#### **4.3.7 Dr. Donald RUKARE, USF President**

- 1) Participation in National Events by Non-Ugandan Athletes:  
The President highlighted the issue of foreign athletes domiciled in Uganda, that has come under sharp focus in CANA. He informed the meeting that while Uganda and other African countries have allowed no – Ugandans to take part in regional competitions such as CANA Zone III and IV Championships, some countries are advocating to restrict participation to national only. The participation of non-Ugandans athletes in local and international events will therefore be reviewed in order to maintain consistency with regional and international changes, while ensuring that swimmers are not disenfranchised.
- 2) USF National Records:  
The USF will also consider incorporating rules on “national records”. He noted that a draft had already been prepared and sent to Members for comment. However only Dolphins Swim Club and Seals Swim Club has sent their comments.

#### **4.4 Vote of Thanks**

The President commended the Secretary General and thanked him for providing leadership on drafting the new USF Rules & Regulations, which was a time consuming activity.

#### **4.5 Follow Up Action and Way Forward**

The President informed Members that a soft copy of the Rules & Regulations would be forwarded to all Members to enable them make comments directly in the

document, and that responses were expected by 30 October 2016. The draft Rules & Regulations will also be posted on the USF websites after incorporation of some changes. A follow up meeting will be convened in the course of **November 2016** on a date to be communicated by the USF Executive.

**MIN. 6: ANY OTHER BUSINESS**

**6.1 USF National Records**

Mr. Serunjogi requested the Executive to expand the criteria for national records to include those verifiable by the Executive. In response, the President noted that this will be addressed. Further to the comments he made in para. 4.3.7 2), he called on Members to look at the Draft National Records and send comments and or corrections in the event of any inaccuracies. He noted that in future the Executive will look for funds for a software to manage National Records to make them easily accessed by Members and any other interested parties.

**6.2 FINA Athletes' Scholarships**

The President informed the Meeting that the USF had selected Joshua EKIRIKUBINZA whose times came closest to the ones indicated by FINA being between "B" and "S" qualification times. All other elite athletes were not close. FINA was to announce its decision by 1 October 2016, and if successful, Joshua will have join 39 other swimmers who will be given an opportunity to go on a specialized coaching program to enable him qualify for the 17<sup>th</sup> FINA World Championships due in July 2017 in Budapest, Hungary.

**6.3 New Membership Affiliation Applications**

The Meeting noted that Kampala Aquatic Club, Seagulls Swim Club and Pirates Swim Club applied to affiliate with USF and that the Executive was going to review their applications, to determine whether they could be granted provisional membership as provided for under the USF Constitution..

***In his closing remarks, the President thanked all for turning up, and there being no other business, the meeting was closed at 5.55 pm with the closing prayer given by Mr. Maktum MUZIRANSA.***

[MINUTES CONFIRMED AS A TRUE RECORD ON \_\_\_\_\_.]

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**PRESIDENT**

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**SECRETARY GENERAL**