

THE SQUASH FEDERATION OF AFRICA (SFA) CONSTITUTION



REVISION HISTORY

REV	DESCRIPTION	DATE RATIFIED	RATIFYING OCCASION
Rev 1.0	Amended at an Extraordinary Meeting of Members held on 14 July 2018	14 July 2018	Members Meeting

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DEFINITIONS AND ABBREVIATIONS USED

For the purposes of this Constitution, the following words and expressions shall have the following meanings unless the subject or context indicates otherwise:

"Annual Financial Statements" means the annual audited balance sheet, income and expenditure account, Treasurer's report and Auditor's report.

"AGM" means the Annual General Meeting of Members held in accordance with the provisions of this Constitution.

"Executive Board" means the Board of Squash Federation of Africa, constituted in terms of this Constitution.

"Constitution" means this Constitution.

"Club" means any squash club, including any sub-club or sub-section of a club, which, either itself or through the main club of which it is a section, caters for the playing of squash, and for the purposes of the levy scheme includes, but is not limited to, a tertiary institution and/or public court complex.

"Day" means a calendar day.

"EGM" means Extraordinary general meeting called and held in terms of this constitution.

"Fees" means the monies, levies and fees levied by Squash Federation of Africa and paid to SFA by 1 April each year by national associations or federations. This includes fees from affiliated clubs in countries where there is no national association or federation that belongs to SFA.

"Honorary Life Members" means all those Life Members of Squash Federation of Africa at the date of adoption of this Constitution and all other persons who shall have been nominated and appointed as such by the Executive Board and ratified at the AGM.

"Hybrid meeting" means any meeting of Squash Federation of Africa held in person combined with attendance by electronic means.

"Member" shall, unless the contrary is indicated, mean an Ordinary Member, Honorary Life Member and/or an Associate Member.

"Month" means a calendar month.

"Person" means a natural person.

"President" means the President of Squash Federation of Africa, who has been duly elected in terms of this Constitution.

"Proxy" means a person who has been appointed in writing by a Member to represent, speak for and vote on behalf of that Member at a meeting of SFA.

"Secretary General" means the Chief Administrative Officer of the SFA and is responsible for the proper operation of the Secretariat and maintain proper and regular communication with members and all other parties.

"SFA" means "Squash Federation of Africa" of which body this is the Constitution.

"Squash" means the game of squash including Squash 57 and Racquetball whether it shall be known by that or any other name.

"Squash Federation of Africa" means the continental body representing squash in Africa.

"Treasurer" means the Financial Officer of the SFA and manages the financial affairs of the Federation.

"Vice-Presidents" means the Vice-Presidents of Squash Federation of Africa, who has been elected in terms of the constitution and represent the regions they come from. The Vice Presidents shall, when required by the President or whenever the President is indisposed, act for the President.

"Virtual meeting" means any meeting of Squash Federation of Africa held by electronic means rather than in person.

" Working day" means a calendar day excluding Saturdays, Sundays and Public Holidays.

"World Anti-Doping Agency" means the international independent Agency responsible for the World Anti-Doping Code to harmonise the fight against doping, for education, scientific research and developing anti-doping capacity.

"World Squash Federation" means the international controlling body for squash, Racketball and Squash 57 to which Squash Federation of Africa is affiliated.

"Year" means a calendar year.

INTERPRETATIONS

The headings to the sections, clauses or paragraphs of this Constitution are for descriptive purposes only and shall not be used in the interpretation.

Unless the context indicates a contrasting intention, the singular shall include the plural and vice versa.

1 NAME

The Federation shall be called the Squash Federation of Africa, hereinafter referred to as "the Federation" or "the SFA".

2 RELATIONSHIPS

The SFA is the official and duly recognised Regional Federation of the World Squash Federation (WSF) and as such contributes to the running of the WSF. The SFA is also a member of the Association of African Sports Confederations (AASC) also known as the Union Des Confederations Sportive Africaines (UCSA).

3 PRINCIPLES AND OBJECTIVES

The Principles and Objectives of the SFA are:

- a. To promote the growth and development of Squash in Africa.
- b. To uphold and enforce the Rules of Squash as adopted and approved by the WSF.
- c. To promote and organize African championships for teams and individuals at all levels.
- d. To promulgate, maintain, alter, amend and enforce Rules and Regulations for the control and governance of African Championships.
- e. To establish a basic framework for co-operation and inter-action among Member nations and other stakeholders.
- f. To further the development and growth of the sport in Africa by providing assistance to developing Member Associations.
- g. To acquire, hold, manage and dispose of any property moveable or immovable.
- h. To employ the funds or Assets of the SFA in furtherance of its principles and ideals in the best interests of African Squash.
- i. To undertake and execute any lawful activities which are conducive or incidental to the attainment of the above principles and objectives and for the advancement of African Squash.

4 GUIDING PRINCIPLES

- 4.1 This Constitution shall be the supreme and binding authority of the Federation and if any resolution, policy or decision is inconsistent with it, the Constitution shall prevail and the resolution, policy or decision shall to the extent of the inconsistency be null and void.
- 4.2 The basis of the Association's proceedings shall be the principles of democracy. It shall be the obligation of all members to abide by the decisions of the majority at all meetings duly convened and constituted.

5 MEMBERSHIP

The membership of The Federation shall consist of Full Members, Associate Members, Honorary Life Members and the Officers of the Federation.

All Members shall abide by this Constitution and any rules, regulations and resolutions of The Federation.

5.1 Full membership

Full membership of the SFA shall consist of the National Associations/Federations that satisfy the requirements for membership herein.

- i) The Association must have at least 1 court in the country.
- ii) The Association must be the official governing body for squash duly recognized by either the National Olympic Committee or Government Sports Ministry of that country.

5.2 Associate Membership

Any association or organisation or group whose ideas are considered compatible to those of the SFA and wishes to become an Associate Member of SFA shall apply in writing to the Board to be admitted as such and shall furnish a copy of its constitution and all such information as the Board may require to decide upon the application.

The Board may in its discretion admit any such association or organisation as an Associate Member upon such terms and conditions including terms and conditions as to the payment of subscriptions as the Board may consider fit.

Any decision by the Board in respect of an application for Associate Membership shall be referred to the next Ordinary General Meeting for ratification and shall not be binding until so ratified. Associate members shall have the right to attend and speak at General Meetings, but shall not have the right to vote. Associate membership is US50.00 per year and is subject to review as and when necessary.

5.3 Honorary Life Membership

The Executive Board shall, from time to time, nominate any person who has rendered notable and meritorious service to SFA and/or in the promotion of the game of squash and whom it wishes to recognise and honour as an Honorary Life Member. Every nomination shall be presented for ratification at the next AGM and, if ratified, the person shall become an Honorary Life Member and shall enjoy the rights and privileges, namely to attend and speak at the AGM, to receive advance notice and to make preferential bookings in respect of any tournament or championship held under the auspices of the SFA There shall be no limit on the number of Honorary Members who may from time to time be appointed. Honorary Life members do not have voting rights. Honorary Life members shall have the right to attend and speak at General Meetings, but shall not have the right to vote

All past presidents of Squash Federation Africa shall ipso facto become an Honorary Life Member of Squash Federation of Africa, unless if one is removed from the position for some misdemeanour.

5.4 Applications for Membership

Application for Membership shall be made on a form prescribed by the Executive Board of the SFA.

1. All applications for Membership shall be approved by the Executive Board and ratified at by a General Meeting of the SFA by a simple majority vote.
2. All applications for Membership must be received by the SFA at least Forty-five (45) days before the date of the General Meeting at which the application is to be considered.
3. Membership of a new applicant will be subject to a pro-rata payment of the annual subscription fee, calculated from the date of acceptance to the end of the financial year of the SFA.

5.5 DUTIES OF MEMBERS

- a. Any member shall be deemed to have agreed to be bound by the provisions of this Constitution upon being accepted as a Member.
- b. All members shall be required to pay their annual subscription.
- c. All members are expected to regularly attend meetings and actively participate in the activities and undertakings of the SFA.

5.6 RIGHTS OF MEMBERS

- a. All paid-up Members shall have the right to attend and receive notices of all General or Extra-ordinary SFA Meetings
- b. All paid-up Members shall have the right to nominate or be nominated and to elect a nominee to any office of the SFA.

5.7 TERMINATION OF AND RE-ADMISSION TO MEMBERSHIP

Membership shall be terminated in the following cases: -

- a. Any member may voluntarily terminate its membership by giving notice in writing not later than the 31st March of any year, and any member giving notice thereafter shall be liable to pay the subscription fees for the year.
- b. A member who fails to pay its annual subscription shall be automatically suspended at the end of the calendar year in question but it shall remain liable to pay its subscription.
- c. Any member who fails to pay its arrears of subscription twelve (12) months after its suspension shall automatically be expelled from the SFA and shall only be re-admitted upon payment of the arrears and re-application under Article 5.2 (a-c) of this Constitution.
- d. Any member whose continued membership is for any reason deemed harmful and prejudicial to the reputation of SFA and Squash as a World Sport may be suspended for one (1) year by a General Meeting resolution carried by a three quarters majority (75%) of the votes recorded at the meeting. The suspension shall take effect immediately and shall be subject to review at every subsequent General meeting. The suspended member shall not attend any General Meeting except to address the meeting over its suspension and shall not participate in any SFA Championships.
- e. The member shall remain liable to pay the annual subscription. Any member who willfully and persistently breaches the SFA Constitution or fails to respect the regulations and decisions of the SFA may be expelled at a General Meeting by a resolution carried by a three quarters (75%) majority. Such member may be readmitted upon making an application.

5.8 ANNUAL SUBSCRIPTION

- a. Each member shall pay an annual subscription fee to the SFA. The fees shall be determined by the General Meeting and shall be reviewed at each General Meeting.
- b. Subscriptions shall be due and payable on the 1st January of the relevant calendar year.
- c. The annual subscription shall until otherwise revised, be US\$150. (United States dollar 150).

6 ORGANS OF THE FEDERATION

- 6.1 The Federation shall consist of the General Assembly and the Executive Board.
- 6.2 The Executive Board shall consist of the following: -
 - a) The President
 - b) 4 Vice-presidents:
Northern region

- Eastern and Indian Ocean region
- Western and Central region
- Southern region
- c) The Secretary General
- d) Treasurer

6.3 ELECTION OF THE EXECUTIVE BOARD

- a. The elections of the SFA Committee shall be held at the Annual General Meeting once every Four (4) years with effect from the 2016 General Meeting. Nominations must be received in writing by the SFA not less than thirty (30) days before the date of the General Meeting.
- b. Nominations shall only be accepted upon satisfying the following requirements: -
 - i) It is made by a Member Nation
 - ii) It is accompanied by a written (e-mail or letter) acceptance from the nominee.
- c. Details of all nominations made shall be circulated to members twenty-one (21) days before the General Meeting.
- d. Each Member (excluding SFA officials) shall have only one (1) vote save for the election of the Vice-Presidents where each member will be entitled to four (4) votes.
- e. Voting shall be by secret ballot and a candidate will be declared upon attaining a simple majority. In the event of a tie, the President at the time, shall have the casting vote.
- f. Voting shall be in person and voting by post or proxy will not be permitted.

6.4 FUNCTIONS OF THE EXECUTIVE BOARD

- a. The Board shall comprise the President, four (4) Vice Presidents, Secretary General and Treasurer provided that no more than two (2) members of the Committee shall come from the same country.
- b. The Board shall be responsible for implementing the objectives of the SFA and such policies as may be evolved from the objectives and the day to day running of the SFA.
- c. The Board shall employ the funds and the assets of the SFA in what they deem to be the best interests of the SFA.
- d. The Board shall prepare and present a report on the Activities and the policies of the Federation during each calendar year to the Annual General Meeting.
- e. The Board shall prepare a proposed action programme for the coming year and present the same to the Annual General Meeting.
- f. The Board shall ensure that the accounts of the SFA are kept in conformity with the universally accepted accounting principles.
- f. The Board may from time to time form Committees for

- g. specific purposes and delegate to any such Committee such powers as it deems necessary. Any member of the committee may be removed and replaced.
- h. The Committees may at any given time co-opt members they may deem necessary provided that such members shall not be entitled to a vote.
- i. The members of the Committee shall not receive any payment for their services but may be reimbursed for expenses incurred in legitimate work for the SFA provided that such expenditure has been authorized in advance.
- j. At the request of the President, or in the President's absence or disability, one of the Vice Presidents shall be appointed by the Executive Board to perform all of the duties of the President in a capacity of Acting President until the next election.
- k. The Committee shall decide its own schedule of meetings provided that it shall meet at least once a year.

7 GENERAL MEETINGS

- 7.1 The SFA shall hold a Hybrid or Virtual Annual General Meeting during each calendar year.
- 7.2 Notice of the Annual General Meeting shall be given to all Member Associations not less than forty-five (45) days before the date of the Meeting.
- 7.3 The agenda for the Annual General Meeting shall be dispatched to all Member Associations not less than thirty (30) days before the date of the meeting and shall comprise: -
 - a) Approval of the Minutes of the Previous Meeting
 - b) To receive and approve the Annual Report of the Committee
 - c) To receive and approve the annual audited accounts.
 - d) To consider any application for membership
 - e) To elect a new committee once every four (4) years.
 - f) To receive and approve the proposed budget and action programme for the next meeting.
 - g) To consider any proposal of which lawful and due notice have been given.
 - h) To decide the date and venue of the next meeting
 - i) To consider any other business.
- 7.4 Any Member association shall be entitled to propose any matter or motion for inclusion on the agenda. Such proposal must be received not less than thirty (30) days before the date of the General Meeting.
- 7.5 Each member shall appoint one delegate to represent it at a General Meeting as well as one observer who may speak only with the permission of the Chairman and shall not be entitled to vote.
- 7.6 Members of the Committee may attend and speak at the General Meetings but shall not vote unless they are also the duly appointed delegates of the home member Association.

- 7.7 The Board may in its discretion invite persons deemed to be making positive contributions to squash in Africa or in the world as observers to attend and speak at the General Meetings.
- 7.8 a. The quorum for any General Meeting shall be one half of the paid-up membership of the SFA.
- b. If within an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting if convened upon a members' requisition shall be dissolved. In any other case it shall stand adjourned to the next day at the same time and if at the adjourned meeting a quorum is not present, then the members present shall form the quorum.
- 7.9 The President of the SFA shall preside as Chairperson at every meeting. If he/she is not present any of the vice-presidents shall be elected by the members or if they decline, then the members shall elect any delegate to preside.

8 EXTRAORDINARY GENERAL MEETINGS

- a. The Executive Board may whenever it thinks fit, convene a Hybrid or Virtual Extraordinary General Meeting. An Extra-Ordinary General Meeting shall also be convened within forty-five (45) days upon receipt of a written request to that effect made by members representing one fifth of the paid-up membership of the SFA.
- b. The requisition shall specify the nature of the business to be specified and the meeting shall not transact any other business.
- c. The provisions for General Meetings shall be adopted for the conduct of extra-ordinary meetings save where expressly stated otherwise.

9 COMMITTEES

The Committees shall carry out such duties as assigned from time to time by the Executive Board.

- 9.1 The Committees shall be appointed by the Executive Board who shall appoint the Chairperson.
- 9.2 The Executive Board may for any reason remove and replace any member of the Committee.

10 ACCOUNTS/FINANCIALS

- a. The Executive Board shall ensure that the accounts of the SFA are kept in accordance with universally accepted accounting principles.
- b. The financial year of the SFA shall be the 1st January to the 31st December.

- c. The currency of the SFA shall be the United States dollar.
- d. The accounts record shall be kept at the offices of the SFA.
- e. The accounts of the SFA shall be examined at least once each year and subjected to an audit by a properly qualified auditor appointed in accordance with the Constitution.
- f. Certified accounts shall be presented to the Annual General Meeting for consideration and approval.
- g. If for any reason the General Meeting refuses to approve the accounts, it may elect a Special Committee to investigate any anomalies and report within a stipulated period. The committee shall have the power to call for any documents.
- h. The General Meeting after receiving the report of the Special Committee may instruct the Executive Board to take any appropriate remedial measures.

11 TERMINATION OF SERVICE

- 11.1 A member of the Executive Board shall vacate his/her office in any of the following ways:
- a. He/she is convicted of a serious criminal offence.
 - b. He/she is declared an un-discharged bankrupt.
 - c. He/she becomes of unsound mind.
 - d. He/she resigns by a 30-day written notice to the SFA.
 - e. A vote of no confidence is passed against him/her under the provisions of this Constitution.
 - f. He/she has not attended meetings for more than six (6) consecutive months without permission of the Executive Board and the Board resolve that his/her office be vacated.

12 VOTE OF NO CONFIDENCE

- a. Members of the SFA may at any meeting duly constituted move a motion of no confidence against the Executive Board or any member of the Board provided that notice of such motion shall have been given as laid down in the provisions of this Constitution. The said notice shall specify the reasons for the motion which may include, but not be limited to, misconduct, neglect of duty without good cause and abuse of office.
- b. The Board shall in the event of such resignation delegate the member's powers and duties to any of the residual members.
- c. In the event of the President's resignation the residual Board Members shall elect one of the Vice-Presidents to replace him.
- d. In the event of the entire Board resigning the Secretary-General shall call an Extra-Ordinary Meeting to tender the resignation and to hold elections. The Secretary-General shall before such elections run the affairs of the SFA.

13 DISSOLUTION OF THE FEDERATION

- 13.1 The Federation may be dissolved at a General or an Extra-Ordinary Meeting at which the motion for the dissolution shall have been notified.
- 13.2 The resolution for dissolution shall only be passed with support of three Quarters (3/4) of the members present at the meeting.
- 13.3 In the event of dissolution, the net assets of the SFA remaining after the satisfaction of all its debts and liabilities shall either be divided between Member Associations in proportion to the subscription paid in the preceding financial year or donated to such purposes designed to promote squash in Africa as decided upon at the said meeting.

14 DISPUTES AND RESOLUTION

- 14.1 All disputes arising in respect of the affairs of the SFA shall first be referred to the Executive Board for resolution. In the event of the Committee failing to resolve the dispute it shall be referred to an Independent Arbitrator mutually acceptable to both parties.
- 14.2 All Member Associations or members of the Executive Board shall not refer any dispute whatsoever concerning SFA matters to any court of law. Any Association or member who disregards this provision shall be penalized as the Executive Board deem fit.

15 INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

- 15.1 Any dispute relating to the interpretation of this Constitution shall be referred to the Executive Board for resolution. Any person aggrieved by the decision of the Board may refer the dispute to the General Meeting whose adjudication shall be binding and final.
- 15.2 This Constitution may be amended by a resolution at any meeting of which notice shall have been given in accordance with this Constitution.
- 15.3 The resolution for amendment shall only be passed by a 2/3 majority of the members present at that meeting

16 SFA CHAMPIONSHIP REGULATIONS

ELIGIBILITY AND SPIN REQUIREMENT

- 16.1 A National Federation/Association is eligible to enter a team or individual in an SFA Championship provided:
 - a) It is a paid-up Full Member of the SFA and is not indebted to the SFA by its failure to pay any relevant SFA Championship or entry fee; or

- b) It has properly applied for Full Membership of the SFA at the forthcoming AGM and has paid the appropriate membership fee for the current year before the closing date for the Championship; and
- c) It has not been prohibited from entering the team event under the provision of these regulations or for any other reason.

- 16.2 A player is eligible to represent a country in an SFA Championship if he/she was born in, or is a citizen of, or became a naturalized citizen of, has resided in, the country for at least three (3) years immediately preceding the Championship.
- 16.3 Notwithstanding the above, a player is ineligible to represent a country if he/she has represented another country in the three (3) years preceding the Start Date in a recognized International Squash Team Championship (e.g. World Championships, Regional Championships, official matches between federations) in any age group.
- 16.4 In all cases where a player's eligibility is in doubt, the responsible National Federation must submit supporting evidence to the SFA Office at least twenty-one (21) days before the submission deadline so that the player's eligibility can be reviewed and a decision made by the SFA Technical Delegate. National Federations, Team Managers and Individual Entrants must be able to produce proof of eligibility and/or age if requested by the SFA or SFA Technical Delegate, at any time, before, during or after a player had participated in a Championship.

Where a player is ineligible but has been entered in the Championship or evidence supporting a player's eligibility is not provided upon request prior to the Championship then the SFA Adjudicating panel for the Event may exclude that player from the Championship, if a player is determined to be ineligible or if evidence supporting a player's eligibility is not provided during or after a Championship, then any result by that player or by any team of which the player was a member may be defaulted by the SFA Board.

- 16.5 Additional eligibility criteria based on age apply to:
- a. **Juniors:**
Age requirements are defined as under 19 year of age as at the final scheduled day of the Championship.
 - b. **Masters:**
Players must have reached the minimum age of their category by the start date of the Championship.

All players will be required to present their passports to the SFA Technical Delegate to confirm eligibility before being permitted to compete.

If the event is hosted by the home country a National Identity Document may be accepted in the place of a passport.

- 16.6 All players participating in SFA Championships, senior and junior, must have a WSF Registration (SPIN – Squash Personal Identification Number)

and their SPIN must be paid up at the time of entry and remain active and paid at the time of actual participation.

17 ACCREDITATION OF COURTS

If newly built courts after 1 January 2013 are to be used, then they must have been built using only WSF Accredited Products, if they are to be considered for hosting matches recognized by the SFA. This specification is not applicable for courts in existence before 2013, where normal adherence to WSF specification will apply. It shall be ensured that all courts used must have unsealed floors and have been built to WSF specifications.

The height of the tin must be as follows:

Doubles:

33 centimetres (13 inches)

All Men's and Women's Team and Individual matches:

43 centimetres (17 inches)

All Masters and Junior (Men and Women) Team and Individual matches:

48 centimetres (19 inches)

18 ANTI-DOPING

SFA and all members agree to comply and be bound by and to procure that their members comply with the code presently in force and adopted by the World Squash Federation arising out of the WADA declaration adopted in Copenhagen in March 2002 as amended or any subsequent declaration or declarations adopted by WADA from time to time.