

INTERNAL RULES OF RWANDA AQUATICS FEDERATION (RAF)



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CHAPTER ONE: MEMBERS OF THE FEDERATION

Article 1: Introduction, Mission, Vision and core values

In 2000, the Rwanda Aquatics Clubs established; FEDERATION RWANDAISE DE NATATION AMATEUR (FRNA), in a bid to legalize the organization, on 20/01/2016 at the Amahoro Stadium in Remera Sector, Gasabo District, Kigali City, the name was changed to the "RWANDA AQUATICS FEDERATION (RAF)", the General Assembly of 29/09/2024 approved the amendment to the Rules of the Rwanda Aquatics Federation, which was amended as follows:

MISSION

To promote and develop Aquatic sports in Rwanda to international competitive standards.

VISION

To inspire and enable Rwandan athletes achieve excellence in Aquatic sports. To connect and to promote economic and social values of Aquatic activities to health and well-being of the Rwandan community.

CORE VALUES:

- TEAM SPIRIT
- DETERMINED TO WIN
- FAIR PLAY
- DIVERSITY

ARTICLE 2: DEFINITIONS

The following terms are defined as follows:

1. **The General Assembly:** The supreme organ of the organization.
2. **The Organization:** Aquatic Club organization recognize by RAF as its member.
3. **AFRICA AQUATICS:** The African Confederation of Aquatics Federation.
4. **Club:** Member of the Aquatics organization (which is itself a member of the RAF).
5. **Executive Committee:** The governing body of the RAF.
6. **Confederation:** A group of Federations recognized by WORLD AQUATICS located on the same continent or in the same region of the world.
7. **RAF:** Rwanda Aquatics Federation
8. **WORLD AQUATICS:** International Federation governing all Aquatics Federations on a World level.
9. **Aquatic games:** The game that controlled internationally by WORLD AQUATICS and complies with WORLD AQUATICS rules

- 10. Player:** Any Athlete who is registered in the Club recognized by RAF.
- 11. Member:** Individual or group member approved by the RAF General Assembly.
- 12. Director:** Any person in charge, in the commission, referee, coach, player organizer and anyone in charge of technical, medical and management in WORLD AQUATICS, in AFRICA AQUATICS, in the Federation, in the swimming club or in the team.
- 13. TAS / CAS (Court of Arbitration for Sport):** The Court of Arbitration for Sport located in Lausanne (Switzerland).
- 14. Arbitration Court:** The Independent Court of Arbitration settles disputes instead of the ordinary state court.
- 15. Ordinary Courts:** State Courts resolve disputes issues in the State and in Public Relations.
- 16. WADA (World Anti-Doping Agency):** International Agency for the Control and fight of Drugs in Sports

ARTICLE 3: Main Objectives

The organization aims to:

- 1.** Promote sports, Good Relationships and Physical Education, Leadership and Coordination of Organizations Committed to Promote Aquatic sports in Rwanda in Swimming, Open water, Synchronized Swimming, Diving and High Diving, Water Polo, It is made possible by the use of lakes, rivers, swimming Pools and natural ponds.
- 2.** Comply with the rules set by the International Olympic Committee (IOC), AFRICA AQUATICS and the WORLD AQUATICS in compliance with the Olympic charter and the promotion of Olympic values;
- 3.** To comply with and implement decisions and directives of WORLD AQUATICS, notably of the Congress, the Bureau the Executive, Judicial Panels.
- 4.** To organize national team and to organize national and international competitions, as well as training for all categories of beneficiaries of Aquatic sports.
- 5.** To plan and participate in activities aimed at training Rwandans at all levels in health care, anti-doping, anti-disaster and anti-discrimination through Aquatic Sports.
- 6.** To support and strengthen the friendship, mutual support between the members of the Aquatics Federation and others.
- 7.** To manage its affairs independently without any influence of third parties but in collaboration with Rwanda Ministry in charge of Sport and any other institution

8. To Participate in international competitions of WORLD AQUATICS and AFRICA AQUATICS and other approved by RAF
9. To Control the aquatics on the entire territory of Rwanda.
10. Ensure that members comply with the laws, regulations and decisions of AFRICA AQUATICS, and WORLD AQUATICS.

ARTICLE 4: Rules of the game

1. WORLD AQUATICS is the only recognized body in the world which governs Aquatics internationally
2. All WORLD AQUATICS Rules including Anti-Doping Rules deemed as incorporated into RAF Rules and are directly applicable to RAF and are agreed to and will be followed by competitors, competitor support personnel, coaches, physicians, trainers, managers, officials, medical or paramedical personnel, team leaders, club and National Federation representatives under the jurisdiction of RAF
3. The rules of Aquatics Sports of WORLD AQUATICS are enforced by the RAF and all its members.

ARTICLE 5: Institutional and Rwanda Aquatics Administrative Behavior

The RAF institutions and authorities comply with and adhere to the WORLD AQUATICS constitution, regulations, decisions and integrity Unit when they are in their responsibilities.

ARTICLE 6: Members of the Federation

The Rwanda Aquatics Federation is made up of Organizations that have signed the present constitution and other organizations that will join it later after approval of the general Assembly; these organizations attend the meeting and have the power to vote and to be elected. These organizations are:

- a) Aquatic clubs
- e) Any other organization for the purpose of promoting Aquatic Sports with the approval of the General Assembly.

ARTICLE 7: Honorary Members

The Rwanda Aquatics Federation may have honorary members. Honorary members are all physical and moral persons whom the General Assembly will give that title in recognition of their special and appreciable services rendered to the Federation. They attend the General Assembly but with no right to vote.

ARTICLE 8: Membership

In order for an Organization/Club to be a Member it must meet the following requirements:

1. An application addressed to the President of the Federation
Application for membership shall be accompanied by:
2. A copy of notarized constitution and internal rules of the applicant and a certificate of its legal status provided by RGB.
3. The Minutes of the General Meeting of the Founders of the Organization.
4. The list of names, IDs and signatures of the founder members of the Organization
5. The Declaration of the Presidential and Vice Presidential certifying that they legally represent the Organization
6. Document of consent to comply with and implement the RAF, AFRICA AQUATICS and WORLD AQUATICS Rules, as well as directives and decisions of the WORLD AQUATICS and AFRICA AQUATICS bodies and the Executive Committees decisions of the RAF
7. The list of players their age and contract signed with the Club (In the contract, the under age are represented by persons having parental authority over them)
8. Determine the coach and training venue.
9. Determine the Action Plan
10. The schedule for Practices
11. Acceptance of Contribution to the RAF and all other requirements of the Rwandan Non-Governmental Organizations Act.
12. Demonstrate the results of the three-month period between the members of the organization at the end of each month.
13. Present the List of Committee Members as follows:

(i) Executive Committee

- President
- Vice-President-
- Secretary-
- Treasurer

(ii) Other Committees

- Members of the Dispute Resolution Committee
- Members of the Audit Committee

(iii) Others

- General Coach
- Captain

Article 9: Rights of Members

RAF members has the following rights:

1. To attend the Rwanda Aquatics Federation General Assembly, to be notified in advance the agenda of the General Assembly, to be invited in the general assembly at the appropriate time and to vote in the general assembly.
2. To provide the agenda items which may be discussed in the General Assembly meeting.
3. To provide the candidates in all RAF elections;
4. To be informed the RAF performance through the Executive Committee;
5. Participating in competitions and sports activities led by the RAF;
6. Exercise all other rights arising from the rules and regulations of the RAF.
7. The exercise of this right complies with the provisions of RAF Constitution and of this regulations.

Article 10: Obligations of RAF Members

RAF members have the following obligations:

1. To comply on a regular basis with rules, regulations and decisions of AFRICA AQUATICS and WORLD AQUATICS and to ensure that its members comply with it.
2. To participate in the elections of RAF organs.
3. Participate in competitions and other sports activities run by the RAF;
4. To pay contributions.
5. To ensure that their own constitution and rules comply at all times with the WORLD AQUATICS, AFRICA AQUATICS and RAF Rules and to amend them as may be necessary for Compliance
6. to insert in their constitution a provision to the effect that in case of inconsistency between the Member's constitution and/or rules and WORLD AQUATICS Rules, the latter shall prevail
7. To comply with and implement decisions and directives of WORLD AQUATICS, notably of the Congress, the Bureau the Executive, Judicial Panels (including CAS decisions confirming the same) at all time.
8. to include within its constitution a provision, which allows out-of-competition doping control by WORLD AQUATICS,
9. Notify to RAF all decisions to suspend a coach or player member of the Club.
10. Notify the RAF of any changes in the constitution and regulations, in the executive committee or any other officials authorized to make decisions on behalf of the organization;
11. Having a membership register which must always be updated in case of exit or entry;
12. Violation of this obligations by one of the members shall result in the imposition of penalties provided by the rules and regulations of the RAF.

Article 11: Teams of Private Institutions

AQUATIC clubs of other Institutions with other Legal personality, their membership are granted by the Executive Committee and approved by the General Assembly. They are represented at the General Assembly meeting by the person in charge of swimming sport in the institution, but shall not have right to vote.

CHAPTER TWO: INSTITUTIONS AND FUNCTIONS OF THE FEDERATION

1. GENERAL ASSEMBLY

Article 12: Meetings of the General Assembly

The General Assembly is the main body of the Federation. It meets twice a year. or any other time for extraordinary sessions whenever necessary at the request of the President, or at the request of 1/3 of its members.

ARTICLE 13: Representation in the General Assembly

At the meeting of the General Assembly, each Organization is represented by the President or the Vice President. If both are unable to attend the Organization is represented by a member of the committee of the Organization with a letter of authorization from the management of the Organization. More than one person may represent the organization at the request of the Executive Committee of the Organization.

Athlete's commission, Medical commission, Technical commission, are represented in General Assembly of Rwanda Aquatics Federation but with no right to vote.

At the General Assembly, honorary members may be invited. They attend the General Assembly meeting but with no right to vote.

ARTICLE 14: Functioning of the general Assembly meeting

The general Assembly meeting shall be held as follows:

1. Invitation to the representatives of the Organizations shall be made at least fifteen (15 days) before the meeting, together with the agenda and report of Previous General meeting;
2. May be held in person, online or by another means of communication
3. Ensure that the required number is complete, for the meeting to begin (2/3 of the attendees) and to ensure that all participants are eligible;
4. Initiation of meetings, carried out by the Legal Representative or his/her assistant.
5. Indicate the content of the agenda, including reading and approving the minutes of the recent meeting;

ARTICLE 15: Minutes of the meeting of the General Assembly

The minutes of the meetings of the General Assembly are signed by the president and secretary of the Federation. The minutes shall be submitted within 15 days to present members and to those who invited and fail to attend. The minutes are submitted also to the Minister of Sports, the President of the Rwanda National Olympics and Sports Committee (CNOSR), the WORLD AQUATICS and AFRICA AQUATICS.

ARTICLE 16: Resolutions coming into force

The decisions taken at the meeting shall come into force after the time fixed by meeting.

ARTICLE 17: Candidates

Candidates to the Executive Committee of the Federation shall meet the following requirements:

1. To be a Rwandan or a foreigner living or working in Rwanda.
2. To be a member of an Organization recognized by RAF and support by it.
3. Having experience in swimming and support it
4. Being at least 18 years old and is honest.
5. To have at least a bachelor's degree;
6. To have moral integrity;
7. Not have been definitively sentenced to imprisonment for a term equal to or exceeding six (6) months; and has not been rehabilitated.
8. The fact that he has not been suspended by the competent authority of RAF, AFRICA AQUATICS or WORLD AQUATICS.

ARTICLE 18: The conduct of election in General Assembly

The elections to the General Assembly may be held in three ways in accordance with the purpose:

1. Raise a hand
2. Write in secret
3. Line behind the candidates

Voting for the Executive Committee is carried out in secret by writing. Every eligible member must have one vote. In case of parity of votes, the president's vote counts double.

ARTICLE 19: The Electoral Commission

The Electoral Commission is the body responsible for the preparation and conduct of the elections of the members of the Executive Committee of the Organization, consisting of:

- President
- Vice-President
- Secretary

1. The members of the Electoral Commission shall be appointed by the General Assembly before the election to which they are entrusted with the task of drafting the Electoral Regulations, which shall be approved by the General Assembly. Members of the Electoral Commission are not allowed to run for office.
2. Letters of those who wish to run for office shall be submitted to electoral commission, seven days before the election.
3. Candidates for an election are bound with RAF, AFRICA AQUATICS and WORLD AQUATICS constitution and rules
4. They preside over the elections and announce their votes before the General Assembly immediately after they are counted.
5. The votes are counted publicly.
6. WORLD AQUATICS Bureau Members shall have a voting right in the bureau and the general assembly of RAF.

Article 20: The Election procedure

The procedure for the election of members of the RAF Executive Committee is determined by the Electoral Code.

Elections of the members of the Executive Committee may not be held or without the presence of 2/3 of the members of the General Assembly.

Article 21: Term of the Executive Committee

The Executive Committee is elected for a term of 4 years which can be renewed only twice.

CHAPTER THREE: RESPONSIBILITIES OF THE COMMITTEES AND ITS MEMBERS

Article 22: Executive Committee

The Executive Committee consists of:

- The President
- The First Vice President
- The Second Vice President
- The Secretary General
- The treasurer General

ARTICLE 23: Responsibilities of the Executive Committee

The Executive Committee has the following responsibilities:

1. To fulfill all the statutory responsibilities of the Organization in addition to:
2. To coordinate all the activities of the Federation.
3. Assisting its members in the field of governance and technics.
4. Encouraging its member organizations to constantly think about how to implement the objectives of their constitution.

5. Meet every month in regular meetings and convene whenever necessary in extraordinary meetings.
6. To convene a regular General Meeting every six months and extraordinary whenever necessary.
7. To fail to attend the meeting three times in a row without cause, is subject to the penalties provided for in these laws.
8. To notify to AFRICA AQUATICS and WORLD AQUATICS the dates and the location of the General Assembly meeting in accordance with AFRICA AQUATICS and WORLD AQUATICS Rules
9. To provide to AFRICA AQUATICS and WORLD AQUATICS the minutes of the General Assembly Meeting as provided for by AFRICA AQUATICS and WORLD AQUATICS Rules.
10. To comply and ensure that members comply with the laws, regulations and decisions of AFRICA AQUATICS, and World Aquatics.

ARTICLE 24: Responsibilities of members of the committee

1. President

1. To direct and coordinate all activities of the Federation
2. To represent legally the federation
3. Convene and presiding over the meetings of the general assembly.
4. To convene and to chair the meetings of the Executive Committee.
5. Ensure that RAF, AFRICA AQUATICS and WORLD AQUATICS rules are complied with.

2. First Vice President

1. Replace the President in his/her absence;
2. Support the President in his day-to-day work;
3. Conduct promotional activities of the Federation.
4. Increasing resources and look for donors.
5. Uniting members of Federation and promote collaboration with other federations and organizations

3. Second Vice President

1. Replace the President and Vice President in their absence.
2. Monitor the performance of the Organizations members and their teams
3. Monitoring the training and competition
4. Monitoring the infrastructure and ensuring that the venue is competitive.

4. Secretary General

1. Monitoring the day-to-day activities of the Organization
2. Monitoring the smooth running of the Secretariat and that of keeping the records
3. Taking the minutes of the General Assembly and the Executive Committee
4. Preparing of all the documents before submitting them to the President for signature

5. Collaborate with the President to prepare a meeting to determine the topics of the agenda.
6. Get to know the members and prepare their cards.
7. Monitor archives, DVDs and photos,
8. Monitor media

5. The Treasurer

1. Manages the Fund's assets on a daily basis and makes a report.
2. Performs all accounting functions;
3. Receives all Federation's revenue;
4. Prepare an annual draft budget and submit it to the General Assembly for approval;
5. Prepare the annual expenditure report and submit it to the Executive Committee.

6. Other Directors

1. Technical Director

1. Developing the national or international Aquatic sports programs
2. Selecting national Team athletes to participate in international competitions in conjunction with the head coach and submitting them to the Executive Committee for approval.
3. Preparation and follow-up of training activities in RAF Clubs.
4. Detect talents in young Athletes and their development.
5. Monitor the coaches of each Organization member
6. Preparation of National and International Competitions
7. Reporting to the President of RAF

2. Administrative Assistant

1. General Office Support
2. Document Management
3. Office Organization and Maintenance
4. Communication and Coordination
5. Financial and Budgetary Support
6. Continuous Improvement of the federation activities
7. Reporting to the President of RAF

ARTICLE 25: Responsibilities of Members of Other Organs

1. Conflict Resolution Organ

The Conflict Resolution Organ is the body responsible for resolving all disputes arising in the national non-Governmental organization among its members or among its organs.

The Organ of conflict resolution is composed of three members: The President, the Vice President and the Secretary, elected by the General Assembly of effective members or chosen among non-members who accept responsibilities on the approval by the General Assembly, for a term of four years, renewable twice.

Members of the Dispute Resolution committee decide on a two-thirds majority of its members. In case the procedure fails, the concerned party may file the case to the competent Rwandan court of justice.

Conflict resolution have the following duties;

☐ Mediation and Arbitration

- Facilitate negotiations and act as mediators between conflicting parties.

☐ Investigating Complaints

- Conduct impartial investigations into complaints lodged by stakeholders.

☐ Handling Disciplinary Cases in RAF

- Address breaches of conduct and apply appropriate sanctions.

☐ Ensuring Compliance with Regulations

- Ensure adherence to federation statutes, bylaws, and ethical guidelines.

☐ Appeals Management

- Hear and review appeals against decisions made by the federation.

☐ Promoting Fair Play and Ethics

- Advocate for transparency, fair play, and ethical behavior.

☐ Preventing Conflicts

- Proactively identify and prevent potential sources of conflict.

☐ Collaboration with Other Bodies

2. Audit Committee

The Audit Committee is the body responsible for regularly monitoring the Rwanda Aquatics Federation financial management and other assets of the Organization. Consists of a three-member committee elected by the General Assembly. It may resort to other private auditors who are not members of the organization when deemed necessary. Without any form of displacement, they have access to books and accounts records of the organization. They provide the report to the General Assembly.

3. Other Commission

1. The Technical Committee

The Technical Committee consists of three (3) Officials elected by their general assembly who may be invited to the meeting of the Assembly but with no right to vote.

The Commission is also responsible for assisting in the appointment of new officials, and for providing all advice on refereeing.

2. The Medical Commission

The Medical Commission shall consist of three (3) professional physicians elected by the General Assembly. The Commission is responsible for treating the players, to advise the Executive Committee on the well-being of the players, and to advise them whenever necessary in making decisions on the health of the player.

3. The Athletes Commission

The Athletes commission consists of the Athletes from all clubs members, they are elected by their peers, they have responsibility of providing advice on the development of the aquatics sport, represent the commission in the Executive board and in General Assembly. They are responsible for the well-being and advocacy of the RAF Athletes from different clubs.

CHAPTER FOUR: ATHLETES

The player must have an Organization or club recognized by RAF.

ARTICLE 26: Some of the rules governing the athletes.

1. Each athlete must have a card with a photo, his/her name, the name of the Club, its validity and with the signature of the general secretary of the RAF.
2. Each athlete must have a contract with his or her Club or team, and it notified to RAF.
3. Athlete who leaves the Club less than a year, he/she explains to the RAF the valid reasonable ground for his or her resignation. Whether it is unrealistic he/she shall punished.
4. No player is allowed to correspond with the RAF or negotiate with it when his/her Club does not know. Normally that should be done by his/her team or the Club.

CHAPTER FIVE: Competitions

There are two types of competitions: National competitions and international competitions.

ARTICLE 27: National competitions

1. The national competitions are organized by the Rwanda Aquatics Federation according to the annual schedule. Each team or each organization has the right to organize its own competition but is notified to the RAF and does not interfere with the RAF schedule.
2. The organization or team invited to the competition during the year, and fail to participate without a notification of the obstacles that prevent it from participating, shall

be temporarily suspended in all activities of the club including participation in competitions, trainings, national and international meetings.

3. A participant in a national competition must have a national Minima set annually.

4. A national competition is held in accordance with WORLD AQUATICS Rules. Competitions can be held in accordance with the specific rules depending on the capabilities available.

5. Each Team prepares at least a two-month trial and the results are submitted to the technical management of the National Federation.

ARTICLE 28: International Competition

An athlete participating in an International Competition must be recommended by his or her Club, approved by the Rwanda Aquatics, and must meet the following requirements:

1. He/she has the best behavior

2. Being more skilled than others measured by personal best times.

3. The fact that he demonstrates the constant progress in the trials that occur every two months in his/her club.

4. The fact that he has a minima offered by WORLD AQUATICS related to the upcoming tournament, anyone who approaches those minima may be allowed to participate but it is agreed upon by the Executive Committee.

5. The fact that he has not missed out on the annual tournament organized by the RAF before the forthcoming tournament is being prepared.

6. A Rwandan player who trains outside Rwanda, may be sent to the competition depending on his/her progress shown.

CHAPTER SIX: PROPERTY

Article 29: Source of Property

RAF's property consists of members' contributions, proceeds from the competition organized by the Organization, grants, and donations from AFRICA AQUATICS, WORLD AQUATICS and any other Sponsors

ARTICLE 30: The amount of the contribution

1. The contribution of the member is fifty thousand Rwandan francs (50 000frw) per annum, the amount of which may be paid in two installments but not later than the third month of each year.
2. The contribution of a person who is not in the Organization or any other interested group is thirty thousand francs (30,000 Frw).

ARTICLE 31: Jurisdiction of the Treasury

The assets of the Organization are administered by the President in conjunction with the Treasurer. The assets are presented to the General Assembly at its regular meetings.

ARTICLE 32: Withdrawals of the Fund

The Federation shall have an official bank account in the name of RAF and the withdrawal of the funds of the Organization is carried out by the following persons:

1. President;
2. The First Vice-President
3. The second vice President
4. Any other person approved by the Executive Committee.

Two of them are the ones who can sign jointly on the check or the receipt.

CHAPTER SEVEN: PENALTIES

Article 33: Penalties

1° Penalties are imposed on the Organization, officials and players in the event of misconduct:

1. Oral warning in public formal meeting
2. Written warning
3. Written reprimand
4. Fine
5. Temporary Suspension
6. Permanent expulsion.

2 ° It shall be punished by non-participation in the meetings of the RAF, non-participation in national and international competitions or trainings, deprivation of the right to vote and suspension, suspension of office in the country, the organization:

1. Which does not have the documents referred to in Article 8
2. Which does not convene statutory meetings.
3. Which does not contribute to the National Federation.
4. Conducting competitions without notice to the National Federation;
5. Having players without a contract.
6. Not using elections and meetings under its constitution;
7. which does not conduct statutory elections;
8. which does not prepare Trials in two months.
9. Which did not participate twice the competition organized by the National Federation for no reason

CHAPTER EIGHT: WORLD AQUATICS PROVISIONS

Article 34: Compliance

Everyone who is governed by this law is required to abide by it.

Article 35: What is not provided for in the regulations?

What is not provided for in the regulations or the Statute shall be resolved by the resolutions of the General Assembly, in accordance with WORLD AQUATICS and AFRICA AQUATICS Rules.

ARTICLE 36: Coming into force

These Rules shall come into force after the approval of the General Assembly.

Done at Kigali, on 29/09/2024

Cynthia MUNYANA
President
Rwanda Aquatics Federation



Florentine UMUTONIWASE
General Secretary
Rwannda Aquatics Federation

