

# **SEYCHELLES ATHLETICS FEDERATION (SAF)**

**Member of IAAF, CAA, CAA-SR, NSC, SOCGA**



# **CONSTITUTION**

*In force as of 8th February 2014*

**Seychelles Athletics Federation (SAF)**

- First established in 1967

Member of IAAF, CAA, CAA-SR, NSC, SOCGA

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**List of Abbreviations**

- CAA** - Confederation of African Athletics
- CAA-SR**- Confederation of African Athletics – Southern Region
- NSC**- National Sports Council
- SAF**- Seychelles Athletics Federation
- SOCGA**- Seychelles Olympic and Commonwealth Games Association

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**Foreword**

I am pleased to introduce the latest edition of the Seychelles Athletics Federation (SAF) Constitution following necessary amendments to accommodate the decision of the 47<sup>th</sup> Annual General Meeting of 8<sup>th</sup> February 2014.

**Selby Dora**  
**Chairperson**  
**Seychelles Athletics Federation**

**Registration and Amendments Summary**

- *First Publication/ Registration: 1995*
- *First Amendment 1998: Amendment to Section on Voting*
- *Second Amendment 2003: Adoption of Regulations Governing the Setting Up,  
Operation and Management of Clubs.*
- *Third Amendment 2005: Amendment to Article 1A: Name/Title of the Federation*
- *Fourth Amendment 2008: Inclusion of Mandatory Rules & Regulations in line with Article 4.8 (d) of IAAF Constitution (2007 ed) and IAAF letter of 12<sup>th</sup> December 2007.*
- *Fifth Amendment 2009: Inclusion of mandatory section on International Relationships as directed by the IAAF Advisory Board by letter of 12<sup>th</sup> February 2009.*
- *Sixth Amendment 2010: Deletion of NSC Liaison Officer from Article VII (a) Composition and inclusion of 'A Citizen elected as a member of the IAAF Council'.*
- *Seventh Amendment 2011: Inclusion of provisions from the National Sports Council (NSC) as per the content of Circular No.01 of 2010 dated 4<sup>th</sup> March 2010 and approved at the 2010 SAF Annual General Meeting of 5<sup>th</sup> February 2011.*
- *Eighth Amendment, 2014 – Amendment to Article VIII(I)- Annual General Meeting: end of January replaced by end of February as per decision of the 47<sup>th</sup> Annual General Meeting*

### **The Seychelles Athletics Federation- Articles**

#### **I.A NAME OR TITLE**

The Federation shall be named **THE SEYCHELLES ATHLETICS FEDERATION** herein referred to as the “S.A.F”.

#### **I.B PLACE OF BUSINESS**

A bureau to carry out the administration of the SAF shall be established at the National Sports Council Secretariat or at the stadium as may be decided at the Annual General Meeting.

#### **II PURPOSES/OBJECTS**

Within the guidelines laid down by the National Sports Council and the International Association of Athletics Federations the objects of the Federation shall be:

- a) To encourage, promote develop and control amateur athletics in the Republic of Seychelles.
- b) To establish uniform regulations and to improve the management of athletics meetings.
- c) To organize national and international athletics meetings within the Republic of Seychelles.
- d) To select athletes to represent the Republic of Seychelles in international meetings and competitions and to manage any such team of athletes so selected.
- e) To administer courses for the training of athletes, judges, referees, officials and coaches
- f) To affiliate to the International Association of Athletics Federations and any other international bodies as may be deemed appropriate.

### **III(A) MEMBERSHIP**

All regional associations, districts and private clubs promoting amateur athletics, all schools, all military and police units, may affiliate. Written applications for affiliation must be made to the General Secretary.

At the discretion of the Committee, Provisional Memberships shall be permitted. A list of the names and addresses of all affiliated clubs and individual members shall form an appendix to the Annual Report.

### **III (B) CATEGORIES OF MEMBERSHIP**

**FULL MEMBERS** –Open to all Clubs, Education Institutions, Military Units and Regional Associations.

An individual with full member status can fully participate in the activities of the SAF and must be 18 years and over to vote at any meeting and hold office positions under the SAF Constitution.

**PROVISIONAL MEMBER** – Open to any individuals not affiliated to a Club. An individual with provisional member status cannot vote or hold office positions under the SAF Constitution.

**HONORARY MEMBER**- Open to any individual member who has helped promote athletics in the country or any **PAST ATHLETE** who has represented the country at International Competitions.

**MEMBERSHIP THROUGH INTERNATIONAL RELATIONSHIP**- Any citizen of Seychelles elected to the IAAF Council is *de jure* a member of the Council and/or Executive Body of the Seychelles Athletics Federation with full voting rights.

### **III (C) INTERNATIONAL RELATIONSHIP**

The Seychelles Athletics Federation is affiliated to the IAAF (and through the IAAF to the Confederation of African Athletics). The Seychelles Athletics Federation recognises, accepts, applies, observes and abides by the current Constitution, Rules and Regulations of the IAAF and the Confederation of African Athletics, as well as any future amendments. This applies especially to the Anti-Doping rules, the handling of disputes, and relations with Athletes' Representatives.

### **III (D) NATIONAL RELATIONSHIP**

The SAF is affiliated to the National Sports Council, the local National Sports Governing Body and the Local Olympic Committee.

## **IV. FEES & DUES**

The National Committee may propose amounts for subscription for individuals, associations and affiliated clubs.



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Such proposal shall be announced and details circulated one month before the Annual General Meeting.

The proposal must be approved at such an Annual General Meeting by a majority of those present.

### **V.(I) ELECTIONS**

All officers forming the National Committee of the Federation shall be elected at the Annual General Meeting and shall hold office for a period of two (2) years at which time they shall resign from office, provided that the Chairperson shall only re-sign from office at the close of that Annual General Meeting in order to oversee the conduct of the said Annual General Meeting. A resigning officer at the Committee shall be eligible for re-election.

**V.(II)** Where a National Committee has been voted out of office, the out-going committee should remain in official contact with the newly elected National Committee for a period of up to 30 days to ensure the effective handing over of relevant documents and the smooth transition of responsibilities. The handing over should be witnessed by an appropriate representative of the National Sports Council.

### **VI. RESIGNATION AND REMOVAL**

**MEMBERS:** Any member of the Federation may resign and the said resignation shall become effective upon acceptance thereof by the National Committee.

**EXECUTIVE:** Any member of the National Committee who wishes to resign must submit their resignation in writing to the committee 30 days in advance. The said resignation shall become effective upon acceptance thereof by the remaining members of the National Committee.

A committee member may be removed from office by a resolution of the members at a meeting.

A person shall cease to be a Committee member if he is absent from any three (3) consecutive meetings without a valid reason.

### **VII. OFFICERS/NATIONAL COMMITTEE**

#### **(a) Composition**

The Executive Body of this Federation shall be the National Committee. The National Committee shall consist of the following officers:

**CHAIRPERSON**

**GENERAL SECRETARY**

**TREASURER**

**AT LEAST SIX (6) OTHER MEMBERS**

**A CITIZEN WHO IS AN ELECTED MEMBER OF THE IAAF COUNCIL**

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### **(b) DUTIES**

#### **(1) CHAIRPERSON**

The Chairperson shall be the Chief Executive Officer of the Federation and chair all meetings of the Federation, issue the call for regular and special meetings of the National Committee and represent the Federation at any national or international levels if and when so required.

#### **(2) GENERAL SECRETARY**

The General Secretary shall be under the supervision and direction of the chairperson and the National Committee and shall act as liaison officer between the Federation and any other bodies or organizations at district, regional, national or international levels.

- a) The General Secretary shall:  
submit a yearly report on the past year's activities and achievements of the Federation.
- b) have custody and keep and maintain general records of the Federation, including minutes of meetings, attendance, committee appointments, elections, registers etc.
- c) authorize all expenditures and shall not under any circumstances create any indebtedness beyond the current income of the Federation, nor shall it authorize disbursement of federation funds for purposes inconsistent with the business and policy authorized by the Federation members.
- d) shall appoint a bank or banks for the deposit of the funds of this Federation.
- e) invite distinguished individuals to become patron.
- f) develop by-laws for the proper management of the affairs of the Federation.
- g) appoint sub-committees to which the National Committee may delegate any of its powers as it thinks fit; any sub-committee so formed shall in the exercise of the powers so delegated conform to any instructions that may be given to it by the Committee, abiding by the Constitution and by-laws at all times.
- h) co-opt additional members to the committee when required.
- i) formulate the rules of competitions.
- j) on behalf of the Federation, give prizes and any other awards
- k) generally conduct the affairs of the Federation as far these rules can be deemed to apply, and shall make reference to these rules in any case of dispute.

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### **3) TREASURER**

- a) shall receive all monies, from the General Secretary and other wise, and deposit the same in a bank or banks recommended and approved by the National Committee.
- b) All cheques and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the National Committee.
- c) shall prepare and submit on a regular basis, as determined by the National Committee, financial reports.
- d) the committee shall keep proper accounts and records of all financial and related matters of the Federation and the Treasurer shall in respect of each financial year prepare a statement of accounts in such form as the members may from time to time resolve.
- e) Accounts and financial records of the Federation shall be audited by an auditor appointed by the members at the Annual General Meetings.
- f) The audited statements of accounts shall be presented to the Annual General Meeting for its approval.
- g) The records of the proceedings of the committee, and the meetings, the audited accounts of the Federation and the records containing the names of the members shall be open to inspection by members.

### **(4) OTHER MEMBERS**

The Chairperson may assign specific duties to other Committee members.

## **VIII MEETINGS**

### **1. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held before the end of January each year. The following items must be included in the Agenda: (a) Chairperson's Report, (b) General Secretary's Report, (c) Treasurer's Audited Report, (d) Appointment of Auditor, (e) Election of National Committee (every 2 years).

### **2. SPECIAL MEETINGS**

Special meetings of members of the Federation may be called at any time by the National Committee and shall be so called by the Chairperson upon the written request of at least half of the members of the Federation. All members shall be duly informed of the meeting to take place.

**3. NOTICE OF MEETINGS**

Written notice of each annual or special meeting shall be published at least 15 days in advance in the Press. In the case of the Annual General Meeting the notice concerning the meeting shall set forth the place, date and time of the meeting together with an agenda of business to be transacted.

At any Annual General Meeting any business whatsoever that shall be brought before the meeting may be transacted whether or not referred to in the notice of the meeting.

In case of a Special Meeting the notice shall set forth the place, date and time of the meeting and the purpose for which the meeting is being called and the persons issuing or directing the call thereof. At any Special Meeting only such business may be transacted as is specified in the notice thereof.

**4. QUORUM**

At any meeting of the members of the Federation except for the committee meeting the presence in person of the majority of affiliated members who are entitled to vote shall be necessary to constitute a quorum for the transaction of business.

If there shall not be a quorum at any meeting of members, the meeting shall stand adjourned for at least one week. Due notice shall be given in the Press. At the adjourned meeting those present shall constitute a quorum.

**5. VOTING**

At any meeting of members of the Federation, each full member present shall be entitled to one vote.

Except as otherwise stated, all members brought before a duly constituted meeting of members for a vote shall be decided by a majority of those members present at, such meeting and voting thereon.

Voting shall be by secret ballot unless all members present wish it to be by show of hands.

**6. NATIONAL COMMITTEE MEETINGS**

- (v) A simple majority of members of the National Committee shall constitute a quorum for any Committee meetings;
- (v) If for any reason, the National Committee ceases to have at least half of its elected members, an Extra General Meeting shall be called for the election of new members to serve on the Committee for the remainder of the current term of office.

**(v) VOTING**

Each Committee member shall have one vote but the Chairperson shall have an additional and casting vote in the event of an equality of votes. Voting shall be by secret ballot unless all members present wish it to be show of hands.

**(iv) DISSOLUTION OF NATIONAL COMMITTEE**

The Committee cannot dissolve itself. The Committee is automatically dissolved at the end of its 2 year term of office at the end of the Annual General Meeting.

**(v) DUTIES & POWERS**

In addition to those duties and powers, expressed and implied, set forth elsewhere in this Constitution and by-laws, the National Committee shall constitute the executive body of the Federation and shall be responsible for the execution of policies approved by the Federation.

## **IX DOPING CONTROL**

- (a) The SAF and its members shall comply with the IAAF Anti-Doping Rules and Procedural Guidelines and any changes that may be made to them by the IAAF.
- (b) The SAF may conduct in and out-competition doping controls, locally on members under its jurisdiction a report of which will be submitted annually to the IAAF.  
Where such tests are undertaken the SAF will collaborate with the Seychelles Anti-Doping Commission (SADC), a competent national authority to undertake such tests and which is recognised by WADA.
- (c) The IAAF may conduct doping controls at National Championships organised by the Seychelles Athletics Federation.
- (d) The IAAF may conduct unannounced out-of competition testing on athletes who are members of the Seychelles Athletics Federation.
- (e) Compliance to these guidelines and rules is a necessary pre-condition for membership of or affiliation to the Seychelles Athletics Federation.

## **X ATHLETES' REPRESENTATIVES**

- (a) No athlete will be granted the Federation's consent to use an Athlete's Representative, and no Athlete's Representative shall be authorized to act in this capacity, unless a written contract exists between the athlete and his Representative which contains the minimum terms set out in the IAAF Regulations concerning Federation/Athletes' Representatives.

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- (b) Any athlete who uses an unauthorized representative may be subject to sanctions in accordance with IAAF Rules and Regulations.

### **XI DISPUTES**

- (a) Disputes Involving Athletes, Athletes Support Personnel and other Persons

All disputes involving athletes, athlete support personnel or other persons under the Federation's jurisdiction, however arising, whether doping or non-doping related shall be submitted to a hearing before the relevant hearing body constituted or otherwise authorised by the Federation. Such a hearing shall respect the following principles- a timely hearing before a fair and impartial hearing body, the right of the individual to be informed of the charge against him, the right to present evidence, including the right to call and question witnesses, the right to be represented by legal counsel and an interpreter (at the individual's expense) and a timely and reasoned decision in writing. Where such disputes arise in a non-disciplinary context, the relevant hearing body shall be constituted as an arbitration panel.

- (b) Disputes between the Federation and other Federations/or the IAAF

All disputes between the Federation and other Federations or the IAAF shall be referred to the IAAF Council. The Council shall determine a procedure for the adjudication of the dispute depending on the circumstances of the case in question

### **XII EMBLEMS, COLOUR, FISCAL YEAR**

- (a) The National Committee shall have the power to select an emblem and colour to be used on letter heads and badges. Such colours or emblems shall be presented to the members at the Annual General Meeting. Any objections to the choice made by the National Committee shall be made in writing within 14 days following the said general meeting.
- (b) The fiscal year of this Federation shall be 1<sup>st</sup> January through 31<sup>st</sup> December.

### **XIII AMENDMENTS**

- (a) No amendment or addition to these rules can be effected except at a General Meeting, and notice of such proposed addition or alternation shall be given fourteen (14) days prior to such meeting. Any decision to amend the rules will require a two-thirds majority of at least three-fifth of the voting members.
- (b) A General Meeting may not be necessary to amend these rules where the need to make amendments results from a directive from the IAAF and where the intended amendments have been communicated in writing to registered clubs at least fourteen (14) days prior to undertaking the amendments.

### XIV DISSOLUTION

The members may, subject to the laws of Seychelles dissolve the Federation.

### XV BY-LAWS

- (1) No officer or member of this Federation shall use his or her membership as a means of furthering any personal, political, or other aspirations, nor shall the Federation, as a whole take part in any movement not in keeping with its purposes and objects.
- (2) From time to time **Special Committees** may be appointed as may be necessary in the judgment of the National Committee.
  - iii) All such committees shall consist of a Chairperson and as many members as shall be considered necessary. The chairperson of any such sub-committee shall preferably be a member of the National Committee.
  - iv) The chairperson of the National Committee shall be an ex-officio member of all Committees.
  - v) Each Committee, through its Chairperson shall report, in writing, each month to the National Committee.
- iv) Any member of the National Committee or of any sub-committees who fails to attend 3 consecutive meetings of such Committee, after being properly informed of the time and place of those meetings, will be asked in writing to resign from these Committees, unless a valid reason is given for the absences from meetings. If no resignation is received by the National Committee within a period of 3 weeks the member concerned will be assumed to have resigned in abstencia.
- (j) The National Committee shall also act as the Chief Disciplinary Body for the Federation and may ask athletes, officials, or coaches who have acted or behaved in a manner unacceptable to the normally accepted behaviour or who have knowingly or unknowingly committed to serious offence under the IAAF or SAF rules, to attend special disciplinary meetings.

The person concerned will be informed in writing of the offence and must be given every writing.

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The following committees may be appointed by the National Committee.

- a) Coaches Committee
- b) Officials Committee
- c) Finance Committee
- d) National Athletes Committee
- e) Competitions Committee
- f) Equipment/Facilities Committee
- g) International Cooperation Committee
- h) Publicity/Promotion Committee
- i) Technical Committee
- j) Women's Committee



**REGULATIONS**

**REGULATIONS GOVERNING THE SETTING UP, OPERATION AND MANAGEMENT OF CLUBS**

*(Adopted at the 2003 Annual General Meeting held on February 2004)*

**1.0 Definition**

*Taking into consideration the Sport Act and the Federation's Constitution an Athletics Club is defined as;*

*Any group of persons who organize themselves for the purpose of the development and promotion of athletics and has amongst other things shown proof that they have;*

- *a management team of not less than five (5) members.*
- *registered athletes in at least fifty percent (50%) of the age-groups recognized by the National Committee in any given year. A minimum of ten (10) registered athletes of any of the age-groups recognized by the National Committee in any given year.*

**2.0 Objectives**

*The main objectives of the regulations/guidelines are to;*

- a) *further consolidate the development of the club structure under the Federation.*
- b) *better define the parameters of operations of clubs so as to facilitate communication and working understanding between the National Committee and club management.*

**3.0 Eligibility for Club Membership**

*Club membership shall be opened to all nationalities residing in Seychelles.*

**4.0 Internal Regulations**

*Clubs are encouraged to develop their own written internal regulations taking into consideration the principles of the Federation's Constitution.*

**5.0 Uniforms and Numbers**

*Clubs shall use uniforms and numbers recognized by the National Committee.*

**6.0 Insurance of Club Members**

*Management of clubs should take appropriate steps to ensure that their members are appropriately covered.*

### **7.0 Frequency of Registration and Fees**

- b) Athletics Clubs will register annually with the National Committee as per established procedures.*
- b) An annual fee approved by at the Federation annual meetings will be paid upon registration.*

### **8.0 Information on Club Membership**

- a) Clubs will submit membership update every six (6) weeks as per established format.*
- b) New members must register at least two (2) days before a competition's deadline.*

### **9.0 Transfer of Athletes – Conditions, Time and Procedures**

- a) Transfer from club to club will be undertaken through the National Committee as per established procedures.*
- b) Transfer possibilities should as far as possible be for athletes in the 16 years and over category.*
- c) Transfers are to be initiated at the end of a given season and the process should be completed before the official start of the following season unless agreement has been reached by the clubs involved in the transfer negotiations.*

### **10.0 Collaboration Between Educational Institutions and Clubs**

*In order to better capitalize on the existing zoning\grouping structure, clubs should collaborate with existing secondary schools and their satellite primary schools for the purpose of athletics club development.*

### **11.0 Eligibility to Vote at Annual Meetings**

- a) Members of a registered club will be eligible to vote at annual meetings under the following circumstances.*
  - the representatives are 18 years and above.*
  - the club has during the year participated in 50% or more of the competitions organized by the National Committee.*

**12.0 National Committee Assistance to Clubs**

*Clubs will as far as possible be assisted through the following means;*

- a) assistance of club members who form part of the Athletics National Selection Team.*
- b) access to subsidized items and other related services.*
- c) part-funding of specific projects*
- d) guidance and training in the area of administration/management and other related issues.*

**13.0 Club Responsibilities vis-a vis the National Committee**

- a) Club management has a responsibility to release athletes who meet the qualifying standards, to train with the National Team Coaches and to represent the country as a member of the National Selection Team.*
- b) Club management may under special circumstances be asked to contribute towards major National Committee activities such as the Annual General Meeting etc.*

**14.0 Sanctions**

- a) Where considered necessary, Athletics Clubs will be sanctioned using existing structures under the Constitution.*
- b) Where a club is sanctioned through suspension;*
  - i) the club shall forfeit its right to participate in official events of the Federation during the period of suspension.*
  - ii) athletes belonging to the club may participate in activities in an individual capacity.*

