

AQUATICS SPORTS ASSOCIATION OF TRINIDAD AND TOBAGO (ASATT)

CONSTITUTION



Adopted and Ratified by

on

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In this Constitution, the terms that follow have the following meanings unless the contrary intention appears:

Aquatics sports	All sports disciplines governed by World Aquatics, including Swimming, Open Water Swimming, Diving, High Diving, Water Polo, Artistic Swimming, Masters, and any other discipline that World Aquatics may govern from time to time.
The Association	The 'Aquatics Sports Association of Trinidad & Tobago' also called 'ASATT.'
Athlete	A person (i) who is taking part in aquatics competitions and events at a national or international level, organised in accordance with this Constitution, World Aquatics Rules and regulations of World Aquatics Members or affiliated entities, and (ii) who is registered by their respective club.
ByLaws	The bylaws of the Association, as approved by the Ordinary Congress, include all amendments, alterations, and re-enactments.
Calendar Year	January to December of the particular year.
Club	Anybody of individuals duly constituted and affiliated with the Association and such body participates in Aquatics.
Congress	Ordinary Congress shall comprise each Ordinary Member's Executive Board and delegates.
Congress Meeting	Any meeting of the Congress
Delegate	The person designated from time to time by the Club/team to represent and participate in Congress meetings.

Executive Board	The elected Officers of The Association as constituted by the Constitution consist of ten (10) members - the President, the 1 st Vice President, 2 nd Vice President, 3 rd Vice President, the Honorary General Secretary, the Honorary Treasurer, the Assistant Secretary/Treasurer, the Community Relations Office, Marketing and Promotion Officer and one Member elected from Ordinary Membership.
Financial Member	A member who has fully paid the annual membership fees for that fiscal year
Member	A National Body recognised by ASATT, in accordance with Article 9 of this Constitution.
National Representative Teams	Any National Team selected and ratified by the Congress of the ASATT to represent the Association.
Officers	The elected Executive Members of the Board as constituted by the Constitution.
Officials	Includes all team and or game officials.
Rules and Regulations	This means any rules and regulations made in accordance with this Constitution and includes all amendments, alterations, and re-enactments thereof.
Sanctioned Event	Any Local, Continental or International Event organised or sanctioned by The Association.
Unsanctioned Event	Is an Event that is not a Sanctioned Event

1.0 NAME, HEADQUARTERS, LEGAL FORM

- 1.1 The name of the Association shall be the AQUATICS SPORTS ASSOCIATION OF TRINIDAD AND TOBAGO (ASATT) (hereinafter called "The Association"). It shall have its headquarters in the National Aquatic Centre in Balmain Couva or at such other place in Trinidad and Tobago as may be decided by a resolution passed by a two-thirds majority of those present and entitled to vote at an Extraordinary Congress of the Association of which not less than seven (7) days notice in writing shall have been given to all members of the Association.
- 1.2 The abbreviation "ASATT" may be used in all official communications, correspondence, symbols or representation of the Association, and its colours shall be Red, White, and Black.
- 1.3 The logo of The Association is:



- 1.4 "ASATT, as the National Governing Body for aquatic sports in Trinidad and Tobago, hereby affirms its commitment to managing its affairs independently and without any undue influence from third parties or government(s), except for the recognised authority of World Aquatics. ASATT operates as a non-profit organisation duly incorporated under the Companies Act 1995 and registered under section 8 of Trinidad and Tobago's Non-Profit Organizations Act 2019.

ASATT maintains full autonomy over its operations and strategic decisions and shall not permit any interference or control by the Government of Trinidad and Tobago in executing its mandate as the National Federation for Aquatic Sports. This commitment is in accordance with Article 7 i) of the World Aquatics Constitution, which emphasises the obligation of Members to uphold their independence from external influences in their management."

2.0 OBJECTIVES

- 2.1 The objectives of The Association are:
- a) To promote, develop and be the governing body for Aquatics in Trinidad and Tobago;
 - b) To secure the representation of national teams on the local, regional, and international stages of athletic participation;
 - c) To act in good faith to ensure the sustainability of The Association, its standards, and reputation;
 - d) To act for the benefit of its members and athletes;

- e) To promote mutual trust and confidence between The Association and its members in pursuing these objectives;
- f) To support and maintain the ideals and objectives of the Olympic Movement;
- g) To promote and encourage the development of aquatic sports in Trinidad and Tobago;
- h) To draw up, publish and enforce uniform rules for controlling and regulating aquatic sports in the Republic of Trinidad and Tobago. Wherever practicable, these shall conform with the rules of World Aquatics and other bodies with which The Association is affiliated;
- i) To provide aquatic sporting opportunities for athletes of all age groups, both sexes or disabilities and at all levels of local and international competition;
- j) To define rules under which National Records can be established and recognised in accordance with accepted World Aquatics guidelines;
- k) To sanction, facilitate and regulate all International, National, and other aquatic sporting competitions held in Trinidad and Tobago and to approve and regulate the dates and arrangements. Additionally, to sanction the participation of registered athletes at sanctioned meets held overseas;
- l) To foster and maintain cordial relationships with sporting groups and other bodies locally and overseas whose aims and objectives are similar to those of The Association;
To select and ratify national teams in aquatic sports and, whenever necessary, to submit its selections to the Trinidad and Tobago Olympic Committee or other national sporting bodies;
- m) To ensure any subvention for the Government of Trinidad and Tobago or any other affiliated body be used for the sole purpose of its request and nothing else but the request;
- n) In aid of the objectives mentioned above, to solicit, apply for, receive, hold, raise and disburse grants, bequests, endowments, and other funds and to operate exclusively for charitable purposes and to employ such staff and contract for the services of such other personnel as may be necessary to purchase, lease, acquire, or provide for such facilities, materials and equipment as are necessary and appropriate;
- o) To borrow and raise such monies as the Association may think fit for the promotion of the objects of the Association and to give security for such loans as may be required by any lending institution;
- p) To Pursue such sponsorship and marketing opportunities as are appropriate to further these objectives;
- q) To formulate or adopt and implement appropriate policies on discipline, sexual harassment, equal opportunity, anti-doping, illegal betting, child protection, health and safety and other matters that may arise as issues to be addressed in aquatic sports;
- r) Formulating a comprehensive protocol to ensure the safety of the minors and athletes under its jurisdiction and which engages parents, athletes, officials, and personnel in a safe system of endeavour;

- s) To foster and promote aquatic sports among all communities in Trinidad and Tobago and to support the growth and development of aquatic sports at all levels and
- t) To provide continued professional development and access to courses for coaches, technical officials, administration, and volunteers;

2.2 The Executive Board may develop and promulgate policies concerning the foregoing objectives and in relation to Anti-Doping, Anti-Corruption, Fair Play, and Non-Discrimination.

3.0 EQUALITY AND NON-DISCRIMINATION

3.1 The Association is neutral in matters of party politics and religion.

3.2 Discrimination of any kind against a private person or group of people on account of race, skin colour, ethnic, national, or social origin, gender, language, religion, political opinion, disability, sexual orientation or any other status is strictly prohibited.

4.0 POWERS

4.1 The supreme authority of The Association shall be vested in the Congress, which shall comprise the Executive Board and two delegates of each Financial Member.

4.2 The Association's Powers shall include but shall not be limited to the following powers in furtherance of its objectives:

- a) Define the rules governing eligibility for the aquatic sporting disciplines;
- b) Raise funds for the activities of The Association by all available legal and reasonable means, including fees, levies and subscriptions, royalties, sponsorships, and the licensing or assignment of commercial and other rights;
- c) Impose such fees and levies as may be determined by Congress from time to time;
- d) Implement rules and regulations for the Conduct of competitions;
- e) Implement rules and regulations for the resolution of disputes, disagreements, or misconduct concerning the affairs of The Association and aquatic sports;
- f) Exercise jurisdiction over all Members in all matters of aquatic sports, including investigation of complaints made to The Association, and the power to discipline, expel, suspend, disqualify or otherwise deal with Members;
- g) Employ, on such conditions as may be appropriate, any competent individual or individuals to supervise, organise and further the work of The Association;
- h) Terminate the employment of any employee and pay to them and any other persons for services rendered to The Association such fees, salaries, wages, gratuities, and bonuses as may be thought fit or in keeping with any established contract; Pay remuneration or disburse stipends to any official or employee who performs services for or on behalf of The Association, provided that no payment or income shall be made to any honorary official or Member of Congress other than payment for expenses incurred on behalf of The Association;

- i) Appoint from time to time, with or without remuneration, agents, attorneys, or any persons under power of attorney;
- j) Purchase, take on leases or otherwise acquire any property or other rights and privileges deemed necessary for the promotion of its objectives and construct, maintain and alter any buildings or premises necessary for the work of The Association;
- k) Sell, let, mortgage, dispose of all or any of the property or assets of The Association;
- l) Invest the funds of The Association in or on such investments, securities or property as may be thought fit by and as directed by the General Congress, subject to any conditions as may for the time be imposed or required by law; and
- m) Take such lawful action as is necessary or desirable to attain the objectives of the Association.

5.0 EXECUTIVE BOARD

- 5.1 The Executive Board shall comprise of the following persons elected at the Annual Congress:
- a) President;
 - b) 1st Vice President;
 - c) 2nd Vice President;
 - d) 3rd Vice President;
 - e) General Secretary;
 - f) Treasurer;
 - g) Assistant Secretary/Treasurer;
 - h) Community Relations Officer;
 - i) Marketing and Promotion Officer; and
- 5.2 One Ordinary Member. Officers of the Executive Board shall be drawn from Ordinary Membership only and be eligible for re-election but shall not hold office for more than two terms.
- 5.3 A term of office for Executive Officers shall be four (4) years.
- 5.4 Upon the convening of the inaugural Ordinary Congress Meeting, all Officers of the Executive Board shall assume their respective offices, effective from that date.
- 5.5 There shall be no election of Officers during the First and Second Annual Congress Meetings of the Association, which are scheduled to take place in November of the First and Second year, respectively, as these meetings are considered part of the inaugural Ordinary meeting.
- 5.6 Only the following offices shall be declared vacant at the Third Annual Congress Meeting held after the Association's inaugural meeting: 2nd Vice President, 3rd Vice President, Honorary Treasurer, Assistant Secretary/Treasurer, and one elected member. Elections shall be conducted for these positions.
- 5.7 During the Fourth Annual Congress Meeting, held after the Association's inaugural meeting, the following offices shall be declared vacant: President, 1st Vice President, General Secretary, Community Relations Officer, Marketing, and Promotion Officer. Elections shall be held to fill these positions.

- 5.8 Each Officer of the Executive Board shall hold office from the fourteenth day after the date on which that Officer was elected to a date 14 days after the next Annual Congress at which elections for that office are held.
- 5.9 Nominations for positions on the Executive Board must be received in writing using The Association's Nomination form by hand or email to the General Secretary 14 days before the date of the Annual Congress.
- 5.10 Each nomination shall be proposed by an Ordinary Member and seconded by another Financial Member, as defined in the text of this Constitution. Nominees are required to confirm their acceptance to serve before their candidacy is considered.
- 5.11 **Voting Process**
- a) All elections for the Executive Board shall be conducted by secret ballot:
 - b) Each Ordinary Member present at the Annual Congress shall be entitled to two votes:
 - c) Voting may be conducted in person, electronically, or by any other means deemed appropriate by the Executive Board:
- 5.12 **Majority Required for Election**
- a) To be elected to an office on the Executive Board, a candidate must receive a simple majority of the votes cast:
 - b) A simple majority shall be defined as more than 50% of the valid votes cast:
- 5.13 Blank votes or absences shall not be considered in calculating the total votes cast. Only valid votes in favour of candidates shall be counted to determine the election results.
- 5.14 **Procedure in Case of a Draw**
- a) In the event of a draw between candidates for any office, a run-off election shall be held between the tied candidates:
 - b) The run-off election shall be conducted immediately following the initial election, and the tied candidates shall be the only contenders in the run-off:
- 5.15 The Association shall ensure that the election process is transparent and widely publicised to all Members. The General Secretary shall be responsible for providing timely and accurate information regarding the election, including the nomination process, voting procedures, and critical dates, through appropriate communication channels such as official announcements, newsletters, or the Association's website:
- 5.16 **The General Congress has delegated the following powers and functions to the Executive Board:**
- a) The day-to-day running of The Association;
 - b) Raise funds for the activities of The Association by all available legal and reasonable means, including fees, levies and subscriptions, royalties, sponsorships, and the licensing or assignment of commercial and other rights;

- c) Employ, on such conditions as may be appropriate, any competent individual or individuals to supervise, organise and further the objectives of The Association;
- d) Terminate the employment of any employee and pay to them and any other persons for services rendered to The Association such fees, salaries, wages, gratuities, and bonuses as may be thought fit or in keeping with any established contract;
- e) Pay remuneration or disburse stipends to any official or employee who performs services for or on behalf of The Association, provided that no payment or income shall be made to any honorary official or Member of Congress other than payment for expenses incurred on behalf of The Association;
- f) Appoint from time to time, with or without remuneration, agents, attorneys, or any persons under power of attorney;
- g) Take such lawful action as is necessary or desirable for the attainment of the objectives of The Association;
- h) Impose such fees and levies as may be determined by General Congress from time to time;
- i) Implement rules and regulations for the Conduct of competitions;
- j) Arrange and provide for the holding of courses, meetings, lectures, and classes targeted to the development of its Officers, Officials and Coaches to promote the development of Aquatics within Trinidad and Tobago and to arrange Aquatic clinics to promote the practice of Aquatics in schools;
- k) Facilitate the arrangements of international, regional and local championships to facilitate the approval of persons who would represent The Association at formal external events and to facilitate the payment of expenses of players and officials taking part therein;
- l) Procure to be written or made, printed and published or to circulate gratuitously or otherwise, reports, periodicals, books, films, pictures and instructional matter of any kind dealing with the sport of Aquatics instructional matter of any kind dealing with the sport of Aquatics;
- m) Define the status of Aquatic Athletes and deal with any abuses in the sport of Aquatics;
- n) Manage and conduct the affairs of the Executive Board and The Association and
- o) To present to the quarterly Ordinary Congress Meeting reports on its activities and facilitate ratification of business arising requiring same.
- p) Appoint Committees and Commissions in accordance with Article 5.15 of this Constitution.

- 5.17 Executive Board Meetings shall be held a minimum of once every month and convened by the General Secretary or, in that Officer's absence, the Assistant General Secretary/Treasurer.
- 5.18 Seven (7) days' written notice shall be given for meetings of the Executive Board.
- 5.19 The quorum for all meetings of the Executive Board shall be a minimum of five (5) members (50%) comprising the President and any four members.
- 5.20 The Executive Board shall have the power to invite anyone to attend and/or speak but not vote at any Executive Board Meeting.
- 5.21 The General Secretary shall record and confirm the minutes of every such meeting.
- 5.22 Any officer who, without reasonable cause, fails to attend three consecutive meetings of the Executive Board shall be deemed to have resigned.
- 5.23 The Executive Board shall have the power to fill any vacancy arising between Annual Congress Meetings.
- 5.24 The voting powers at an Executive Board Meeting shall be:
- a) Each Executive Board Member is only entitled to one (1) vote;
 - b) Unless otherwise stated in this Constitution, decisions by the Executive Board are made on vote by a Simple Majority and
 - c) In a hung decision, the President shall have a casting vote.

6.0 COMMITTEES & COMMISSIONS

- 6.1 The Association's nine(9) committees & commissions will be as follows:
- a) Swimming/Open Water/Masters Commission;
 - b) Water Polo Commission;
 - c) Artistic Swimming Committee;
 - d) High and High Diving Committee;
 - e) Marketing, Communication and Fundraising Committee;
 - f) Constitution Reform Committee;
 - g) Athlete Commission;
 - h) Administrative/Operation Committee; and
 - i) Officials Committee.
- 6.2 The Executive Board shall be entitled to propose any new committee, ad hoc committee, or Commission as deemed appropriate.
- 6.3 Subject to Article 5.15, the Executive Board shall appoint Committees and/or Commissions as deemed necessary no later than ninety (90) days after the Annual Congress Meeting. Before such an appointment, Ordinary Members shall be invited to nominate persons to serve on such Committees and/or Commissions.
- 6.4 Each Committee and/or Commission shall comprise not less than four (4) members.

- 6.5 The Executive Board shall have the power to appoint a Chairperson and a Secretary for each Committee and Commission.
- 6.6 Members of all Committees and Commissions shall serve from the date of their appointment until the said appointments are revoked or until the Executive Board makes further appointments.
- 6.7 Members of all Committees and Commissions shall be eligible for re-appointment.
- 6.8 Committees and Commissions shall act on the terms of reference laid down by the Executive Board.
- 6.9 The Chairperson of each Committee and Commission shall report at each meeting of the Executive Board.
- 6.10 All recommendations and decisions made by any Committee and Commission require the approval of the Executive Board in order to become effective.
- 6.11 The majority of members (50% plus one member) shall form a quorum at any meeting of a Committee and Commission.
- 6.12 The Executive Board shall have the authority to fill any vacancy through the death, resignation or removal of any Committee and/or Commission member.

7.0 FUNCTIONS OF OFFICERS ON THE EXECUTIVE BOARD

7.1 THE PRESIDENT SHALL:

- a) Represent the Executive Board to the public at large;
- b) Speak on behalf of The Association when corresponding with World Aquatics, International Olympic Committee (IOC), Trinidad and Tobago Olympic Committee, Panam Aquatics, SPORTT and any other pertinent national or international bodies;
- c) Chair at all meetings of the Congress and Executive Board;
- d) Be an ex officio member of all of The Association's Committees and Commissions;
- e) Propose the Aquatic Director, evaluate the Aquatic Director's performance, and provide an annual report to the Executive Board and General Congress in this regard;
- f) Deal with all matters of urgency arising between meetings of the Executive Board;
- g) Report to General Congress on all matters of emergency which have arisen since the last Ordinary Congress Meeting;
- h) Establish any provisional task force or working group considered suitable or essential to advance The Association and ensure robust governance;
- i) Interpret the laws governing the General Congress for meetings;
- j) Possess the right to vote on every motion in the event of an equal number of votes being recorded and shall have a second and casting vote;

- k) Arrange and complete handover or succession planning for the position;
- l) Maintain relations with international and local organisations, Members and World Aquatics; and
- m) Act or decide on behalf of The Association when the Congress, Committee, Commissions, or Executive Board cannot do so due to certain conditions, including:
 - i. The matter poses an urgent and critical situation that requires immediate attention and cannot be reasonably addressed through regular channels or decision-making processes.
 - ii. The Congress, Committees, Commissions, or Executive Board cannot convene or function appropriately due to unforeseen circumstances or emergencies.
 - iii. The President's decision or action aligns with The Association's core objectives, values, and principles.
 - iv. The President must provide a detailed rationale for taking action or making a decision on behalf of The Association, clearly explaining why such action was necessary and how it aligns with the organisation's best interests.
 - v. The President should notify and consult with the Executive Board and relevant stakeholders as soon as possible, seeking their input and approval after the immediate situation has been addressed.
 - vi. Any decision or action taken by the President must be recorded, documented, and presented for review and ratification at the next meeting of the Congress, Committees, Commissions, or Executive Board.

7.2 Such action or decision must be submitted as soon as possible for approval by the Executive Board.

7.3 The President should not use this authority to bypass or undermine The Association's established governance and decision-making processes but should view it as a last resort to address exceptional circumstances.

7.4 The 1st Vice President shall perform the President's duties during the President's absence.

7.5 The 2nd Vice President shall perform the duties of the President during the absence of the President and 1st Vice President.

7.6 The 3rd Vice President shall perform the duties of the President during the absence of the President, 1st Vice President, and 2nd Vice President.

7.7 In the absence of the President, 1st Vice President, 2nd Vice President, and 3rd Vice President, a Chairman shall be elected from among the members of the Executive Board present.

7.8 THE GENERAL SECRETARY SHALL:

- a) Be an ex officio member of all sub-committees;
- b) Be responsible to the Executive Board for the general Executive and secretarial work of the Executive Board;
- c) Keep a Register of all Members and all players registered by them showing full particulars of the names and addresses of the officers and representatives of each member club, organisation, and similar body and the amounts due to the Executive Board in respect of subscriptions, fees, and levies;
- d) Record and render minutes of all Congress and Executive Board meetings and follow up accordingly on emergent matters;
- e) Obtain a copy of the minutes of each Committee and commission meeting from the chairperson or secretary of each Committee and Commission;
- f) Maintain a full and proper record of all correspondences of the Executive Board and deal with same as directed by the Executive Board;
- g) Maintain the calendar and schedule appointments of the President;
- h) Receive and dispatch correspondences on behalf of the President;
- i) Plan, coordinate and schedule meetings, events, and other activities on behalf of the President;
- j) Interface with ordinary members and internal and external agents to source and disseminate information and correspondences;
- k) Circulate agendas for Congress meetings;
- l) Draft letters and other related documents;
- m) Ensure The Association's policies are updated;
- n) Update The Association's Constitution and Executive job descriptions as required;
- o) Maintain the register of swimmers eligible to compete in competitions sanctioned by The Association;
- p) Collate and prepare reports;
- q) Maintain The Association's administrative records and reference files;
- r) Arrange and complete handover or succession planning for the position and
- s) Furnish all Members with a copy of the Constitution of the Association.

7.9 THE TREASURER SHALL:

- a) Keep accounts of all property of the Executive Board and all monies received or expended. These accounts shall be audited annually and submitted to the Annual Congress. Copies shall be sent to the Officers and all Members no later than fourteen (14) days before the date of the Annual Congress Meeting;
- b) Collect all dues, fees, levies, and other monies payable to The Association and deposit all monies in a bank or hold in such instruments or financial institutions approved by the Executive Board in the name of The Association. Funds shall be disbursed from the said bank account on the signatures of the Treasurer and another authorised officer of the Executive Board;
- c) Submit a statement showing the current financial position of the Executive;

- d) Board at each meeting of the Congress and Executive Board, respectively;
- e) Receive and disburse all monies belonging to The Association;
- f) Plan and monitor the annual budget;
- g) Act as a co-signature of the Association's financial transactions;
- h) Maintain records of all transactions, income and expenditures;
- i) Maintain an inventory and stock of any goods held by the Association and report on them at the Annual General Congress;
- j) Participate in fundraising activities; and
- k) Arrange and complete handover or succession planning for the position;

7.10 THE ASSISTANT SECRETARY/TREASURER SHALL:

- a) Assist the General Secretary or the Treasurer;
- b) Receive and record the results of all game statistics;
- c) Perform any other duties as may be assigned by the Executive Board;
- d) Assist with capturing, preparing, and administering minutes of meetings and following up accordingly on emergent matters;
- e) Assist with circulating agendas for all Congress meetings;
- f) Assist with drafting letters and other related documents;
- g) Assist with collating and preparing reports;
- h) Assist with collecting dues, fees, levies, and other monies payable to The Association.
- i) Assist with maintaining records of all transactions, income, and expenditures; and
- j) Arrange and complete handover or succession planning for the position.

7.11 THE COMMUNITY RELATIONS OFFICER SHALL:

- a) Foster a harmonious relationship between The Association, the Media, and the Community.
- b) Perform any other duties as may be assigned by the Executive Board.
- c) Establish and maintain effective and productive relationships with internal and external stakeholders and agencies;
- d) Implement activities to enhance the corporate image of the Association;
- e) Oversee the implementation and ensure the efficient execution of internal and external communication strategies;
- f) Conduct interviews and other related activities at special events;

- g) Prepare pre-and post-event status reports on competitions, programs and related activities
- h) Establish and maintain professional contacts and affiliations with national news media to promote the dissemination of news and publicity;
- i) Lead the development of media strategy, drafting of press releases and responding to media enquiries;
- j) Liaise with media representatives for placement of articles in newspapers;
- k) Assist with online and digital media initiatives;
- l) Facilitate requests for information and articles concerning activities within The Association from internal and external sources;
- m) Participate in the design and production of communication materials; and
- n) Arrange and complete handover or succession planning for the position.

7.12 THE MARKETING AND PROMOTIONS OFFICER SHALL:

- a) Participate in the implementation of promotional ideas and activities to publicise and promote The Association's programs and activities for general and specialised audiences;
- b) Oversee all online media initiatives, including Portal Services, Internet, web applications, media development and live video streaming;
- c) Evaluate and measure the effectiveness of The Association's marketing and communication strategies in terms of increasing brand reach through online tools such as Web Analysis, SMS, Blogs, Online Discussion Boards, and Social Networking sites;
- d) Oversee The Association's websites, online and digital campaign materials and other content;
- e) Facilitate the implementation of the strategic design of marketing initiatives;
- f) Be responsible for the design and production of marketing materials to ensure proper focus, quality and content;
- g) Liaise with printers and other personnel to ensure publications are printed on schedule and according to budgetary and content requirements;
- h) Liaise with the Aquatic Director and the Community Relations Officer to compile information to elicit news and promotional items concerning The Association's calendar of events;
- i) Take photographs and videography at special events and activities;
- j) Manage the marketing and communication budget and provide regular status reports on marketing programs and
- k) Arrange and complete handover or succession planning for the position.
- l)

8.0 THE AQUATIC DIRECTOR

8.1 A contract governed by the laws of Trinidad and Tobago will serve as the foundation for appointing the Aquatic Director.

8.2 The President shall sign the contract on behalf of The Association.

8.3 The Aquatic Director shall be responsible for:

- a) Managing existing program activities, creating new program activities, and expanding the program throughout The Association to ensure that programs and services meet Association needs, helps with program information, marketing, and distribution;
- b) Participating in meetings and executing decisions made by the general Congress and the Executive Board under the President's direction;
- c) Ensuring that The Association's financial affairs are appropriately managed under the Treasurer's direction;
- d) Ensuring all meetings of Congress, Executives, Committees, and Commissions are recorded in the minutes;
- e) Developing and monitoring the program budget to fulfil financial goals;
- f) Compiling program statistics to track and analyse program performance and participation;
- g) Securing and scheduling the facilities for events, training, and competitions;
- h) Managing The Association Office's functions in collaboration with the President and, if necessary, taking any decisions or actions deemed necessary for the efficient running of The Association;
- i) Compiling periodic reports for Ordinary Congress;
- j) Recruiting and hiring volunteers and employees who represent diversity in various ways;
- k) Coaching member athletes for success in all Aquatic disciplines of The Association;
- l) Preparing all of The Association's Committees' and Commission's agendas in consultation with the respective Chairs of the Committees and Commissions, unless another option is offered; and
- m) Signing decisions for all of The Association's Committees and Commissions.

9.0 MEMBERSHIP

9.1 Any club, organisation or similar body which is active in either one or more of the sports of swimming, diving, water polo, artistic swimming, masters swimming and any other discipline governed by The Association shall be eligible to be a member of The Association in accordance with this Constitution.

9.2 Conditions of Membership:

- a) All clubs must join The Association as Associate Members. They shall, subject to the approval of the Congress, become a member upon payment of such admission fee as may be prescribed by Congress from time to time;
- b) Past athletes and officials who are not attached to member clubs or groups or individuals interested in aquatic sports and who are prepared to assist in the promotion of The Association and who subscribe to and abide by this Constitution can become members upon payment of such admission fee as may be prescribed by Congress from time to time;
- c) To ensure consistency within the aquatic community, the Constitution and rules of member clubs, organisations, or similar bodies must conform to and abide by the regulations established by The Association and its Constitution, the World Aquatics Constitution and World Aquatics Rules. In the event of any inconsistencies or contradictions between the Constitution and rules of these bodies and those of The Association and World Aquatics, the rules and regulations of The Association and World Aquatics shall take precedence and be binding;
- d) Moreover, it is the duty of member clubs, organisations, or similar bodies to actively enforce and ensure the full compliance of their respective members with the provisions outlined in this Constitution, as well as the World Aquatics Constitution, Rules, directives, and decisions of the World Aquatics bodies and the Court of Arbitration for Sport (CAS). By doing so, we promote unity, uphold fair play, and maintain the integrity of aquatic sports worldwide. Any changes in the Constitution of any club, organisation or similar body that is a member of The Association shall be notified to the General Secretary;
- e) The exclusive recognition of World Aquatics as the single international governing body for aquatic sports must be acknowledged in the constitutions of member clubs and organisations. Additionally, they must state that this Constitution and the World Aquatics Constitution and World Aquatics Rules shall take precedence and apply in the event of any conflicts with their own Constitution and rules;
- f) In exceptional circumstances where such bodies do not have a Constitution, The Association, at its discretion, may accept applications for Membership with General Congress approval;
- g) All member clubs, organisations or similar bodies seeking Membership with the Association must be incorporated as a non-profit organisation under the Companies Act 1995 and duly registered as a non-profit organisation pursuant to section 8 of the Non-Profit Organisations Act 2019 of Trinidad and Tobago and/or incorporated by Act of Parliament; and
- h) Associate Members shall have all the rights and privileges of Ordinary Members except that no Associate Member shall have a right to hold office in The Association or vote at meetings.

9.3 Any request to become an Associate Member of the Association shall be submitted to the General Secretary and shall include the following:

- a) An application in the prescribed form stating its name, the number of members, and the names of its officers to the General Secretary for the Congress's approval;
- b) A copy of the Constitution or Rules of the Club, organisation or similar body shall accompany the application and
- c) A copy of the registration certificate from the Trinidad and Tobago Company's Registry or any other proof of incorporation or proof of commencement of registration.

9.4 Applicants shall be elected to or refused Membership of the Association at a meeting of Congress by a simple majority.

9.5 The annual membership fee for Associate Members shall be fixed by Congress from time to time and is payable on 1st October every year.

10.0 ARREARS/TERMINATION OF MEMBERSHIP/EXPULSIONS

10.1 Where the membership fee is in arrears for more than three (3) months, the General Secretary shall notify the member of its arrears and consequent penalty. If the arrears remain unpaid for one (1) month after such notification, the member shall be immediately suspended from participation in any of The Association's aquatic events.

10.2 The suspension is automatically lifted Once the defaulting club remedies the default.

10.3 However, should the member fail to pay the membership fee for two consecutive years and thus fail to maintain its annual status after two (2) full years, Congress shall have the right to strike the member off as a member.

10.4 Should a member be struck off the list of Members, its only recourse would be to reapply in the first instance as an Associate Member.

10.5 Any Member desiring to resign from The Association shall submit its resignation in writing to the General Secretary, and such resignation shall take effect from the date of receiving such notice by the General Secretary.

10.6 A Member may be required to prove that it has settled all fees, levies and other monies payable to The Association before the resignation is effective.

10.7 The Executive Board may, at any time by resolution of which adequate notice has been given to the member, and by a majority vote of the Executive Board, may expel a Member for Conduct inconsistent with its responsibilities as a Member, subject to such expulsion being ratified by a majority of the Members voting at the next Ordinary Congress meeting.

10.8 An application for the restoration of Membership shall not be entertained except after six months from expulsion. Such a majority vote of Members shall ratify restoration to Membership at the next Ordinary Congress Meeting.

11.0 AQUATIC ATHLETES

- 11.1 An Aquatic Athlete shall be registered as a member of only one club, organisation or similar body for the financial year.
- 11.2 An Aquatic Athlete must have been a registered member of a club for at least three (3) weeks before being entitled to represent such a club in a competition, failing which such an Aquatic Athlete may participate in the competition as an "unattached Aquatic Athlete" and shall be entitled to the rights and privileges of an Associate Member of the Association as herein defined.
- 11.3 As determined by Congress from time to time, a yearly registration fee must be paid on or before the date stipulated by this Constitution before the Aquatic Athlete can compete in any sanctioned event.
- 11.4 Where an Aquatic Athlete desires to change from one club to another, it shall be the duty of the latter club to notify The Association in writing of such a change in registration. The Association shall be entitled to refuse such application unless it is satisfied that the applicant has resigned from his former club and has fully discharged his indebtedness to his former club.

12.0 ORDINARY MEMBERS

- 12.1 Associate Members who have fulfilled the following criteria may be considered for Ordinary Membership:
 - a) Completion of incorporation as a non-profit organisation under the Companies Act 1995 and duly registered as a non-profit organisation pursuant to section 8 of the Non-Profit Organisations Act 2019 of Trinidad and Tobago and/or incorporated by Act of Parliament;
 - b) 50% attendance at Congress annually; and
 - c) At least ten(10)registered Aquatic athletes in any of the five Aquatic disciplines.
 - d) The affiliated athletes must compete in a national aquatic competition sanctioned by and/or organised by the member to whom they are associated.

13.0 LEARN TO SWIM MEMBERS

- 13.1 Learn to Swim Members shall have the following privileges:
 - a) The right to receive notice of and attend the Association's general meetings only;
 - b) The right to speak at or vote at the Learn to Swim Committee Meetings only;
 - c) The right to compete in any swimming and related disciplines competitions hosted or sanctioned by The Association.

14.0 HONORARY LIFE MEMBERS

- 14.1 Honorary Life Membership of The Association may be conferred by the Congress at its Annual Congress on any person for exceptional service to The Association or aquatic sports in Trinidad and Tobago.

14.2 A candidate for Honorary Life Membership shall be nominated by a member of Congress in writing, setting out the grounds for such nomination.

14.3 Another Congress Member shall second this nomination.

14.4 An honorary member shall be a member of the Association but shall not hold office, be a delegate, and not have a right to vote.

15.0 FINANCE

15.1 The Executive Board shall have the power to incur such expenses as it deems reasonably necessary, desirable, or directed by the Council. Such expenses shall be paid out of funds comprising monies received, levies, subscriptions, and other fees payable by members.

15.2 Unless otherwise stated, all fees, levies and subscriptions shall be fixed at an Annual Congress or an Extraordinary Congress called for that purpose.

15.3 Any alteration of fees payable by members shall become effective only on the affirmative vote of at least two-thirds of the voting power of those present and entitled to vote at an Ordinary Congress or Extraordinary Congress. Proposals for modification of fees shall be given in writing to the General Secretary twenty (21) days before the meeting date. The General Secretary shall include such proposal in the notice convening the meeting.

15.4 Membership fees shall become due and payable no later than 1st October for the ensuing year.

15.5 The Association's financial year shall be from 1st October of one year to 30th September of the following year.

15.6 An Auditor (or firm of Auditors) shall be appointed at the Annual Congress to certify the Accounts of the Association. Such Auditor shall not be a member of the Association.

16.0 THE ANNUAL CONGRESS

16.1 The Annual Congress shall meet no later than 30th November each year.

16.2 At least 28 days before the Annual Congress, members must be advised of the date, time, location, and agenda. Members will receive an email with this information, which will also be displayed on The Association's website and Social Media Platform.

16.3 The annual reports, agenda, motions, and other pertinent documentation must be distributed to all members and made available on The Association's website at least 14 days before the Annual Congress. This responsibility may be assigned to another person if the General Secretary cannot complete it.

16.4 The President shall be the chairman of the meeting. In the absence of the President or at the request of the President or where matters are being discussed in which the President is an interested party, the 1st Vice President shall take the chair or failing that, the 2nd Vice President or failing that, the 3rd Vice President. In the absence of the President and Vice Presidents, the Annual Congress shall elect a chairperson from among the delegates present and entitled to vote.

16.5 The President or a designate must present the annual reports at the Annual Congress. The President's report, the Aquatic Director's report, the General Secretary's report, the Treasurer's report, and the Marketing and Promotion report must all be included in the annual reports.

16.6 After the Annual Congress, any resolution successfully passed shall take immediate effect.

16.7 The Association's Rules and Regulations, which include The Association's standing orders, must be followed when conducting the Annual Congress.

17.0 EXTRAORDINARY CONGRESS

17.1 The Executive Board, via the President, may instruct the General Secretary to convene an Extraordinary Congress. This request must be made in writing to the General Secretary and must state the purpose of the meeting.

17.2 In the following situations, an Extraordinary Congress may be called:

- a) If the previous Annual Ordinary Congress approves a resolution calling for the formation of an Extraordinary Congress or
- b) If 60% of Members provide the General Secretary a validly executed written notification requesting the holding of such an Extraordinary Congress,

17.3 The General Secretary shall, no later than five (5) days after receipt of such request, issue a notice convening the meeting on a date (21) days after the issue of the notice.

17.4 The notice shall also state the business of the meeting.

17.5 No business other than the stated on the meeting notice shall be transacted at an Extraordinary Congress.

18.0 PROCEDURES OF CONGRESS MEETINGS (ORDINARY CONGRESS, EXTRAORDINARY CONGRESS AND ANNUAL CONGRESS)

18.1 Each Executive Board Member shall have one (1) vote. In the event of a hung decision, the President or Chairman at the time shall have a casting vote.

18.2 Based on the circumstances surrounding the vote, the President or Chairman at the time shall assess whether a show of hands, voting cards, or a secret ballot is suitable. The General Secretary or an appointed presiding officer will total up all votes, regardless of how they were cast. Any eligible voter may request a secret ballot if they so want.

18.3 Each Ordinary Member shall be entitled to two (2) votes.

18.4 A simple majority shall take all decisions at meetings and by a show of hands unless otherwise stated in these rules, except where a ballot is called for by any two members present.

18.5 Only ordinary members in good financial standing who have satisfied the minimum attendance requirement at Ordinary Congress Meetings shall be entitled to vote.

- 18.6 The quorum for an Annual Congress or Extraordinary Congress shall be 40% of the voting power of the Membership. If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the meeting stands adjourned to the same time on a day fourteen (14) days hence. If a quorum is not present thirty (30) minutes after the time appointed at the adjourned meeting, those present shall constitute the quorum.

19.0 REPRESENTATION TO ANNUAL CONGRESS AND EXTRAORDINARY CONGRESS

- 19.1 All Annual and Extraordinary Congress meeting shall comprise:

- a) Two delegates from each Ordinary Member;
- b) All Honorary Life Members; and
- c) The Executive Board.

- 19.2 All individuals shall not represent more than one member at a meeting.

- 19.3 If the appointed representatives of an ordinary member cannot attend any Annual Congress or Extraordinary Congress, the member may appoint a Substitute with the power to vote. Such appointment shall be notified to the General Secretary in writing and signed by an authorised signatory of such member no later than five (5) days before said meeting.

- 19.4 An individual shall not act as a substitute for more than one member at a meeting.

20.0 THE ORDINARY CONGRESS

- 20.1 The Ordinary Congress shall consist of the Executive Board, Ordinary Membership and Associate Membership.

- 20.2 The Ordinary Congress shall meet bi-monthly on the third (3rd) Tuesday.

- 20.3 A monthly report from the Executive Board will be sent to the Ordinary Congress to deliberate and ratify the business of The Association.

- 20.4 If the Ordinary Congress refuses to ratify any decisions of the Executive Board, the same shall be remitted to the Executive Board with recommendations.

- 20.5 The quorum for an Ordinary Congress shall be 40% of the voting power of the Membership. If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the meeting stands adjourned to the same time on seven (7) days. If a quorum is not present thirty (30) minutes after the time appointed at the adjourned meeting, those present shall constitute the quorum.

- 20.6 If during the period between Ordinary Congress meetings, any Member or Member of the Executive Board shall fail or refuse

without reasonable cause to attend three consecutive monthly meetings of the Ordinary Congress, such Member or the Member of the Executive Board shall be immediately suspended from all privileges of The Association and the Executive Board. They shall be permitted to enjoy such privileges only upon conditions determined by the Executive Board.

20.7 If the appointed representatives of an Ordinary Member cannot attend any Ordinary Congress, the member may appoint a Substitute with the power to vote. Such appointment shall be notified to the Honorary General Secretary in writing and signed by an authorised signatory of such member no later than five (5) days before said meetings.

20.8 An individual shall not act as a substitute for more than one member at a meeting.

20.9 The voting powers at an Ordinary Congress shall be:

- a) Executive Board Member - one (1) vote. In the event of a hung decision, the President or the chairman at the time shall have a casting vote;
- b) Each Ordinary Member shall be entitled to one (1) vote;
- c) A simple majority shall take all decisions at meetings and by a show of hands unless otherwise stated in these rules, except where a ballot is called for by any two members present and
- d) Only financial members and those satisfying the minimum attendance requirement of the Ordinary Membership shall be entitled to vote.

20.10 The President shall be the chairman of the Ordinary Congress Meeting. In the absence of the President or at the request of the President or where matters are being discussed in which the President is an interested party, the 1st Vice President shall take the chair or failing that, the 2nd Vice President or failing that, the 3rd Vice President. In the absence of the President or Vice President, the General Congress shall elect a chairperson from among the representatives present and entitled to vote.

21.0 COMPLAINTS AND DISCIPLINARY COMMITTEE

21.1 The Disciplinary Committee shall be a standing sub-committee of five (5) persons appointed by the Executive Board at its first meeting after the Annual Congress.

21.2 The Disciplinary Committee shall remain in office until a new Committee is appointed.

21.3 The Disciplinary Committee shall have jurisdiction to hear all matters pertaining to Ordinary Members, Associate Members, officials, officers, athletes, or clubs.

21.4 The Disciplinary Committee shall have a hearing to determine the facts in the matter.

21.5 The Disciplinary Committee shall report to Congress its finding of facts in the matter and have the power to recommend to Congress the dismissal, suspension, censure and reprimand of a member or individual found guilty of the offence. The affected party may make representations before Congress makes a final decision.

21.6 The Disciplinary Committee shall have the power to deal ex parte with all matters. Such a decision to deal ex parte will only apply where the individual has been appropriately summoned and has failed to appear, and proper notice has been served to the individual and their club.

21.7 The Disciplinary Committee may summon such witnesses as it may require appropriate at the hearing, giving evidence and allowing the affected party to challenge the evidence.

21.8 The recommendation/s of the Disciplinary Committee and Congress's eventual decision is final and

binding unless reversed and amended on appeal.

22.0 DISCIPLINARY PROCEDURE

- 22.1 The member hereby consents to be regulated by The Association's complaints and disciplinary rules and processes as revised from time to time by the Aquatics Sports Association of Trinidad and Tobago.
- 22.2 The Association's complaints and disciplinary procedures must be observed by all Members.
- 22.3 The Disciplinary Committee shall inquire into every report of misconduct or conduct likely to disrepute The Association or the Executive Board upon such report being submitted to the Disciplinary Committee by the General Secretary.
- 22.4 Any issue affecting a member younger than 18 years old must always be brought to the Association's notice in the first place. Such Members will be represented by their parents or another adult of their choosing.
- 22.5 Where any allegation of misconduct, breach of rules or any act prejudicial to the best interest of The Association is received in writing, the General Secretary shall, within seven (7) days of receipt thereof, summon all persons concerned and cause the matter to be heard by the Disciplinary Committee.
- 22.6 The person against whom the allegation is made shall receive the particulars of the alleged misconduct, breach of rules, or prejudicial Conduct.
- 22.7 Any Member who reasonably believes that another Member or Members are acting in violation of this Constitution, Rules and Regulations of the Association, or in violation of good practises or who believes that another Member has committed an offence as described in The Association's Complaints and Disciplinary Procedures, may file a complaint regarding the matter.
- 22.8 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;
 - 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 to 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; and
 - h) The right to a timely, written, reasoned decision, specifically including an explanation for the reasons for any decision;

23.0 APPEALS TO THE TRINIDAD AND TOBAGO OLYMPIC COMMITTEE

23.1 On the written request of the Member, Official, or Officer so affected, any appeal from the decision of the Disciplinary Committee shall be deemed an unresolved dispute/conflict. The General Secretary shall submit the same to Trinidad and Tobago Olympic Committee for

settlement in accordance with Clause 31 of the Constitution of the Trinidad and Tobago Olympic Committee (as amended by resolution dated April 1978). Members, officials, and Officers agree to be bound by the decision of any settlement by the Trinidad and Tobago Olympic Committee.

23.2 A sanctioned member or individual may appeal to the Trinidad and Tobago Olympic Committee.

23.3 An appeal shall be submitted by the appealing party to the Trinidad and Tobago Olympic Committee within twenty-one (21) days from the date of receipt of the decision.

24.0 COMPETITIONS

24.1 The Executive Board shall approve the form, content, rules and scoring of all competitions before the commencement of such competition.

24.2 The respective committees/commissions shall recommend the dates for the start of all sanctioned competitions for Congress' ratification.

24.3 The Executive Board shall determine the entry fee for all sanctioned competitions.

25.0 CLUB TOURS AND CHAMPIONSHIPS

25.1 Members, including Athletes, officers, and officials, who wish to participate in Aquatic competitions outside of Trinidad and Tobago and competitions hosted or sanctioned by other affiliate federations or World Aquatics shall seek prior approval from the Association:

- a) Members shall submit a request for written approval to the Executive Board, detailing the specific competition and events they intend to participate in and the relevant details. The Executive Board shall review the request and grant permission where appropriate, ensuring that the proposed participation aligns with the Association's values and objectives.
- b) By seeking approval, Members demonstrate their commitment to the principles of cooperation and adherence to the Association's regulations. This process enables the Association to monitor and support its members' activities while fostering positive relations with other affiliate members and World Aquatics

26.0 ELIGIBILITY FOR NATIONAL TEAM SELECTION

26.1 To be eligible for inclusion in a national team:

- a) An athlete shall be a registered financial athlete of the Association or be a member of an Ordinary Member Club or Associate Member of the Association;
- b) Be a citizen of Trinidad and Tobago by either birth or naturalisation; and
- c) Must be currently participating/playing as a club member locally or actively playing internationally.

26.2 In the case of a bona fide naturalised resident of Trinidad and Tobago, it shall be for a period of not less than three years immediately preceding the tournament for which selection is being considered and has played in the competition for a Member or Associate Member of the Association during the three years.

26.3 An athlete who is a citizen of Trinidad & Tobago and has citizenship of another country may choose

to represent only (1) country. However, if the Athlete has represented the other country at the senior international level, the Athlete shall not represent Trinidad & Tobago unless the conditions detailed in paragraph 26.2 are satisfied.

- 26.4 An athlete who has represented another country at a senior international level and has become a citizen of Trinidad & Tobago will not be able to represent Trinidad & Tobago until three. (3) years after the grant of citizenship has elapsed and must have been a member of an Ordinary or Associate member during this period. This period may be reduced or even foregone with the consent of the World Aquatics, the Executive Board and the International Olympic Committee for the Olympic Games.

27.0 RULES OF THE GAME

- 27.1 *ASATT is obliged to fully comply at all times with the World Aquatics Constitution and the World Aquatics Rules, the WADA Code, the decisions and directives of the World Aquatics Bodies, and the decisions of CAS.*
- 27.2 *ASATT recognises that World Aquatics is the only recognised body in the world that governs aquatics worldwide. The latter shall prevail if there is an inconsistency between the ASATT's Constitution and/or rules and the Aqua Constitution and/or World Aquatics Rules.*

REGISTRATION/RELEASE OF ATHLETES

- 28.0 Athletes representing clubs must be registered by their club with the Association.
- 28.1 Congress shall approve the release of an athlete from one club to another, provided that there has been mutual agreement by both clubs involved and that the Athlete concerned is not in debt to the club from which he wishes to be released.
- 28.2 Should an athlete encounter a problem obtaining the requisite approval from the club from which the release is being sought, such an athlete can report the matter to the General Secretary of the Association within fourteen (14) days of submitting the request to the club seeking release. The General Secretary shall then write the club requesting an explanation within seven (7) calendar days, failing which the release will be deemed affected.

29.0 STATEMENTS IN THE MEDIA

- 29.1 No Official, Athlete or Member of the Association shall represent publicly any view as being the view of The Association without the approval of the Executive Board.
- 29.2 No Official, Athlete or Member of the Association shall publicly convey to the media any concern without first bringing his concern to the attention of The Association in writing.
- 29.3 Any Official, Athlete or Member offending those mentioned above shall be subject to disciplinary action.

30.0 AMENDMENT OF THE CONSTITUTION

- 30.1 The preceding provisions shall be the Constitution of The Association. No new provision nor any existing provision is amended or rescinded except by resolution of an Annual Congress or Extraordinary Congress, passed by a two-thirds (2/3) majority of the voting power of the Congress.
- 30.2 Six (6) weeks before the meeting date, the General Secretary must receive written notice of any change proposed at an Annual Congress Meeting or Extraordinary Congress Meeting. The General Secretary must include the proposal in the meeting notice.
- 30.3 The General Secretary must then include the change or amendment in the written Constitution within 14 days of the Annual Congress or Extraordinary Congress at which it was approved. Any amendment or change to this Constitution shall be subject to the approval of World Aquatics. The Association shall submit the proposed amendment or change to World Aquatics for review and approval before its implementation.
- 30.4 The General Secretary will then make the amended Constitution available to all Members.

31.0 SAFE SPORT

31.1 Anti-doping

The Association shall adhere to the principles, intent and spirit of the World Anti-Doping Code as updated from time to time. It shall incorporate, whether by reference or otherwise, the provisions of the National Anti-Doping Policy established by the Trinidad and Tobago Anti-Doping Organisation (TTADO).

- 31.2 The Association shall also comply with the Anti-Doping in Sport Act 2016 and be amenable to the jurisdiction given to TTADO under the said Act.
- 31.3 Members acknowledge and agree that The Association has no liability of any kind whatsoever in this regard and are strictly and solely responsible for ensuring their compliance with the TTADO Anti-Doping Rules and any other anti-doping rules published from time to time by the IOC, World Aquatics, Trinidad & Tobago Olympic Committee, and World Anti Doping Agency.

32.0 CHILD PROTECTION POLICY

- 32.1 The Association shall ensure that it has adopted and implemented appropriate and up-to-date protection policies in keeping with international best practices in child protection schemes. It will also develop a national standard to foster best practices and ensure secure surroundings for children and young people.
- 32.2 Athletes and youngsters (younger than 18) have the right to participate in sports free of harassment, misuse and abuse.
- 32.3 All staff and volunteers involved in The Association are responsible for guiding and supporting children's care and safety.
- 32.4 The Association shall promote and provide training for staff and volunteers in this area.

32.5 The Association shall ensure the sharing of information on child protection as well as excellent practice with children, parents, staff, and volunteers.

32.6 The Executive Board will ensure a code of Conduct for Staff, Volunteers, Coaches, parents and athletes is created and adopted to minimise the risks to children involved in Aquatics Sports.

33.0 ATHLETE COMMISSION

33.1 The Association will establish an effective Athlete Commission that will be integrated into its governance framework to ensure that athletes are kept at the centre of The Association's operations and that their voices are heard.

33.2 The Commission's role is to:

- a) Represent all of The Association's athletes and help them succeed in sports and non-sporting activities;
- b) Encourage the growth of their sporting and non-sporting activities;
- c) Encourage athlete participation in decision-making across all of The Association's operations;
- d) Ensure that athletes have been represented in The Association's decision-making;
- e) Ensure that all organisational decisions take into account the impact on athletes;
- f) Provide a forum and resource for debate and research on new ideas and issues;
- g) Provide advice and a perspective straight from the field of play;
- h) Consult with athletes and provide timely feedback on possible decisions; and
- i) Increase connections with athletes through peer-to-peer communication.

34.0 UNSANCTIONED EVENTS

34.1 The Association must, to the greatest extent permitted by applicable law:

- a) Not participate in any way in any Unsanctioned Event;
- b) Prohibit the participation of Organisations, Athletes, Technical Officials, Coaches or Executive Members and other individuals under its jurisdiction in any Unsanctioned Event and
- c) Take disciplinary action against any Organization, Athlete, Technical Official, Coach, Executive Member or others under its jurisdiction who fail to comply with that prohibition.

35.0 NO OBJECTION CERTIFICATE

To the greatest extent permitted by applicable law, the Association must ensure that no aquatic athlete for whom it is not the Home National Association participates in any Event, it has organised unless such Athlete holds a valid No-Objection Certificate from his home National Association for the event.

36.0 USE OF TECHNOLOGY

36.1 Technological use is crucial for the Aquatics Sports Association of Trinidad and Tobago to conduct business successfully. The Association will give the Executive, Staff, and Volunteers various technological resources to help them carry out their tasks and duties quickly and effectively. These resources include software programs, Personal Computers, tablets, and cell phones.

36.2 The use of technology and all its methodologies shall and can be used to conduct and carry out the day-to-day functions and regulate all disciplines of The Association.

36.3 Whereas it relates to all Competitions, meetings, Training Camps, and Webinars, The Association will use the best and most affordable methods, programs, channels, and techniques.

37.0 DISSOLUTION

37.1 Should the total number of Ordinary and Associate members fall below the full complement of the Executive Board at any time, the Executive shall dissolve thereupon.

37.2 The Association may be dissolved at an Extraordinary Congress upon a resolution approved by not less than seventy-five per cent (75%) of the full complement of members eligible to vote.

37.3 Except where dissolution occurs automatically, a decision to dissolve shall not be affected until audited accounts have been presented and accepted by those at an Extraordinary Congress