



VANUATU AQUATICS FEDERATION

CONSTITUTION & REGULATIONS

ARTICLE 1 : NAME

The name of the association shall be Vanuatu Aquatics Federation (VAF).

ARTICLE 2 : FINA

VAF recognises that the Federation Internationale de Natation (FINA) is the only body, which governs swimming, open water swimming, diving, water polo, synchronised swimming, Masters programme/activity (hereinafter referred as "Aquatics"), internationally and inclusive of all activities recognised by FINA.

VAF will comply with, and act according to, all the decisions, Rules and Regulations taken by the FINA Congress and the FINA Bureau.

VAF acknowledges that if and when there is a conflict between its constitution and that of FINA, FINA Rules will prevail.

ARTICLE 3 : OBJECTIVES

The objectives of VAF shall be:-

- a. To promote and encourage the sports of aquatics and the teaching thereof throughout Vanuatu without distinction between persons for reason of race, colour, creed or politics.
- b. To co-ordinate and foster the activities of swimming clubs in Vanuatu.
- c. To affiliate with and recognise FINA Rules and regulations regarding aquatics competitions.

- d. To regulate and promote all aspects of competitive swimming in Vanuatu and to provide a uniform set of rules for the conduct of all swimming competitions in Vanuatu.
- e. To establish the criteria for the selection of swimmers to represent Vanuatu in international swimming competitions and to select and send those eligible within such criteria.
- f. To affiliate with the Vanuatu Association of Sports and National Olympic Committee, Oceania Swimming Association and FINA.
- g. To actively promote the elimination of the use of prohibited substances and techniques from the sport of aquatics in Vanuatu, and to impose sanctions on members committing doping offences.
- h. To manage its affairs independently and not be influenced by third parties.

ARTICLE 4: MEMBERSHIP

The following shall be members of VAF and will remain so, as long as they shall continue to abide by any rules and bylaws of the club or association to which they belong and of VAF

- a. All clubs affiliated to VAF.
- b. No individual club member shall have any right to take part in the management of the affairs of the VAF except by the delegates of his Club or Association or as hereafter provided.

ARTICLE 5: CLUBS

A club will only be recognised by VAF if, upon application, it is granted affiliation to VAF.

A club will be eligible to be recognised by VAF if upon application it can demonstrate that it:

Has a membership of at least 10 fee-paying members, 5 of whom must be registered swimmers

Has adopted a Constitution agreeing to be subject to and observing the rules, bylaws and directions of FINA and VAF.

Has adopted rules providing for its agreement to meet its financial obligations under these rules, including payment of annual subscriptions, competition levies and swimmer registration fees to VAF.

Has ensured that all its members have, as condition of membership, signed agreement to the Vanuatu Aquatics Federation Code of Conduct as set out in Appendix 1

The affiliation of any club to VAF shall operate as an agreement binding such club and all of its members to abide by the rules and bylaws of FINA and VAF and to accept and enforce all decisions and directions made by the Club and by VAF.

A Member of a Club, who does any act, or omits to do any act, which brings the sport of aquatics into disrepute, or who violates any rule, bylaw or policy of FINA, VAF, his/her Club, shall render such violating club and/or member(s) liable to be fined, interimly suspended, suspended or expelled by the Board. If any Member or Club is fined, suspended or expelled by the board of VAF, the Member or Club shall have a right of appeal to the Board.



A club that knowingly arranges its affairs such that it fails to pay VAF income, fees or levies as they fall due, will be liable for disaffiliation or suspension. During any period of suspension of any club, swimmers who remain members of that club will be ineligible to compete in events conducted under the rules of VAF.

ARTICLE 6: FEES

The board of VAF shall prior to the commencement of its financial year set a membership fee for members and clubs payable to it by each member and notify all Clubs of the amount of such fee.

All Clubs shall remit to VAF a list of the names and addresses of the members of their clubs as at the 30th day of November in each year.

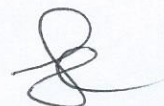
A member will be ineligible to compete in any swimming competitions conducted by any Club, or VAF if he/she has not paid to his/her club all club fees within 14 days of the dates they fall due.

If any club fails to pay membership fees collected from members to VAF, the Board may suspend the club or member until such fees are paid and/or impose any penalty as determined by the Board for such non-payment.

ARTICLE 7: BOARD

For the proper management of the affairs of VAF there shall be a Board consisting of:-

- a. A Patron:-
It shall be competent for members attending an Annual General Meeting by majority decision to invite a leading member of the community to become a Patron of VAF. The Patron shall be a nominated at the AGM by the board.
- b. The following Officers who will become the designated board members:-
 - i. A President
 - ii. A Secretary General
 - iii. A Treasurer
 - iv. A Technical Development Manager
 - v. A Marketing and Sponsorship Manager
 - vi. FINA Bureau Members in Vanuatu, if any
- c. Delegates
Each member Club and Association shall be entitled to appoint one (1) delegate who shall become member of the Board of VAF during the tenure of their nominations.
A delegate may only represent one Club or association and shall have full voting rights of the respective Club
- d. Swimmers' Delegate
VAF registered clubs shall be entitled to provide nominations for one (1) 'Swimmer's Delegate' to the Board. Nominees are to have had a minimum of 2 years experience participating in international swimming meets. The Board will vote for the successful nominee in accordance with Rule 9



ARTICLE 8: POWERS

The powers of VAF board are:

- a. To make or adopt such rules, bylaws and resolutions as are necessary for the efficient administration of aquatics in Vanuatu.
- b. To prescribe fees payable by Members
- c. To purchase, sell, lease, exchange or otherwise deal with property (whether personal or real)
- d. To borrow and/or give security or undertakings for any borrowings, and to lend, either with or without security, where such borrowings or loans are conducive to the attainment of the objects of VAF
- e. To employ staff, engage contractors or enter into engagements with providers of services
- f. To affiliate with any organization whose objects are compatible with those of VAF.
- g. To discipline any Member or Club who transgresses these rules or the rules of FINA in accordance with Appendix 2 'Enforcement of the Vanuatu Aquatics Federation Code of Conduct'
- h. To grant awards and bestow honors.
- i. To delegate such of these powers as it may deem appropriate from time to time
- j. To do or cause to be done any action which is conducive to the attainment of the objects of VAF.

ARTICLE 09: ELECTION OF OFFICERS

- a. The term of office of the elected officers of the board is 4 years, renewable once.
- b. Nominations for the Officers of the Board of VAF shall be in writing and must be signed by both the nominator and nominee and must reach all members of the board at least three days before the date fixed for the Annual General Meeting.
- c. If for any reason whatsoever no nominations be received for all or any of the offices, it shall be competent for the Annual General Meeting if it sees fit, to fill any office for which no nominations have been received. Where the number of nominations is greater than the number of offices to be filled, a secret ballot shall be held.
- d. The elections of officers will be held in an AGM with secret ballot.

ARTICLE 10: BOARD MEETING

- a. The Board shall meet no less than four times per year and more frequently if it shall so decide and at such places as it shall from time to time decide.
- b. At every meeting of the Board the President, if he/she is present, shall be Chairman or in his absence, the Secretary General or any member chosen by the meeting shall be Chairman.



- c. The quorum for a meeting of the Board shall be 3 out of 5 designated officers as per Article 8B. Should a quorum not be met, a second meeting can be set for a period of within 7 days. Postponed meeting can take valid decisions irrespective of the number of officers present.
- d. In the event of the office of the President becoming vacant during the year, the Board shall be competent to elect one of the other members to the office of President.
- e. The Board may replace any member ceasing to be a member of the Board by appointing a person in his place until the end of the term of office of the person to be replaced.
- f. Proxies shall not be accepted at Board meetings.
- g. An officer shall automatically vacate his/her seat if he/she fails to attend without good cause four consecutive meetings of the Committee.

ARTICLE 11: MANAGEMENT

The affairs of VAF shall be conducted by the Board who shall meet to:-

- a. Manage the finances of VAF and to ensure that proper books of account are maintained.
- b. Appoint such sub-committees as may be necessary or desirable and to fix their terms of reference. Such sub-committees shall consist of no less than two persons and shall report to the Board from time to time as required.
- c. Summon and conduct meetings of VAF during the National Championships, if any and to appoint officials thereto.
- d. Draw up and publish a list of technical officials competent to carry out the duties of referees, starters, judges, time keepers and timing judges, diving, referees, judges and recorders and water polo referees. VAF shall have the power to remove the name of any official appointed who is subsequently considered incompetent to fulfil the duties.
- e. Maintain a register of Vanuatu records, and
- f. Take such other steps, as may be considered necessary or desirable to carry into effect the objects of the Association.

ARTICLE 12: FINANCIAL ADMINISTRATION

- a. The control and investment of the funds and all other property of VAF shall be in the hands of the Board.
- b. All monies due to VAF shall be paid to the Treasurer who shall deposit the same in a bank to the credit of the Association. All disbursements shall be made by cheque signed by the Treasurer and the President or such other officer as the Board shall authorise. All disbursements shall be authorised or confirmed by a Minute of the Board.
- c. The financial year of VAF shall be the calendar year.



- d. For each financial year, the Treasurer shall establish a statement of accounts. These annual accounts shall be audited by a Certified Public Accountant.

ARTICLE 13: ANNUAL GENERAL MEETING

VAF shall hold the Annual General Meeting not later than 30 November each year

- a. The business of the Annual General Meeting shall be:-
- i. To receive the report of the Board and review the activities of VAF and to plan future policy.
 - ii. To receive the audited accounts for the previous year and consider the financial position.
 - iii. To elect where required the President, Secretary General and Treasurer.
 - iv. To consider motions, if any, of which due notice had been given.
 - v. To appoint an Auditor who shall examine the annual returns prepared by the Treasurer and verify the same with the accounts and vouchers relating thereto and shall issue his usual auditor's certificate.
 - vi. To consider any other business as the Chairman may permit.
- b. Clubs shall be competent to substitute a delegate should this become necessary provided the Secretary has been notified prior to the Board meeting, and that the delegate be a financial member of the Club concerned.
- c. The quorum for an AGM shall be 5. If the required quorum is achieved at the beginning of the AGM, the meeting will be continued until the end of the agenda regardless the attendance afterwards. If the quorum is not reached at the time of the AGM, the meeting shall be postponed for seven days. In this case the General Secretary shall inform all the members of the new date at least 3 days before the postponed AGM. The postponed AGM can take valid decisions irrespective of the members present. The agenda of the postponed AGM shall be the same that the one of the first convening.
- d. All votes will be held by secret ballot.
- e. If the number of votes passed for and against a motion is equal then the President shall have a second or casting vote.
- f. Only financial members of VAF or their delegates will be entitled to vote at a General Assembly
- g. To notify FINA of the dates and the location of the elections, and to provide the minutes of its congress to FINA no later than 60 days after conclusion of the congress.

ARTICLE 14: SPECIAL GENERAL MEETING

The Secretary General shall convene a Special General Meeting which shall be open to all financial members on receiving a petition setting forth the objects of such meeting signed by not less than 50% of affiliated clubs. Only such business as that for which the meeting was convened shall be discussed.



ARTICLE 15: AMENDMENTS OF THE CONSTITUTION

Any amendment to the Constitution rules shall be made at an Annual General Meeting or Special General Meeting of VAF and shall be in accordance with the following provisions:-

- a. Notice of the intended amendment is given in writing to the Secretary General at least 21 days prior to the Meeting at which the proposed change is to be considered.
- b. Written notice has been given to all financial members that the proposed amendment to the Constitution is to be considered at the Meeting.
- c. 75% of those attending the Meeting vote in favour of the amendment.
- d. VAF must seek approval of the FINA bureau for any change of name and/or constitution before such changes are valid

ARTICLE 16: RIGHT TO COMPETE

A swimmer will only be eligible to take part in competitions organised by any club, association of VAF if his /her club is a member of VAF and has paid membership fees.

ARTICLE 17: VANUATU RECORDS

To be eligible to hold a Vanuatu record, a swimmer must both be a member of an affiliated VAF club and a Ni-Vanuatu.

“Ni-Vanuatu” means any member who has been a member of VAF affiliated club for at least six months and who is a Vanuatu citizen.

VAF shall maintain a register of all Vanuatu long-course and short-course individual and regional relay records.

Vanuatu records will only be accepted when times are recorded by automatic timing or semi-automatic timing in the event of an automatic timing system malfunction or when three certified stopwatches are used, and shall be recognized to 100th (one hundredth) of a second. Swimmers will be recognized as joint holders of the record when more than one has the same time.

The distances for Vanuatu individual and relay records and age-group records for males and females shall be:

Long Course & Short Course Open & Age Group Records

- 50m – FR, BK, BR, FL
- 100m – FR, BK, BR, FL
- 200m – FR, BK, BR, FL, IM
- 400m – FR, IM
- 800m – FR
- 1500m – FR
- 4 x 50m MED
- 4 x 50m FR
- 4 x 100m MED
- 4 x 100 FR

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Short Course Open & Age Group Record
100m - IM

Vanuatu age group records will be recognized for males and females in yearly ages as follows 10 years and under, 11 - 12 years, 13 - 14 years, 15 -16 years, 17 years and over. Age will be determined as at the date of the swim.

A swimmer may establish a record for an intermediate distance within an individual record distance. The swimmer must successfully complete the entire distance for the record to be accepted.

The first swimmer in a relay event may establish a record for an individual record distance. The individual performance shall not be nullified by any team disqualifications for violations after the record is achieved.

ARTICLE 18: INTERNATIONAL REPRESENTATION

To represent Vanuatu at either the Olympic or Commonwealth Games any swimmer must be a member of VAF affiliated club and fulfill the eligibility requirements as from time to time are promulgated by the Vanuatu Association of Sports and National Olympic Committee.

To represent Vanuatu at any other international swimming competition any swimmer must be a member of VAF and fulfill the eligibility requirements as from time to time are promulgated by FINA.

ARTICLE 19: DOPING

Any member of VAF, competitors, competitor support personnel, coaches, physicians, trainers, managers, officials, medical or paramedical personnel, team leaders and member and VAF representatives under the jurisdiction of VAF agrees as a condition of such membership to:

- Comply with the Anti - Doping Rules set out by FINA.
- Submit to doping control testing, including out-of-competition doping control, when requested to do so by VAF, FINA, and any other testing agency or body duly authorized by any of them to undertake doping control testing on their behalf.

ARTICLE 20: WINDING UP

VAF may be wound up at either an annual general meeting or a special general meeting if a resolution to so wind up is passed by a majority of at least 75% of those present and entitled to vote.

If, in the event of VAF being wound up or dissolved, there remains after the satisfaction and discharge of all debts, liabilities and obligations, any property or assets, the same shall be given or transferred to an association or organization having objects similar to VAF.

Adopted at the Annual General Meeting of Vanuatu Aquatics Federation held at Port Vila, Vanuatu on 19 November 2014.

Ivan Oswald *Frank Viva*

Nancy Miyake

LEISONG KALSONG

JENNIFER ELISIBA

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Clare Foots

APPENDIX 1

CODE OF CONDUCT

This Code of Conduct shall apply to all Vanuatu Aquatics Federation Members and persons participating in or connected to VAF activities

The following requirements must be met in regard to your conduct;

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service and performance.
- Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution, Regulations, Policies and Procedures of VAF and FINA.
- Abide by the Sports Anti - Doping Policy
- Understand the possible consequences of breaching the VAF Code of Conduct.
- Immediately report any breaches of VAF members to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others
- Refrain from any form of victimisation towards others
- Provide a safe environment for the conduct of the activity in accordance with relevant VAF policy.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- To not provide comment to any media on behalf of Vanuatu Aquatics Federation.
- To not speak to any media in a negative way regarding Vanuatu Aquatics Federation.
- Never act in any way that may bring disrepute or disgrace to VAF members, its stakeholders and/or its sponsors, potential sponsors and/or partners.

Vanuatu Aquatics Federation expects all members, supporters, advisors, staff and associates of VAF to abide by a Code of Conduct that upholds the principles and values of the organization and the VAF Member Protection Policy. Members should recognize that at all times they have a responsibility to a duty of care to all VAF members.

In addition a **Team Manager will:**

- Agree to abide by the code of conduct.
- Be responsible for the overall welfare and well being of team members and officials when travelling with a team.



- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Maintain a 'duty of care' towards team members and be accountable for the management of the team.
- Have a sound working knowledge of VAF Constitution, Regulations, and Policies, and ensure that the conduct of the affairs of the team is in accordance with these and or any other policies and guidelines determined by VAF.
- Foster a collaborative approach to the management of the team.

Teacher / Coach will:

Agree to abide by the code of conduct

Respect the rights, dignity and worth of every individual athlete as a human being

- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Maintain high standards of integrity
- Operate within the rules of your sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance enhancing substances.
- Do not disclose any confidential information relating to their athletes without written prior consent.

Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching

- All athletes are deserving of equal attention and opportunities
- Ensure the athlete's time spent with you is a positive experience
- Be fair, considerate and honest with athletes
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

Professional responsibilities

- Display high standards in your language, manner, punctuality, preparation and presentation
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.

- You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.

Make a commitment to providing a quality service to your athletes

- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records

Provide a safe environment for training and competition

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Show concern and caution toward sick and injured athletes
- Allow further participation in training and competition only when appropriate
- Encourage athletes to seek medical advice when required
- Provide a modified training program where appropriate
- Maintain the same interest and support toward sick and injured athletes

Protect your athletes from any form of personal abuse

- Refrain from any form of verbal, physical and emotional abuse towards your athletes.
- Refrain from any form of sexual and racial harassment, racial vilification and harassment on the grounds of disability.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes from other sources while in their care.

Swimmer will:

- Agree to abide by the code of conduct.
- Never argue with or verbally abuse an official. Always use the appropriate rules and guidelines to resolve a dispute.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.

- Conduct yourself in a sportsman-like manner and respect fellow swimmers, coaches, managers, staff, officials and the achievement of opponents.
- Do not bully or take an unfair advantage of another competitor.
- Cooperate with your coach, manager team mates and opponents.
- Refrain from possessing, consuming prohibited substances while in VAF camps or on tours.
- Do not consume or purchase alcohol and tobacco while in VAF camps or on Tours without the agreement of the Team Manager and Head Coach.
- Comply with training, competition, curfew and behaviour requirements directed by VAF, while in camp or on tours.

Technical Official will:

- Agree to abide by the code of conduct.
- Be consistent objective and courteous when making decisions.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Compliment and encourage all participants.
- Condemn unsporting behavior and promote respect for all opponents.
- Emphasize the spirit of competition rather than the errors.
- Encourage and promote rule changes, which will make the participation more enjoyable.
- Be a good sport yourself.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all your people a 'fair go' regardless of their gender, ability, cultural background or religion.

Member, Administrator, Associate will:

- Agree to abide by the code of conduct.
- Be fair, considerate and honest with others.
- Be professional in all actions. Ensure language, presentation, manner and punctuality reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Maintain a safe environment for others.

Parent/ Guardian will:

- Agree to abide by the code of conduct.
- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.

- Never ridicule or yell at a child for making a mistake losing a competition.
- Remember that children learn best by example.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for coaches, officials and administrators.

Any breach of the Code of Conduct, or any part of it, may result in disciplinary action under the VAF Constitution, Regulations and policies.



APPENDIX 2

ENFORCEMENT OF THE VANUATU AQUATICS FEDERATION CODE OF CONDUCT (refer Appendix 1)

The Code of Conduct Committee shall be elected by the Vanuatu Aquatics Federation Board. Four positions shall be elected by the Board and a fifth shall be appointed by the Vanuatu Aquatics Federation President. The first four positions may be Board Members or non-Board Members. Each candidate for a position on the Ethics Code of Conduct Committee must have a minimum 2 years experience as a Vanuatu Aquatics Federation Member.

Responsibilities of the Code of Conduct Committee shall be:

- Receive and investigate complaints pertaining to conduct among the members of Vanuatu Aquatics Federation.
- Develop procedures to ensure the individual's right to due process is protected at all times.
- Develop within the due process system, a series of outcomes for those members found in violation of the Vanuatu Aquatics Federation code of conduct. These may vary in degree, from a letter of caution to permanent revocation of membership and/ or coaching accreditation.
- Deliver said penalties in such cases as might be necessary to protect the integrity of our membership.

DUE PROCESS

Definition: Due Process is the procedure that ensures that if a Vanuatu Aquatics Federation member is charged with a code of conduct violation, their rights are protected in this following manner.

- They receive notice, in writing, of those specific offences with which they are charged.
- They have an opportunity to represent themselves, and reasonable period of time to prepare a response.
- They have the right to legal counsel if they wish it.
- They have a right to a hearing before an objective body, (the Vanuatu Aquatics Federation Code of Conduct Committee) at a specific time that will allow them full opportunity to present their position.
- They receive notice, in writing, of how to appeal any decision.

PROCEDURES

The following are the general procedures for reporting a violation of Vanuatu Aquatics Federation's Code of Conduct.

- 1 Any member of the public or member of Vanuatu Aquatics Federation may bring charges against a member of Vanuatu Aquatics Federation. In the case of criminally charged offences, the Association itself will be considered the complainant.
- 2 Code of Conduct complaints brought by one Vanuatu Aquatics Federation against another that are found to be essentially of a spurious nature, will itself be considered to be a very serious breach of professional conduct, and will be considered by Vanuatu Aquatics Federation's Code of Conduct Committee. This is meant specifically to prevent "nuisance" complaints, or issues arising from personal animosity.
- 3 A code of conduct complaint must be brought to the attention of the Code of Conduct Committee in writing by the complainant.
- 4 A preliminary evaluation of the nature of the complaint will be conducted by the Chairman of the Code of Conduct Committee or the President of Vanuatu Aquatics Federation. If the complaint is found to represent a potential code of conduct violation it is immediately sent to the full Committee. Notification of specific charges is sent in writing to the member so accused. An invitation to respond is included,



with a reasonable time frame set for the accused to present a written response. It is possible that the initial screening process may determine that no code of conduct violation has occurred. If so, the chairman of the Code of Conduct Committee will so inform the complainant.

- 5 Following a reasonable opportunity for a written response, the Committee may choose to:
 - 5.1 Accept the response provided by the accused, taking no further action. Notification must be given to the complainant
 - 5.2 Propose disciplinary action likely to be accepted by the accused. The accused member is notified and may accept the proposal or may insist upon a full hearing
 - 5.3 Schedule a full hearing of the complaint before a Code of Conduct Committee. In this case, a full written explanation of the hearing process will be provided to the accused within fifteen days of receipt of a request for a hearing.
- 6 Should the accused party wish to appeal, such appeal request must be submitted to the Secretary General of Vanuatu Aquatics Federation. The appeal board will consist of all members of Vanuatu Aquatics Federation's Executive.
 - 6.1 The appeal will be heard at the next regularly scheduled meeting of the Vanuatu Aquatics Federation Board, or
 - 6.2 The appeal will be heard at a special meeting of the Vanuatu Aquatics Federation Executive called for that purpose. Any member of the Code of Conduct Committee, who is also a member of the Executive, shall be excused from this appeal process.
- 7 The Code of Conduct Committee will present an annual summary report to the Vanuatu Aquatics Federation Board, outlining all disciplinary matters

AUTHORITY OF THE CODE OF CONDUCT COMMITTEE

In the case of a decision that a Code of Conduct violation has occurred, the Committee may impose penalty(s) from among the following options:

- 1 A letter to all members giving the position of Vanuatu Aquatics Federation with regard to the complaint.
- 2 A letter of reprimand directly to the offending Vanuatu Aquatics Federation member.
- 3 A letter of reprimand to the offending Vanuatu Aquatics Federation member, with copies to the club to which that member is registered
- 4 Permanent letter in the file of the offending Vanuatu Aquatics Federation member, to become a part of that member's permanent record.
- 5 Temporary suspension of Vanuatu Aquatics Federation Membership for a defined period of time.
- 6 Membership probation, in lieu of suspension, on such terms as the Vanuatu Aquatics Federation Board may designate.
- 7 Indefinite suspension of Vanuatu Aquatics Federation membership, to be reviewed annually by the Code of Conduct Committee.



APPENDIX 3

VANUATU SWIMMING RECORDS

Vanuatu Swim Venues

1) LONG COURSE OR 50 M POOLS

- a) TBD

Facilities

- a) Must be surveyed with a Vanuatu Aquatics Federation approval Certificate to meet FINA standards.(Refer FINA Handbook. Rules and Regulations FR 2. Swimming Pools).
- b) Electronic Timing must be to International FINA standard.
- c) Manual time keeping method for recording times must be approved by Vanuatu Aquatics Federation under FINA conditions.

2) SHORT COURSE OR 25 M POOLS

- a) TBD

Facilities

The same Vanuatu Aquatics Federation Regulations apply to Short course or 25 m pools as half Olympic Pools.

3) TYPES OF RECORDS

- a) International

Olympic Games Records set at Olympic Games can only be broken at Olympic Games.

- b) World Records

Can be broken at Olympics Games, World Champs or any competition that is approved or sanctioned by FINA

4) VANUATU SWIMMING RECORDS - Open and Age Group

- a) National Record This record represents the fastest time swum by a Ni-Vanuatu Citizen anywhere in Vanuatu, provided that they are registered Vanuatu Swimmers eligible to compete and achieving an official time in accordance with Vanuatu Aquatics Federation Certification. Records set can only be broken at National Championships sanctioned by Vanuatu Aquatics Federation in Vanuatu.

- b) Open Record This record represents the fastest time swum by anyone anywhere and can be set and broken at any time or venue approved by Vanuatu Swimming Aquatics Federation by Vanuatu Aquatics Federation Registered Swimmers.

- c) Club Records can be set and broken at club meets at their Club Pool. Record keeping should meet the minimum standards set by Vanuatu Aquatics Federation for the number of time keepers and competition distances. EVENTS are the Club's prerogative.





2nd March 2015

Amendment to the Vanuatu Aquatics Federation Constitution

Article 10: Board Meetings

1. Insert:
10.h Members must be informed including agenda 7 days prior of any board meeting
2. Insert
10.i Changes or additions to the agenda may be requested by a member within 3 days of any meeting

Explanatory Note

These amendments were made to bring the Vanuatu Aquatics Federation Constitution in line with FINA's National Federation Constitution Procedures and Compliance.

As agreed on the 2nd of March 2015 by the following members of the Vanuatu Aquatics Federation