



**THE USF  
RULES & REGULATIONS  
2018**

**FOR CONSULTATION PURPOSES ONLY**

**THE USF RULES & REGULATIONS, 2018**  
**Arrangement of Clauses**

**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.....

**FOR CONSULTATION PURPOSES ONLY**

- 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. Matters Not Provided For under the Rules & Regulations.....
- 67. Amendment of these Rules and Regulations.....

**Schedules**

- Schedule 1 (Form A) – Registration Form (Regulation 6)
- Schedule 2 (Form B) – Transfer Notice (Regulation 24 (3) (b))
- Schedule 3 – Sample Code of Conduct for Foreign Travel (Regulation 27.2 (3))

## FOR CONSULTATION PURPOSES ONLY

**IN EXERCISE of the powers conferred under Article 30 of the Constitution of the Uganda Swimming Federation (USF) currently in force, the USF Executive Committee does makes the following Rules and Regulations which shall come in force on \_\_\_\_\_.**

### THE USF RULES & REGULATIONS 2018

#### PART I - PRELIMINARY

**1. Citation**

These Rules and Regulations may be cited as **the USF Rules and Regulations, 2018.**

**2. Interpretation**

In these Rules and Regulations, unless the context otherwise requires –

- a) **“Aquatics”** means Swimming, Open Water Swimming, Diving, Water Polo, Artistic Swimming (formerly Synchronized Swimming) and Masters Program or Activity.
- b) **“CANA”** is an acronym for **Confédération Africaine de Natation**, the regional organization in charge of aquatics in Africa;
- c) **“Club”** means a club established whose objectives are consistent with those of USF, and to foster or promote Aquatics;
- d) **“FINA”** is an acronym for **Fédération Internationale de Natation** – the international swimming federation in charge of aquatics in the world.
- e) **“Executive Committee”** means the executive committee of the Federation elected by the Annual General Assembly under Article C 16 of the USF Constitution;
- f) **“Federation”** means the Uganda Swimming Federation (USF), the national organization responsible for aquatics and related activities in Uganda;
- g) **“General Secretary”** means the USF General Secretary or Secretary General;
- h) **“Guidelines”** means the Guidelines established under Regulation 30, and which are stated in the *Fourth Schedule* to these Rules and Regulations;
- i) **“Member”** means a member of the USF with full rights and benefits as provided for under the USF Constitution and the Rules & Regulations.
- j) **“President”** means the USF President;
- k) **“Register”** means the Register of the Uganda Swimming Federation established under article C 8.1 of the Constitution and elaborated in Part II of these Rules and Regulations;

## FOR CONSULTATION PURPOSES ONLY

- l) “**Rules and Regulations**” means these Rules and Regulations;
- m) “**Secretariat**” means the USF Secretariat.

### **3. Application**

These Rules and Regulations shall apply to any organization, association, club, athlete, coach, manager, teacher, instructor, USF Executive Committee or any other person involved in aquatics or related activity which the Federation is mandated to regulate or administer as empowered under the Constitution, Act of Parliament or Statutory Instrument.

## PART II – MEMBERS’ AFFAIRS

### **4. Eligibility for USF Membership (C 8.1)**

Swim clubs, schools, tertiary institutions, sporting bodies and entities in Uganda shall be eligible for membership in the Federation.

### **5. Register of Members**

The USF shall maintain a Register of Members that will be kept and updated by the General Secretary.

### **6. Application For Affiliation and Membership (C 10.1)**

An eligible applicant shall fill a written application for membership in the form prescribed in **Schedule 1 (Form A)** to these Rules and Regulations, addressed to the General Secretary accompanied by –

- a) A resolution of the applicant duly signed by its President/Chairperson and the General Secretary/Secretary or such other individual duly authorized approving application for the membership/affiliation;
- b) The constitution of the applicant which must mention that the applicant and its members commit to complying with the FINA/CANA Statutes, the USF Constitution and By-Laws, Rules and Regulations;
- c) The composition and full addresses of the applicant’s executive committee members;
- d) The list and addresses of the applicant’s members;
- e) The applicant’s lists of athletes, lists of coaches and support staff;
- f) The applicant’s physical, telephone, postal address, website etc;
- g) A non-refundable application fee determined by the Executive;
- h) The Calendar of Events/Activity Schedule for the applicant;
- i) Policies and applicable manuals; and
- j) Any other information or requirement that may be additionally requested.

## **FOR CONSULTATION PURPOSES ONLY**

### **7. Consideration of Application by the Executive (C 10.2)**

- 7.1 Upon receipt of the said application, the USF Executive Committee will make a decision regarding the same, and may reject the application or approve temporary membership subject to payment of the prescribed affiliation/membership fee and any other considerations that may require fulfillment.
- 7.2 In the event that all conditions are fulfilled, the Executive Committee shall seek a confirmation of the temporary membership by the USF General Assembly. Any federation receiving temporary affiliation shall be granted full rights and obligations in relation to the USF.

### **8. Members' Constitutions Not To Conflict with USF Constitution (C 8.2 and 10.3)**

- 8.1 The constitution and rules of a Member shall not be in conflict with the USF Constitution and Rules & Regulation. Where there is a conflict, the USF Constitution and Rules & Regulations shall prevail.
- 8.2 Members must seek prior written approval of the Executive for any change of name and their constitution before such changes are valid.
- 8.3 Any change in the leadership by a Member shall be notified to the Federation within 14 (fourteen) days from the date of such a change. The members will forward a copy of the necessary minute or resolution of the meeting where such change was authorized.

### **9. Membership Certificate**

- 9.1 A Member shall be entitled to issuance of a Membership Certificate upon confirmation of membership, where the Member is in good standing.
- 9.2 A Membership Certificate may be cancelled or withdrawn where a Member ceases to be recognized or loses membership in the USF.
- 9.3 Where a membership certificate is lost, damaged or destroyed, the member may request for replacement of the certificate upon payment of a replacement fee set by the Executive.
- 9.4 Where deemed necessary by the Federation, Certificates may be issued annually to Members in good standing.

### **10. Registration of Athletes, Coaches and Officials**

- 10.1 Every Member shall forward the names of athletes, coaches, officials, staff and individual members to the Federation for registration in any case no later than 31 January of every year.
- 10.2 Registration with the Federation shall be mandatory for athletes, coaches and officials of Members who will be required to fill and return **Form A**

## **FOR CONSULTATION PURPOSES ONLY**

indicated in **Schedule 1** to these Rules and Regulations. This obligation shall apply to athletes, coaches, officials and any other individuals that are not assigned to a Member, or those who domiciled outside Uganda.

- 10.3 Where an athlete or coach or staff or individual member moves from one Member to another as provided for under **Part IV** of these Regulations, the Member where the athlete, coach, staff or individual member is transferring to shall be required to re-register the said individual anew.
- 10.4 An athlete or coach may be simultaneously registered with only one club and one educational institution that he or she attends or is employed by, provided that the athlete or coach shall not represent both the club and educational institution at an activity requiring participation of both the club and the school or other educational institution where he or she is registered.
- 10.5 An athlete or coach shall only be eligible to represent a Member in a USF sanctioned or recognized activity if that athlete or coach is not registered with the Federation.
- 10.6 The Federation may allow non – registered participants in its sanctioned events who will be treated as guests with specific authorization to participate on terms and conditions to be determined.
- 10.7 All registered athletes, coaches, staff and individual members shall be eligible for issuance of identity cards by the Federation.
- 10.8 A Member or individual who violates this Regulation shall be subject to disciplinary action under the Constitution and or these Rules & Regulations.

### **11. Payable Fees (C 12)**

- 11.1 The following Fees shall be payable –
  - (a) Membership application fee pursuant under **Regulation No. 4.**;
  - (b) Affiliation Fees payable by Members;
  - (c) Capitation Fees payable by members of the USF Executive, athletes, coaches, officials, and any other person, which shall be determined by the USF Executive and approved by the General Assembly;
  - (d) Any other fees for a necessary activity as determined by the Executive or the General Assembly.
- 11.2 The amounts payable in **Regulation 6** above shall be determined by the Executive and communicated to the General Assembly.

**FOR CONSULTATION PURPOSES ONLY**

**12. Procedure and Regulations Covering Fees (FINA BL 1)**

12.1 Before the end of the year, the Federation shall send to all Members a notice accompanied by an invoice requesting payment of the affiliation fee and all other fees (i.e. for athletes, coaches and officials) for the subsequent year.

12.2 Any Member, athlete, coach or official whose annual fees are not paid by the end of February each year will not be eligible to take part in USF events or to receive any required support, except where an indulgence is granted by the Federation on the understanding that the arrears will be settled without further delay.

**13. Entitlements of Members (C 9.1)**

All Members are entitled –

- a) To use the services of the Federation;
- b) To take part in the Federation's Championships and competitions when they are eligible;
- c) To participate in the USF General Assembly, meetings of the Federation and other activities for which they are called upon.

**14. Obligations of Members (C 9.2)**

All Members are obliged –

- a) To support the Federation in its efforts to achieve its objectives;
- b) To act in accordance with the decisions of the Federation's General Assembly and Executive;
- c) To pay the annual affiliation or membership fees and meet any other financial obligations;
- d) Not to get involved with or associate with any entity or person whose activities are inconsistent with the objectives or interests of the Federation.
- e) To act in accordance with the decisions of the FINA Congress and the FINA Bureau;
- f) To treat with confidentiality information provided to them by the Federation, or which comes into their knowledge by virtue of their position, which shall not be disclosed without prior written authorization.
- g) To include within its constitution or applicable statutes a provision, which allows out-of-competition doping control by FINA; and
- h) To comply with the laws of the Republic of Uganda in so far as they do not conflict with the Olympic Charter and the FINA Statutes, By-Laws, Regulations and Policies.



## **FOR CONSULTATION PURPOSES ONLY**

### **15. 'Good Standing' (C 8.4)**

A Member, Official, Athlete, Coach affiliated to the Federation shall be said to be in 'good standing' where the said Member, Official, Athlete or Coach is –

- a) Fully paid up with respect to all fees payable to USF; and
- b) Has not been cited for a breach of the USF Constitution, USF By-Laws, Policies or Regulations, and is not undergoing disciplinary actions or serving a disciplinary sentence.

### **16. Members to Submit Annual Activities Calendar and Work Plan**

- 16.1 Every Member shall by 30 October of every year, submit to the Federation a copy of its planned annual activities calendar and work plan.
- 16.2 The planned annual activities calendar shall indicate the specific dates of the sporting events, meetings, conferences and any other activities planned for each quarter.
- 16.3 The Federation will ensure that Clubs and School Events are as much as practically possible held separately to prevent conflicting interests for athletes and coaches that may be registered simultaneously.
- 16.4 In the event of a potential clash, the Executive will determine in advance how the potential clash is to be avoided or resolved in consultation with the parties involved.

### **17. Activity Reports**

- 17.1 Within 10 (ten) days after the end of a quarter, a Member shall submit to the Federation a quarterly activity report indicating the activities carried out by the Member in the quarter. Feedback meetings may be held to discuss the performance of a Member(s).
- 17.2 Quarters shall be the months of January – March (Quarter 1), April – June (Quarter II), (July to September (Quarter III) and October – December (Quarter IV).
- 17.3 Members are encouraged to submit written summaries to the Federation at the end of each event to facilitate quick dissemination of information.

### **18. Federation's Annual Activities Calendar and Work Plan**

- 18.1 The Executive will prepare a draft Annual Calendar of Events to be carried out for the year which will be presented to the General Assembly for consideration and approval.
- 18.2 The draft Calendar will indicate the dates for the local, regional and international sporting events together with the meetings, conferences and any other activities to be participated in by the Federation during the year.

## **FOR CONSULTATION PURPOSES ONLY**

18.3 The draft Calendar will be released not later than 30 November of every year.

### **19. Non – Participation in USF Calendar Activities**

19.1 A Member who misses or fails to participate in a scheduled activity on the USF calendar may be liable to sanction.

19.2 A Member who ceases to take part in USF activities for 2 (two) consecutive years may be de-affiliated from the USF.

### **20. Honorary Members of USF (C 10.4)**

Honorary membership of the USF may be conferred by the General Assembly upon any person who has rendered outstanding service to the Federation, Aquatics or sports in general. An Honorary Member will be a member of the USF without voting power.

### **21. Cessation of Membership (C 11.1)**

Any membership or affiliation with the Federation ends –

- a) If the Member ceases to exist or dies (in the case of Officials, Athletes, Coaches and any other natural person);
- b) If the Member, Official, Athlete, Coach or other affected person withdraws their membership or affiliation; or
- c) If the Member, Official, Athlete, Coach or other affected person is expelled.

### **22. Withdrawal of Affiliation by a Member (C 11.2)**

Any Member who intends to withdraw its affiliation with the Federation shall give written notice thereof of at least 6 (six) months to the General Secretary. The membership shall end immediately unless withdrawn and no refunds of fees will be made.

### **23. Expulsion of Member, Official, Athlete, Coach, etc**

The Executive shall have the power to expel a Member, Official or Athlete for significant violation of the Constitution and By-Laws and or Rules of the Federation. The respective Member, Official or Athlete shall be entitled to appeal this decision to the General Assembly whose decision shall be final.

### **24. Communication Between the USF and Members**

Members shall be responsible for providing regular updates on their activities to the USF on a timely basis, and will furnish the Federation with addresses for communication. Official communication by a Member on related affairs will be from the Chairman or Secretary to the President or Secretary General.

### **25. Quarterly Engagements With USF Members**

The Executive will devise means of actively engaging with Members in order to disseminate information and receive feedback on activities of the Federation and Members.

## FOR CONSULTATION PURPOSES ONLY

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

#### **26. Transfer Rules for Athletes and Coaches**

The following rules shall apply to transfers by athletes and coaches –

##### **26.1 Transfer of Athletes and Coaches**

Athletes or coaches are at liberty to transfer from one Member to another in accordance with the provisions of these Rules, whose key objective is to ensure order and fairness during the transfers.

##### **26.2 Transfer Period**

Scheduled transfers by athletes and coaches from one Member to another may take place during the months of January and July of every year, upon issuance of a 30 – day transfer notice to the Federation and filling the appropriate transfer application.

##### **26.3 Transfer Procedure**

###### **26.3.1 Notice of Transfer**

Where an athlete or coach intends to transfer from one Member to another, the Athlete or Coach intending to transfer shall inform USF giving not less than 30 days' notice of the proposed transfer.

###### **26.3.2 Submission of Transfer Notice (Form B)**

The Transfer Notice shall be in accordance with **Form B** under these Rules, which will be accompanied with –

- a) The passport data page of the athlete or coach
- b) The USF identity card (if issued)
- c) The sample contract, if any
- d) Transfer Fee per athlete or coach (to be determined by USF) payable upon submission of the Form.

###### **26.3.3 Finalization of Transfers**

A transfer will be finalized on the 30<sup>th</sup> day from the receipt by the USF of the Notice of Transfer provided all requirements stipulated under the Form have been met.

##### **26.4 Transfers Outside the Transfer Period**

An athlete who transfers over outside the Transfer Period will not represent his or her new Member at the immediate USF event on the calendar following the transfer or crossover.

##### **26.5 Athlete Passport**

The Federation shall prepare an Athlete Passport containing the relevant details of the athlete in which shall be indicated the Member(s) with which the athlete has been registered from date of receipt of the passport. The Athlete Passport will be given to a Member after finalization of registration

## **FOR CONSULTATION PURPOSES ONLY**

under **Regulation 6**, and will be endorsed by USF prior to any transfers under this Regulation.

### **26.6 Disputes Arising Under Transfer Regulations**

All disputes between Members arising out of transfers will be submitted to the Federation for resolution. The Member disputing a related matter will submit a written memorandum and supporting evidence to the Federation, with a copy to the Member or athlete or coach, who will be required to respond to the matter raised within 7 (seven) days from delivery of the memorandum. The Federation will determine the dispute within 7 (seven) days following a hearing between the Members, provided that the Members shall as a first option be given an opportunity to resolve the dispute amicably. The ruling of the Federation on a transfer dispute shall be final and binding on the disputing parties.

### **26.7 Violation of Transfer Regulation**

A Member or individual who violates these Transfer Regulations shall be subject to disciplinary action as stipulated under Article C 13 of the Constitution.

## **PART V – USF CODE OF CONDUCT**

### **27. Requirement to Observe Highest Levels of Discipline**

- 27.1 USF Members, the Executive, athletes, coaches, teachers, parents, officials and any other affected person shall be required to observe the highest levels of discipline and conduct during USF or Members' activities.
- 27.2 Without limitation to the number of acts of misconduct, the following acts shall be deemed to constitute misconduct –
- (a) Violent conduct or infliction of physical or mental harm on others;
  - (b) Smoking at the venue of an activity;
  - (c) Use of profanity, abusive language or conduct;
  - (d) Disrespect or disregard to officials of the Federation;
  - (e) Bullying;
  - (f) Insubordination or disobedience of lawful instructions from an officer of the Federation;
  - (g) Racist, segregative or discriminatory utterances and or conduct;
  - (h) Disregard, bullying or mistreatment of athletes;
  - (i) Sexual harassment;
  - (j) Defrauding or misappropriating the finances of the Federation;

## **FOR CONSULTATION PURPOSES ONLY**

- (k) Failure or refusal to turn up for national duty without justifiable reason;
- (l) Use of prohibited energy enhancing substances, or aiding, abetting or procuring use of prohibited energy enhancing substances;
- (m) Interference including disobedience with obstruction of the orderly conduct of any sporting event within or outside of the venue(s), malicious alteration, damage or destruction of property;
- (n) Cheating including but not limited to falsification or alteration of birth certificates, documents of identification or any other document indicating false age, false nationality or any other false information with the purpose of obtaining unfair advantage for an official, an athlete or a team.
- (o) Conduct described in the FINA Doping Control Rules 21.1.6 and 21.2.5
- (p) Flouting or contravening the Constitution, these By-Laws, Rules and Regulations or other lawful directive of the Federation; and
- (q) Any other acts that may amount to misconduct.

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

#### **28. Call for National Duty and Representation**

- 28.1 An athlete, coach, teacher or other person shall whenever called upon by the Federation avail himself or herself to represent Uganda or perform such national or international duty as such be required, subject to medical fitness and availability of financing.
- 28.2 It shall be the duty of a Member to release the athlete, coach, teacher or other person who is called upon for national or international duty.
- 28.3 The Executive shall determine representation on the national team, in accordance with the selection criteria for choosing the team stipulated under Regulation 29 or as may be specified under given rules applicable to a specific event.
- 28.4 Any Member or individual that contravenes this rule shall be liable to sanction.

#### **29. Selection Criteria for National Teams**

##### **29.1 Executive to Conduct Selection of National Team**

The Executive will be responsible for selecting the national team for selected events and will ensure that the selection is transparent and based on a clear selection criteria.

## **FOR CONSULTATION PURPOSES ONLY**

### **29.2 Primary Objective of the USF Selections Policy**

The primary objective of the USF Selection Policy is to ensure that athletes chosen to represent Uganda in regionals and international competitions are of the highest possible standard to facilitate the fielding of the most befitting individuals.

### **29.3 Selection Criteria**

The following will be the basic selection criteria –

- 1) Only athletes, coaches and officials registered with and in good standing with USF will be considered for selection and representation on the national team. Individuals with poor discipline and a past record of non – compliance may only be considered with very strict conditions.
- 2) Selected athletes, coaches and officials must be in possession of a valid Uganda passport and have chosen Uganda as their Sport Nationality.
- 3) Members selected on a team must abide by and agree to sign the USF Code of Conduct for the event for which they have been nominated. A sample of the Code of Conduct which may be revised from time to time, is attached to these Regulations as **Schedule 3**.
- 4) Athletes, coaches and officials selected must be available to travel to and attend the event for which they are selected.
- 5) Selection will be based on pre – qualification events that eligible athletes, coaches or officials will have participated in.
- 6) Selection will be done in accordance with individuals’ work ethic, physical readiness and suitability with regard to team dynamics and compatibility.
- 7) All athletes must be available for relay selection, with respect to swimming events.

### **29.3 Amendment of Selection Criteria**

The Executive may revise the selection criteria or part thereof as the circumstances may warrant and will be responsible for determining the final national team selected.

### **30. Events Hosted in Foreign Countries (FINA GR 3.1)**

An athlete, coach, trainer, judge or official intending to participate in any activity outside Uganda, shall notify the Federation and seek its authorization before participation in the said activity. If the activity is approved, the Federation will notify the hosting Federation about the planned participation by the athlete, coach, trainer, judge or other official.

## FOR CONSULTATION PURPOSES ONLY

### **31. Participation in Events Outside Uganda**

Any Athlete that is domiciled outside Uganda shall be at liberty to participate in events hosted outside Uganda provided they notify the Federation of their domicilium and the institution they will be representing for a specified period.

### **32. Hosting of Events in Uganda (FINA GR 3.2 & GR 4.6)**

Any Member, athlete, coach, trainer, judge or official intending to host any activity in Uganda involving local and or foreign participants shall seek the sanction and permission of the Federation before such activity is hosted, and shall ensure enforce the FINA Rules, where such activity is a competition. Teams, athletes and or officials from foreign federations will not permitted to engage in activities hosted by the USF or a Member, if the foreign federation has not sanctioned the participation of the team, athlete or official or obtained USF approval, prior to the activity.

### **33. Non-FINA Affiliated or Suspended Federations (FINA GR 4.1, 4.2, 4.3 & 4.4)**

A Member, athlete, coach, trainer, judge or official shall not have any kind of relationship with any national Federation that is not affiliated to FINA or under FINA suspension, and will not hold any activities or exchange any athletes and or officials with such a Federation, except where specific authorization is obtained by the USF from the FINA Bureau. The violation of this Rule will attract the sanctions as prescribed under the FINA General Rule (GR 4.5), and may be suspended for a minimum period of 1 (one) year and a maximum of 2 (two) years.

## PART VII – USF TECHNICAL OFFICIALS

### **34. USF Technical Officials List**

The Federation will have in place a USF Technical Officials List from which referees, starters, judges, timers, marshals and others, that shall comprise only those qualified and recognized individuals able officiate USF sanctioned competitions. This is aimed at ensuring highest standards of officiation and professionalism, and also to groom officials capable of getting selected on the FINA and CANA Officials Lists.

### **35. Maximum Age for USF Technical Officials (FINA BL 6)**

The maximum age of USF Technical Officials (Judges, Starters and Referees) when officiating at USF Competitions except Masters and Water Polo, shall be 65 (sixty-five) years during the year of the competition. The maximum age for Water Polo shall be 55 (fifty-five) years during the year of the competition. Technical Officials on the FINA Lists of International Referees, Starters or Judges above that age shall be entitled to officiate until the end of their appointment.

### **36. Two Year Renewable Period**

Only two (2) national swimming officials' categories will be recognized and certified, i.e. Referees and Starters, for a 2-year renewable period.

### **37. Identity Cards for USF Officials**

All Technical Officials on the USF Officials List will each be issued with an official identity card subject to fulfillment of any conditions that the Federation may set.



## FOR CONSULTATION PURPOSES ONLY

- 38. FINA and CANA Bureau Technical Committee Members**  
Present and former FINA Bureau and Technical Committee Members shall be certified by the Federation if they are recognized Referees or Starters. They shall also file an application for certification or renewal of certification.
- 39. Listing To Be in Particular Category**  
A Technical Official can only be on one list in a particular category: he/she cannot be a Referee on two lists at the same time, but may be a Referee on one list and a Starter on the other List.
- 40. Only Officials on List to Officiate USF Events**  
At all competitions organized by USF, only certified officials on the USF Lists may officiate as referees, starters, stroke judges, inspectors of turns etc.
- 41. English Proficiency for Officials**  
The USF working language is English. All Officials must therefore be able to communicate fluently and proficient in English.
- 42. Application Form**  
All applications (new applications and applications for renewal) must be filed on the official USF Form which attached hereto as **Form C** in **Schedule 4** to these Rules and Regulations.
- 43. Code of Conduct Governing USF Technical Officials**  
Technical Officials shall be bound by the FINA Statutes, the FINA Officiation Rules, the FINA Code of Conduct, the USF Constitution and these Rules & Regulations.

### PART VIII – USF COACHES

- 44. USF Coaches List**  
The Federation will have in place a List of USF Coaches that shall comprise only those certified individuals that can coach USF Members. The USF Coaches List shall be published annually at an appropriate time, in order for the General Public to be duly notified. This is aimed at ensuring highest standards of coaching and professionalism in Uganda.
- 45. Certification of Coaches**  
The Federation will put in place a mechanism and standards providing for the certification of coaches affiliated to USF, and will be subject to renewal after a given period.
- 46. Identity Cards for USF Coaches**  
All Coaches on the USF Coaching List will be issued with an official identity card.
- 47. Only Coaches on USF Coaches List to Coach at USF Events**  
It will not be permissible for Members or Athletes to use coaches that are not certified and on the USF Coaches' List. At all competitions and or other events organized by or sanctioned by USF, only certified coaches on the USF Coaches List will be authorized to appear at such competitions or other certified events. This Rule will apply to non-Ugandan coaches that a Member or Athlete intends to use



## FOR CONSULTATION PURPOSES ONLY

in Uganda or at an event hosted outside Uganda.

### **48. English Proficiency for Coaches**

The USF working language is English. All coaches must therefore be able to communicate fluently and proficient in English.

### **49. Application Form**

Applications (new applications and applications for renewal) must be filed on the official USF Form which attached hereto as **Form D** in **Schedule 5** to these Rules and Regulations.

### **50. Code of Conduct Governing Coaches**

All Coaches shall be bound by the FINA Statutes, the FINA Code of Conduct, the USF Constitution and these Rules & Regulations.

## PART IX – COMMITTEES AND THEIR ROLES

### **51. Committees**

The USF will have in place the following Committees –

- a) The Athletes' Committee;
- b) The Coaches' Committee;
- c) The Competitions' Committee;
- d) The Disciplinary Committee;
- e) The Finance Committee;
- f) The Marketing & Publicity Committee;
- g) The National Records Committee;
- h) The Planning & Development Committee;
- i) The Team Selections Committee;
- j) The Technical Officials' Committee;
- k) The Technical Committee;
- l) The Rules & Legal Committee;
- m) The Awards and Merits Committee; and
- n) Any Other Committees which the USF may from time to time appoint.

### **52. The Athletes' Committee**

#### **52.1 Establishment of Athletes' Committee**

There shall be established a USF Athletes' Committee pursuant to Article C 20.2 of the Constitution, which will be governed by the Charter enshrined under the Regulations.

#### **52.2 Composition of the Athletes' Committee**

The Athletes' Committee will comprise –

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- a) Eight (8) members directly elected or agreed by Athletes belonging to the Athletes in good standing;
- b) Two (2) members to be appointed by the USF Executive; and
- c) Any member of the FINA or CANA Athletes' Committee who is a citizen of Uganda.

### **52.3 Eligibility to Serve on Athletes' Committee**

To be eligible for election or appointment to the Athletes' Committee, an athlete must be –

- a) At least eighteen (18) years of age and must not have been sanctioned for a doping or any other sporting offence during his or her sports career;
- b) Without a criminal conviction for an offence involving moral turpitude;
- c) In good standing and fully paid up.

### **52.4 Election of Athletes Committee Members**

The USF Executive will arrange for and conduct elections for members of the Athletes' Commission at a date after finalization of the USF elective General Assembly. Elections will be conducted under the following Rules: -

#### **52.4.1 Nomination of Candidates**

A candidate for an elective position on the Executive shall be nominated by at least one Member in good standing and seconded by another member in good standing.

#### **52.4.2 Secret Ballot Voting**

Voting for shall be by secret ballot.

#### **52.4.3 Quorum to Elect Athletes' Committee**

An election of the Athletes' Committee shall only take place once a quorum consisting of a simple majority of the duly registered and fully paid up Members in good standing are represented at the meeting by the nominated Athletes.

### **52.5 Chairperson and Secretary of the Athletes' Committee**

- 1) The fully constituted Athlete's Committee shall as its first order of business elect or choose from among its members, a Chairperson and Secretary.
- 2) The Chairperson shall be the leader of the Committee and will chair all its meetings and communicate with the USF Executive on behalf of the Athletes' Committee.
- 3) The Secretary shall be responsible for keeping a record of all meetings of the Committee, and will perform any other functions that may be

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assigned by the Chairman and Members.

- 4) Other members of the Committee will perform tasks as assigned by the Chairperson and or the Athlete's Committee.

### **52.6 Term of Office for Athletes' Committee Members**

Members of the Athletes' Committee will hold office for the same period as the USF Executive and will cease to hold office at the USF elective assembly when the new USF Executive is to be elected.

### **52.7 Advice of the Athletes' Committee and Meetings**

The Athletes' Commission will advise the USF Executive on all matters relating to athletes within the Federation and will for this purpose, meet at least twice a year with the prior approval of the USF President and or General Secretary at the expense of the Federation, and for such meetings a quorum will consist of six (6) members of the said commission.

### **52.8 Duty of the Athletes' Committee to Act in Best Interest of USF**

The members of the Athletes' Committee must:

- 1) Act solely in the best interests of the USF and its members as a whole.
- 2) Exercise their powers and discharge their duties with reasonable care and diligence, in good faith and for a proper purpose.
- 3) Not make improper use of their position or information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Committee.

### **52.9 Conflict of Interest by Members of the Athletes' Committee**

- 1) At meetings of the Athletes' Committee, any member of the Committee who has a material personal interest in a matter being considered at such meeting must:
  - a) Disclose the nature and extent of that interest to the meeting.
  - b) Not be present while the matter is being considered at the meeting; and
  - c) Not vote on the matter.
- 2) Sub-Regulation 11.9 does not apply to a material personal interest that exists only because the Athletes' Committee member is a member of the Athletes' Committee.

### **53. The Coaches' Committee**

The duties of the Coaches' Committee are –

- a) To participate in the Coaches Certification programme for each discipline;

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- b) To be in contact with and bring forward recommendations and proposals from the coaches in Uganda;
- c) To advise on any proposal or amendments to Technical Rules for each discipline;
- d) To advise on the highest possible standards of coaching throughout USF;
- e) To address and discuss common issues as they relate to coaches in general, and make appropriate recommendations to USF to bridge the gap between athletes and performance, such as training camps, talent identification, etc.
- f) To advise on the necessary input and direction for the development of athletes at all levels in Uganda;
- g) To recommend a development programme and talent identification process, nationally and regionally;
- h) To advise on the resource requirements to support national teams;
- i) To recommend and provide input into the national and international competition programme;
- j) To advise on and assist at all training camps and provide technical assistance as and when called upon;

### **54. The Competitions' Committee**

The role of the Committee is –

- a) To advise the Executive on the proper conduct of all USF competitions;
- b) To coordinate with the Technical Committee for each aquatic discipline the conduct of a competition;
- c) To coordinate on behalf of the USF the records desk during the conduct of competitions;
- d) To advise the USF Executive on the workings and coordination of deck officials during the hosting of competitions;

### **55. The Disciplinary Committee**

- 52.1 The Disciplinary Committee shall consist of 5 (five) persons, and shall be appointed by the Executive whenever a matter for disciplinary action arises.
- 52.2 On the proposal by the President, the Executive shall appoint one of the members of the Disciplinary Committee to be Chair.
- 52.3 At least three (3) members of the Disciplinary Committee shall also have legal training and experience.

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- 52.4 In cases where the USF Executive and the other party agree, a sole member of the Disciplinary Committee may hear and decide the matter.
- 52.5 The USF Disciplinary Committee shall conduct hearings and apply sanctions in all disciplinary cases of originating from violations from any FINA Rules, the Constitution and these Rules and Regulations (except matters regarding doping control) referred to it by the USF Executive.
- 52.6 The hearings of the Disciplinary Committee shall respect the following principles:
- a) A timely hearing;
  - b) A fair and impartial hearing body;
  - c) The right to be represented by counsel at the hearing, with no expense to USF;
  - d) The right to be fairly and timely informed of the rule violation;
  - e) The right to respond to the rule violation and resulting consequences;
  - f) The right of each party to present evidence, including the right to call and question witnesses (subject to the hearing body's discretion to accept testimony by telephone or written submission);
  - g) The right to an interpreter at the hearing, at no expense to USF; and
  - h) The right to a timely, written, reasoned decision, specifically, including an explanation of the reason(s) for any period of suspension.

### **56. The Finance Committee**

The roles of the Finance Committee are –

- a) To advise the Executive, the President and the USF on all matters relating to the Federation's financial management with a view of safeguarding continuity and strengthening transparency and financial accountability;
- b) To advise on an efficient and transparent budgeting and financial control process, in accordance to such financial policies and procedures approved by the Executive;
- c) To provide advice and guidance to other USF Committees on financial matters.

### **57. The Marketing & Publicity Committee**

The Committee shall –

- a) Recommend to the Executive a strategy on engagement of partners and potential sponsors that can support the USF in increasing revenue streams.

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- b) To recommend the Executive a communications strategy for the USF and advising;
- c) To advise on the organization and conduct seminars and courses to up-skill and increase the frequency of media exposure;

**58. The Medical Committee**

58.1 The Medical Committee shall comprise of members with medical and technical science related expertise.

58.2 The Committee roles are to –

- a) Advise on monitoring the development of new technologies as they may effect athletes and coaches,
- b) Recommend ways to maintain contact with academies and universities in respect to research and training,
- c) Advise on the engagement with other national and international on developments in such fields as new training skills, medicines, etc.
- d) Establish protocols for assessments/evaluation of athletes;
- e) Monitor implication of protocols;
- f) Monitor regularly performance of USF athletes;
- g) Inform athletes and coaches of developments in doping control, and if need be, deal with any disciplinary matters related to doping offences.
- h) Advise and or provide specialized team support for national and international competitions, in respect of assessments, team support staff, relations with coaches, etc, and advise on team selection.
- i) Provide regular advice and information on developments to athletes, coaches and parents.

**59. The National Records Committee**

The role of the Committee shall be –

- a) To compile and gather all data necessary for updating national records;
- b) To deal with applications for national records and make appropriate recommendations to the Executive.
- c) To promptly and timeously recommend to the USF the update of national records;
- d) To develop a database and appropriate software for maintenance and update

of national records.

**60. The Planning & Development Committee**

The role of the Committee is –

- a) To provide advice for the development of quality athletes of international standard, through technical and scientific expertise;
- b) To provide input to the USF High Performance Plan;
- c) To provide input into the USF national and international competition programme;
- d) To advise on planning for facilities and centres of excellence and the national academies

**61. The Rules and Legal Committee**

The duties of the Legal Committee are –

- a) To provide legal expertise to the Executive and to give recommendations regarding legal matters whenever needed,
- b) To assist the Executives, USF Committees and the commissions in drafting amendments to the Constitution, USF Rules and Regulations;
- c) To advise, if necessary, on matters referred to CAS by USF; and
- d) To advise, if necessary, on agreements between USF and third parties.

**62. The Team Selections Committee**

The Team Selections Committee will:

- a) Monitor and deliberate throughout their term of office potential candidates for teams.
- b) Liaise with relevant Committees to ensure that they have all the relevant information available to select teams.
- c) Recommend to the Executive the athletes and officials for selection on teams to represent Uganda in given regional or international competitions.

**63. The Technical Officials' Committee**

63.1 The objective of this Committee is to ensure that the standard of officiating at all events, by all disciplines, is undertaken at the highest standard possible.

63.2 This Committee will comprise of representatives from each discipline similar to Clause above.

63.3 This Committee will –

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- a) Ensure that training of all officials is ongoing, followed by the grading of officials nationwide.
- b) The Committee will also recommend to the Executive Committee all the senior officials for all the national championships and those officials to be placed on the FINA list.

**64. The Awards and Merits Committee**

The role of this Committee shall be to –

- a) Advise the Executive on the criteria for issuance of awards and merits;
- b) Recommend the specific categories of awards and merits for issuance by the Federation;
- c) Compile and advise on a list of athletes and any other individuals whose outstanding performance, brought honour to USF and Uganda;
- d) Advise on the organization and hosting of galas for awards and merits.

**65. Schools Committee**

The role of the Committee shall be to –

- a) Advise the USF on the coordination and improvement of aquatic activities in schools and universities;
- b) Recommend the best modes of interfacing with the leadership on the schools and universities.

**66. Discipline Specific Technical Committees**

67.1 A discipline Technical Committee will be established for each Aquatic Discipline, namely Swimming, Open Water Swimming, Water Polo, Artistic Swimming (formerly Synchronized Swimming), Diving and Masters.

67.2 Disability disciplines may be catered for in each of these disciplines.

67.3 Each Technical Committee shall cater for the technical aspects and specific requirements of its discipline, and shall be responsible for the strategic guidance of the discipline in accordance with the objectives of the USF.

67.4 Each Committee will advise on –

- a) The development, growth and transformation of the discipline;
- b) Education and training, together with analyses of the performances of athletes, within that discipline;
- c) Strategic guidance with respect to depth, growth, and transformation of the discipline;



## **FOR CONSULTATION PURPOSES ONLY**

- d) Surveillance with developments overseas and on the international scene;
- e) Implementations of long-term athlete development planning that is aligned to and integrated to the strategic objectives of the USF.
- f) The hosting of national events and advise on appropriateness of competition rules for the discipline;
- g) Advise on selection criteria for teams.

### **67. Quarterly Meetings of Committees**

The Committees shall meet at least once quarterly, ie at least once every 3 (three) months and shall keep a record of all their discussions. The Committee Chairpersons at the end of every quarter shall prepare and submit a quarterly Report of the Committee's activities to the USF President.

### **68. Absence from Committee Meetings**

Where a member of any Committee has been absent from two consecutive meetings without reasons acceptable to the Committee Chairperson, the Chairperson shall have the right to declare that such a member has forfeited his membership. The USF Executive shall then fill the vacancy.

## **PART X – MEDICAL MATTERS**

### **69. Medical Rules**

#### **69.1 General Principles**

- 1) Athletes are entitled to the same fundamental rights as all patients in their relationships with physicians and health care providers, in particular the right to respect for –
  - a) Their human dignity;
  - b) Their physical and mental integrity
  - c) The protection of their health and safety
  - d) Their self-determination; and
  - e) Their privacy and confidentiality.
- 2) The relationship between athletes, their personal physician, the team physician and other health care providers must be protected and subject to mutual respect. The health and the welfare of athletes must prevail over the sole interest of competition and other economic, legal or political considerations.

#### **69.2 Consent**

- 1) The voluntary and informed consent of the athletes is required for any medical intervention. Consent can be made verbal or written.
- 2) Particular care should be taken to avoid pressures from the entourage (e.g. coach, management, family, etc.) and other athletes, so that

## **FOR CONSULTATION PURPOSES ONLY**

athletes can make fully informed decisions, taking into account the risks associated with practicing a sport with a diagnosed injury or disease.

- 3) Athletes have the right to refuse or to interrupt a medical intervention. The consequences of such a decision must be carefully explained to them.
- 4) Athletes are encouraged to designate a person who can act on their behalf in the event of incapacity. They can also define in writing the way they wish to be treated and give any other instruction they deem necessary.
- 5) With the exception of emergency situations, when athletes are unable to consent personally to a medical intervention, the authorization of their legal representative or of the person designated by the athletes for this purpose is required, after they have received the necessary information. When the legal representative has to give authorization, athletes, whether minors or adults, must nevertheless assent to the medical intervention to the fullest extent of their capacity.
- 6) The consent of the athletes is required for the collection, preservation, analysis and use of any biological sample.
- 7) Refusal to consent to provide a biological sample for doping control purposes is a doping offence subject to punishment in accordance with the FINA Anti-Doping Rules (DC 2.3 and DC 10.3.1.)

### **69.3 Confidentiality and Privacy**

- 1) All information about an athlete's health status, diagnosis, prognosis, treatment, rehabilitation measures and all other personal information shall be kept confidential, even after the death of the athlete.
- 2) Confidential information may be disclosed only if the athlete gives explicit consent thereto, or if the law expressly provides for this. Consent may be presumed when, to the extent necessary for the athlete's treatment, information is disclosed to other health care providers directly involved in his or her health care.
- 3) All identifiable medical data on athletes must be protected. The protection of the data must be appropriate to the manner of their storage. Likewise, biological samples from which identifiable data can be derived must be protected.
- 4) Athletes have the right of access to, and a copy of their complete medical record. Such access should normally exclude data concerning or provided by third parties.
- 5) Athletes have the right to demand the rectification of erroneous medical data.
- 6) An intrusion into the private life of an athlete is permissible only if it is

## **FOR CONSULTATION PURPOSES ONLY**

necessary for diagnosis, treatment and care, and the athlete consents to it, or if it is legally required. Such intrusion is also permissible pursuant to the provisions of the World Anti-Doping Code.

- 7) Any medical intervention must respect privacy. This means that a given intervention may be carried out in the presence of only those persons who are necessary for the intervention, unless the athlete expressly consents or requests otherwise.

### **69.4 Protection/Promotion of the Athlete's Health during Training and Competition**

- 1) A practice constituting any form of physical injury or psychological harm to athletes is not acceptable and will be a violation of these Rules.
- 2) Minimal safety requirements must be defined and applied with a view to protecting the health of the athletes and the public during training and competition.
- 3) USF will take steps to publicize the measures to safeguard the health of the athletes and to minimize the risks of physical injury and psychological harm should be publicized in order to benefit all those concerned.

### **69.5 Fitness to Engage in Aquatics**

- 1) Except when there are symptoms or a significant family medical history, the practice of sport for all does not require undergoing a fitness test. The choice to undergo such a test is the responsibility of the personal physician.
- 2) For competitive sport, athletes may be required to present a medical certificate confirming that there are no apparent contraindications. The fitness test should be based on the latest recognized medical knowledge and performed by a specially trained physician.
- 3) A pre-participation medical test is recommended for high-level athletes. It should be performed under the responsibility of a specially trained physician.

### **69.6 Medical Support**

- 1) Every Member shall put in place guidelines regarding the necessary medical support depending on the nature of sporting activities and the level of competition. These guidelines should address, but not be limited to –
  - a) The medical coverage of training and competition venues and how this is organized;
  - b) The necessary resources (supplies, premises, vehicles, etc.);

## **FOR CONSULTATION PURPOSES ONLY**

- c) The procedures in case of emergencies;
  - d) The system of communication between the medical support services, the organizers and the competent health authorities.
- 2) For every competition held, the host shall ensure the presence on site of at least 2 nurses and a medical kit that should have in it a sucker, oxygen and the other requirements, in order to deal with accidents or any medical emergencies that may occur.
- 3) In the case of a serious incident occurring during training or competition, the USF or the Member conducting the activity will provide the necessary support to those injured, by evacuating them to the competent medical services when needed. The athletes, coaches and persons associated with the sports activity should be informed of those procedures and receive the necessary training for their implementation.
- 4) To reinforce safety in the practice of sports, the USF will put in place a mechanism for data collection with regard to injuries sustained during training or competition. The data will be collected with the consent of those concerned, and shall be treated confidentially and in accordance with the recognized ethical principles of research.

### **PART XI – ANTIDOPING RULES**

#### **70. Anti – Doping Provisions**

##### **70.1 USF Bound by FINA’s Anti – Doping Rules**

- a) The USF is bound to comply with FINA’s Anti-Doping Rules which shall apply to and be binding upon each Member, each participant in any of USF activities or the activities of FINA by virtue of the participant’s membership, accreditation, or participation in FINA, USF, or their activities or competitions.
- b) All FINA Rules including these Anti-Doping Rules shall be deemed as incorporated into these Rules and Regulations, and shall be directly applicable to competitors, competitor support personnel, coaches, physicians, team leaders, and Members, volunteers, personnel and associates.

##### **70.2 Authorization for Conduct of Doping Control by USF Members**

Each Member shall –

- a) Allow FINA and USF or the National Anti-Doping Agency to conduct Doping Control at that the Member’s Championships or any other Competition within the jurisdiction of USF; and
- b) Allow FINA, USF or the National Anti-Doping Agency to conduct

## **FOR CONSULTATION PURPOSES ONLY**

unannounced Testing on any Competitor under that USF's jurisdiction.

### **PART XII – MISCELLANEOUS MATTERS**

#### **71. Facilitation of female participation in the Federation's activities**

71.1 The Federation shall take practical measures to facilitate the participation of girls and women, in Aquatics, administration and all other activities of the Federation.

71.2 In order to foster the participation in Aquatic sports activities and administration, the Federation will ensure that girls and women are not discriminated against or deprived of their rights to participate account of their gender.

#### **72. Child protection measures**

Every Member shall put in place child protection measures to safeguard children against practices that may be detrimental to the welfare, safety and general wellbeing of children. All applicable policies shall be filed with the Federation for record purposes.

#### **73. Matters Not Provided For under the Rules & Regulations**

Matters not provided for in these Regulations shall be decided by the USF Executive Committee, whose decisions shall be final.

#### **74. Amendment of these Rules and Regulations**

These Rules and Regulations may be amended from time to time by the Executive Committee whenever the need arises.

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**Schedule 1**

**Form A**

**Application for Affiliation and Membership (*Regulation 6*)**

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**FOR CONSULTATION PURPOSES ONLY**

**Schedule 2**

**Form B**

**Transfer Notice (*Regulation 24 (3) (b)*)**

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**Schedule 3**

**Sample Code of Conduct for Teams Participating in Outside Events  
(Regulation 29.2 (3))**

DRAFT



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**Schedule 4**

**Form C – Application Form for Technical Officials (Regulation 42)**

DRAFT

**FOR CONSULTATION PURPOSES ONLY**

**Schedule 5**

**Form D – Application Form for Coaches (Regulation 49)**

DRAFT