

2023

CONSTITUTION



2nd Review

E de Waal

PRO: Namibia Darts Federation

7/1/2023

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Article 1: IMPORTANT DEFINITIONS AND ABBREVIATIONS:

- 1.1 **Affiliated organization** means only clubs and Regions that has adopted the rules of, and paid an affiliation fee to **NAMDAF**;
- 1.2 **Disciplinary committees** are appointed by the **NAMDAF** board to deal with **misconduct** issues;
- 1.3 **Guest** is any person(s) who has been invited to the event by a player, member, or promoter;
- 1.4 **Misconduct** has the meaning set out in Article 18
- 1.5 **Playing attire** refer to the clothes and accessories worn by a player during a match / tournament;
- 1.6 **Suspension / suspended** means that the person suspended shall not be permitted to attend or participate in any way in **NAMDAF** activities or activities recognized by **NAMDAF** and operate under **NAMDAF** rules;
- 1.7 **Annual General Meeting (AGM)**; Will be held annually.
- 1.8 **Extraordinary General Meeting** – a meeting called for by no less than one affiliated region.
- 1.9 **Executive Committee** – as per Article 17 of this constitution.
- 1.10 **Executive Committee Meeting** – meetings convened to discuss and manage urgent matters;
- 1.11 **Financial Year** – Period as from the 1st of April of one year until the 31st of March of the next year;
- 1.12 **Annual Calendar** – Period as from 1st January of one year until 31st December of the same year, showing Meetings and competitions in Namibia;
- 1.13 **AUSC REGION 5** – African Union Sports Council Region 5
- 1.14 **Darts (Body)** – any REGION consisting of union, club etc. Affiliated with **NAMDAF** as per constitution.
- 1.15 **Board** – Members are voted for at the Annual General Meeting and remain Board Members and will serve for a term of five (5) years;
- 1.16 **Board Meetings** – Meetings convened by the Board must take place at least every quarter.
- 1.17 **Quorum** – as stipulated in the constitution.
- 1.18 **Member** – any Region or Player registered accordingly;
- 1.19 **Premises** – used by **NAMDAF** for presentation of any function arranged by **NAMDAF**;
- 1.20 **Regulations** – issued by the Board as per Article of this Constitution;
- 1.21 **D.C.T** – Doping Control Test
- 1.22 **I.O.C** – International Olympic Committee
- 1.23 **N.N.S.C** – Namibia National Sport Commission
- 1.24 **KPI** – Key Performance Indicators
- 1.25 **Player** - Shall include the singular and plural, teams as well as individuals, males, and females.
- 1.26 **Chair of Selectors** – Subcommittee, with set of responsibilities
- 1.27 **Federation** - means a national governing body of a discipline of sport activity in Namibia.
- 1.28 **Should** – indicates an action which is recommended and that will contribute to an improved standard of governance.
- 1.29 **Must** – indicates that implementing the action is considered necessary to achieve a baseline standard of good governance.

1.30 **Mandate** – authority to conduct a policy.

Article 2: **NAME OF THE FEDERATION & HEADQUARTERS:**

A **Body** is hereby constituted known as **NAMIBIA DARTS FEDERATION** and shall hereinafter be referred to as **NAMDAF**. The governing **Darts Body** within Namibia. **NAMDAF'S** headquarters will be controlled by where the President are based.

Article 3: **OUR PURPOSE:**

NAMDAF'S purpose is to promote the game of **Darts** and to assist **Affiliated players / clubs or regions** interest in **Darts**.

Article 4: **OUR VISION:**

NAMDAF strives to promote and develop the game of **Darts** as a national, organized sport to be enjoyed and played by all, to cooperate and actively participate in the promotion and development of the sport in Namibia and to be an active and successful participant in international/national **Dart** activities.

Article 5: **OUR MISSION:**

NAMDAF want to take the sport of **Darts** to the next level and therefor seeks to implement development programs to its **members**, to ensure the long-term growth and popularity of **Darts** in Namibia.

Article 6: **OUR OBJECTIVES:**

- 6.1 To increase active **players** per region
- 6.2 To create a development program
- 6.3 To change the image of **Darts** Namibia.

Article 7: **CORRESPONDENCE AND HIERACHY:**

7.1 **OFFICIAL CORRESPONDENCE:**

Official correspondence will be on **NAMDAF'S** letterhead / Approved templates as per **NAMDAF'S** Document Control Framework Register. Communication from **NAMDAF** will be managed by the appointed Secretary General, there from he/she will route it to the appropriate Board member to manage the request.

7.2 **HIERACHY LEVEL OF COMMUNICATION WITHIN DARTS NAMIBIA**

Any form of communication must be within the hierarchy level of communication. If a problem still cannot be solved, then the parties must address the issue with the Namibian Sports Commission.



Article 8: **MEMBERSHIP APPLICATION:**

8.1 **IMPORTANCE & BENEFIT:**

- 8.1.1 Affiliation fees must be fully paid up with **NAMDAF**, to participate in any **NAMDAF** competitions, tournaments, National Trials and to include your Region's calendar of Activities.
- 8.1.2 Failing to submit your region's calendar will result to lose the opportunity for full participation and support from other Regions, Clubs, and their players, because the competition date may already be used by **NAMDAF'S Members**.
- 8.1.3 Every **Member** is entitled to attend **NAMDAF'S AGM**, to participate and vote. Every affiliated Region may have two(2) delegates and one (1) vote each at all **NAMDAF AGM meetings ONLY.**
- 8.1.4 Membership shall be open to all.
- 8.1.5 Being a **NAMDAF member**, benefit players as they will be officially Ranked on the web, and a clear performance structure are available.

8.2 **MEMBER APPLICATION AND PAYMENT**

- 8.2.1 Application forms must be filled out and must be addressed directly to the Treasurer. Refer to Annexure A to this constitution.
- 8.2.2 Membership must be renewed annually, and payments must reach the Federation not later than end February each year.
- 8.2.3 Membership is valid for one year. No pro rata agreement will be made about membership fees. Membership will lapse automatically should membership payments not executed in full, by the set due date.
- 8.2.4 The **Federation's Members** will consist of **affiliated** players and **affiliated** Regions. As per auditable registered list(s).
- 8.2.5 It is important for Regions/clubs/**Players** to actively participate in competitions/events/meetings and trials arranged by the **Federation**. Failing can result in withdrawal of membership and/or affiliation.
- 8.2.6 The **Board** shall at their meetings, consider any nomination of a Region for Membership, and such application shall solely be judge on the merits of the application.
- 8.2.7 Should a membership application be rejected, the **Member** has the right to appeal within 14 days. The AGM or Special Meeting should hear the appeal.
- 8.2.8 Any individual/club/Region that has been accept as **Member** are bound by **NAMDAF'S** constitution and rules and regulations.
- 8.2.9 Participation in league play by those under the age of 18 is subject to the permission of a parent/teacher.

8.3 **MEMBERSHIP FEE RATE:**

- 8.1.1 Regions : N\$2,000.00
A Region must consist of minimum of three teams (to play Region league)
- 8.1.2 **Affiliation** registration is complete when **NAMDAF** receive a signed indemnity form (Annexure C) AND signed Code of Ethics membership agreement (Annexure B).

Article 9: **RESPONSIBILITY - LIABILITIES AND IDEMNITIES**

NAMDAF will not be held responsible for any injuries sustained by a participant, spectator or official and will not be held liable for any damages to property which may occur during a **meeting/function/tournament** organized or presented by **NAMDAF**. Refer to indemnity form in Annexure C of this constitution.

- 9.1 The **Federation** shall not be held responsible in any way, for any damage to, or loss of, any **Members** possessions, regardless of the nature of such possessions or loss suffered.
- 9.2 No individual **Member** of the **Federation** shall be held liable for any debts incurred by the **Federation**.
- 9.3 The **Federation** shall not be held responsible in any way for any injuries or loss of life occurring during any of the **Federation's** functions, or any third-party claim against the **Federation** for any reason whatsoever.
- 9.4 All **Members** are required to provide a full indemnity releasing the **Federation** from all and any claims of whatever nature that could result from membership from the **Federation**.
- 9.5 **Members** should sign the Indemnity. (Annexure C)

Article 10: **DISBANDING OF NAMDAF:**

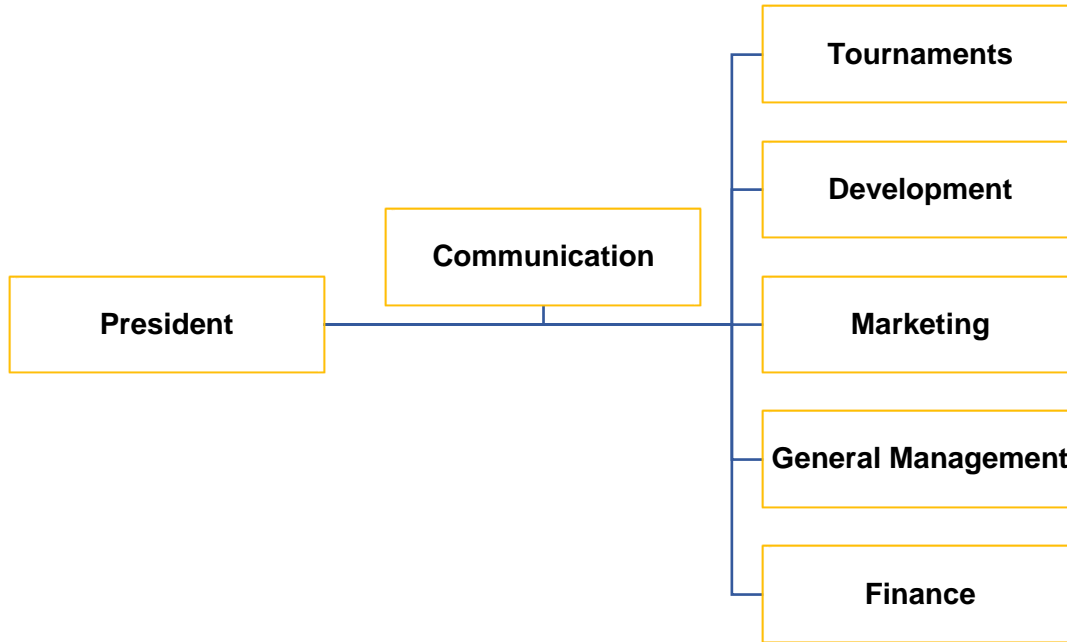
- 10.1 **NAMDAF** may only be disbanded at a decision made at the **Extraordinary General Meeting** convened for this purpose as stipulated in Article 20 of the constitution. Such a decision will only be made final if 75% of the **Members** entitled to vote are in favor of this decision.
- 10.2 Once **NAMDAF** is disbanded all financial liabilities must be settled after which the residue of moveable assets will be passed over to the NAMIBIAN NATIONAL SPORTS COUNCIL.

Article 11: **AFFILIATION WITH OTHER DART BODIES:**

- 11.1 **NAMDAF** shall apply for affiliation to **AUSC REGION 5**.
- 11.2 And / or World Darts. Depending on Financial status and player performance.

Article 12: 12.1 **NAMDAF STRUCTURE:**

Structure follows strategy, the structure also set clear rules and regulations of what are expected from each of the Board members. Skill and experience must fit the member's position on the Board. Members specialize in certain positions.

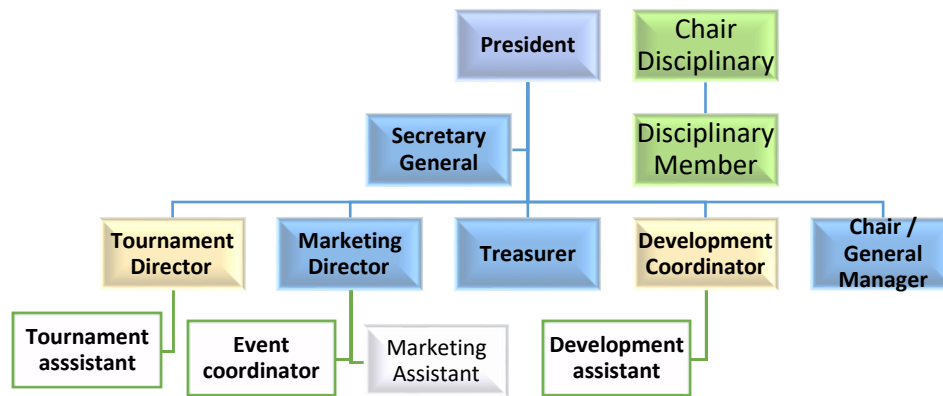


12.2 **NAMDAF'S ORGANOGRAM:**

Members must be chosen on defining factors including Competence, knowledge, ability, quality, leadership, integrity, and experience.

The right balance of skill, expertise needed for long term success of Federation and its growth.

The **Board** will be elected at the **ANNUAL GENERAL MEETING** and will consist of the following **Board Members**.



- 12.2.1 Vacancies in the **Board** shall be filled at an **Extra Ordinary Meeting**.
- 12.2.2 The **Board** shall meet at least once every quarter under leadership of the President, this will be **NAMDAF'S KPI** meeting to measure goals and discuss management issues.
- 12.2.3 Should both the President and Secretary General be absent at such a **Meeting** the remaining members of the **Board** shall designate / rotate a **Board Member** to preside for that meeting only.
- 12.2.4 The President may request a meeting if he/she deems it necessary.
- 12.2.5 Any **Board Member** absent twice in a row without proper apologies will forfeit his/her position automatically.
- 12.2.6 The **Board** has the power to appoint additional **Board Members** for any length of time and for those positions he/she deems necessary.
- 12.2.7 The Secretary General shall inform all **Board Members** fourteen (14) days before a meeting to be held. The agenda and the minutes of the previous **Board** meeting must accompany such notice.
- 12.2.8 The President shall at all meetings of **NAMDAF** have a deliberate and a casting vote and every **Board Member** shall have one (1) vote per motion.
- 12.2.9 A **Quorum** will consist of 50% plus one of the **Board Members**. Should no **Quorum** be present half an hour after the scheduled time of the meeting, the meeting will be adjourned with the President scheduling the following meeting and present **Members** may form a **Quorum**.

12.2.10 Members of **NAMDAF'S Board** shall not receive any compensation or bonus of any kind in consideration of their services or the performances of their duties.

Article 13: 13.1

DELEGATION OF AUTHORITY:

Delegation of authority means that the President gives the power and right to a delegate to perform his/her duties, to make decisions and to give orders to achieve the Federation's goals. Delegation of authority must be in writing to the Board member, transfer only take place when the subordinate accepts by signing the document. The subordinate then take accountability for his/her actions.

13.2

POWER OF NAMIBIA DART FEDERATION'S BOARD:

- 13.2.1 To establish and conduct the business of **Darts** in Namibia, develop, promote and ad mister, through the active **members**.
- 13.2.2 To promote the standardization of playing areas, playing rules and equipment, and associated statistical recording in the sport of **Darts**.
- 13.2.3 To ensure the Rules of Play for the games of **Darts**, as amended from time to time by the W.D.F., are adopted where appropriate by **Darts** Namibia.
- 13.2.4 To the extent of this Constitution and in accordance with the By-Laws, **Darts** Namibia may impose fines and/or other penalties on a **Member**.
- 13.2.5 To function as may from time to time, be deemed expedient to raise funds by subscriptions, affiliation fees, registration fees, levies, or accepting donations. Seek and accept sponsorships in money and/or kind and conduct or organize other fundraising ventures.
- 13.2.6 to ensure that this constitution and by-laws are reviewed and updated on a regular basis and deemed necessary to promote and ad mister **NAMDAF'S** interest and image. Formulate policies governing the activities of **NAMDAF**.
- 13.2.7 The management and control of affairs of **NAMDAF** shall vest in the **Board**, which shall have full power and authority to act in the best interest of **Darts** Namibia and shall have the powers and authority required to achieve the objects of **NAMDAF**.
- 13.2.8 **NAMDAF** may in a general meeting repeal, approve or amend any decision of the **Board**, but no such decision of **NAMDAF** shall invalidate any action taken by the **Board** in accordance with the Constitution.
- 13.2.9 Consider and approve By-Laws, rules and codes or any amendments thereto in accordance with the rules and regulations of **NAMDAF**.
- 13.2.10 Recommend international or cross-border participation by officials, participants and/or competitors at any level, including training, for approval of **NAMDAF**.
- 13.2.11 Consider and submit applications to the NSC for Namibian National Colors for officials and competitors.
- 13.2.12 Supervise the correct functioning of the **NAMDAF Board** and Regional Committees.
- 13.2.13 Make any rules, resolutions, or decisions that are necessary or expedient to achieve the objects of **NAMDAF**.
- 13.2.14 Form or appoint sub-committees for special or general purposes, to determine and assign duties, to delegate powers to such sub-committees,

- and to delegate to any sub-committees all or any of the authorities conferred on the **Board** by this Constitution.
- 13.2.15 To decide on points of dispute and to hear appeals against the decisions of the **members** of **NAMDAF**.
- 13.2.16 Appoint employees of **NAMDAF** upon such terms and conditions and salaries as it thinks fit and to control all such employees.
- 13.2.17 Control and regulate **Darts** in Namibia.
- 13.2.18 To do everything possible for the proper administration of **NAMDAF'S** interest as stipulated in the constitution;
- 13.2.19 To institute/defend legal actions on behalf of **NAMDAF**; to receive appeals against decisions of **Members** / officials and to act accordingly.
- 13.2.20 To form sub committees from **Members** for any reason the **Board** deems necessary;
- 13.2.21 The **Board** may grant permission for a **player** to move from one Region to the other;
- 13.2.22 Decision making in sport and **member's** best interest.
- 13.2.23 Conduct Regional / National and International competitions.
- 13.2.24 Identifying and rewarding high sport / administrative achievements
- 13.2.25 Certification of Coaches
- 13.2.26 Train to lead and manage (self / team / **Board**)

Article 14: **DECISION MAKING STRUCTURE GOVERNANCE:**

Governance sets the boundaries within which people operate. It identifies who is responsible for making which decision and defines the process they use to make legitimate decisions within **NAMDAF**.

- NAMDAF must eliminate endless arguments about decision rights,
- This Governance will define clear roles and responsibilities,
- It will also define the decision-making process upfront.
- It will resolve conflict and set clear guidelines about the decision-making process within Darts Namibia.

Level 1: Inputs on changing constitution, include NAMDAF Board and Regional Committees. This process is covered in Article 21; Constitutional Resolutions.

Article 15: **DUTIES AND RESPONSIBILITIES OF EACH BOARD MEMBER:**

15.1 **SKILL, RESPONSIBILITY AND AUTHORITY OF PRESIDENT (PRES)**

The president's job is to lead **NAMDAF'S Members** to the vision, mission and goals set by the **Board**. He/she are responsible for the sport in a whole. The president will have standard duties along with other duties.

- a) Ensure all relevant matters are discussed in **meetings**, and orderly **meetings**.
- b) Be well informed and oversee the **Federations** activities.
- c) Foster a strong relationship with government, affiliated Regions, and other **Dart Federations**.
- d) Instruct the General Secretary to call on **meetings**.
- e) Appoint special committees for special tasks (Disciplinary, Audit etc.)
- f) Approve / disapprove of activities, tasks, finance, and events.

- g) Ensuring the **Federation's** Budget and Planning for the future is conducted.
- h) Implement strong financial controls to protect the cash and assets of the **Federation**.
- i) Accountable of audit of Annual report, Financial statements and **KPI'S**
- j) Shall determine **KPI** gaps with annual report and take steps to close gaps.
- k) To enforce national, international sport code playing rules; discipline and see that constitution, processes are implemented.
- l) To exercise general supervision and management over the relationships with all Namibian Regions and over **NAMDAF Board**.
- m) 1st signing authority on checks; and ANY correspondence.
- n) Effective communicator, good people skills & natural leader.
- o) Casting vote
- p) Are a member of the Disciplinary / Selection Committee.
- q) To attend all **meetings** and will be the Chairperson. (Executive and **AGM'S**) If he/she is not available the Secretary General OR any other EXCO **member** should be appointed for the meeting.

15.2 **SKILL, RESPONSIBILITY AND AUTHORITY OF SECRETARY GENERAL (SG)**

The Secretary General's main duties include the in-and-out going communications of **NAMDAF**.

- a) The primary duties of the Secretary General shall be the paper administration AND communication of **NAMDAF**, it includes:
- b) Convene all **meetings** in consultation with the President.
- c) To note down all minutes of **meetings** and introduce these into the minute book for the purpose intended.
- d) Conduct correspondence as deemed necessary.
- e) Carryout instructions / requests issued by the **Board**.
- f) Create a filing system for **NAMDAF** centralized point of all incoming and outgoing Communication including enquiries.
- g) Custodian of all branding documentation of **NAMDAF** (e.g.: Letterheads; Trial/Competition Forms; Logo; constitution; etc.)
- h) To be the 2nd signing authority on payments
- i) Must meet deadlines and are self-driven.
- j) Must take ownership and responsibility.
- k) This person must be a good communicator.
- l) He/she must have good administration skills.
- m) Be discreet and able to maintain confidentiality on relevant matters.

15.3 **SKILL, RESPONSIBILITY AND AUTHORITY OF THE TREASURER:**

The treasure's job is to keep an organized and detailed list of incoming and outgoing monies associated with the Federation. He/she should be someone everyone in the **Board** agrees can be trusted with money and be good with the allocation of funds.

- a) To be the custodian of all funds, movable assets, and property of the Federation.
- b) To issue receipts to sponsors, **Members** etc. and balance receipts vs. banking statements.

- c) To update and distribute the membership list on a **3 monthly basis** to the rest of the **Board**.
- d) Create and implement an auditable financial system.
- e) To do all payments (Rent, purchasing, affiliation, competition fees etc.) and send proof to supplier.
- f) To draft a forecast budget for all 'supposed to be / whist list' expenses.
- g) To compare it with the actual spending and update the rest of the committee. (overspend or not)
This excludes the update of the Annual Financial Report at the **AGM**
- h) Analyzing data and information (Analyzing skills)
- i) Effective communication and persuasion skills (to in all outstanding monies for **NAMDAF**)
- j) Trustworthy person

15.4 **SKILL, RESPONSIBILITY AND AUTHORITY OF THE GENERAL MANAGER:**

He / she is the backbone of the entire Federation. He / she must focus on the business side of the Federation. He / she must have the knowledge of ALL business processes, and functional departments in the Federation. Essential skill for a General Manager is to be creative, Innovative, proficient writing skill, analytical skills, and effective communication skill. Main duties include:

- a) Visionary Leadership and execution thereof.
- b) Ensuring compliance with rules and regulations. Review and update Constitution, by-laws, and official templates.
- c) Roll-out and implementing change.
- d) Coordinating annual calendar planning.
- e) Coordinating KPI reporting on monthly and annual basis and distribute to rest of **Board members**.
- f) Plan, organize, lead, and implement projects.
- g) Coordinate monthly, quarterly, and annual reports – for **Board** meetings.
- h) Do Strategic planning in collaboration with EXCO Members.
- i) Recruiting **Board Members and** managing Human Resources. (Board and Committee's)
- j) Attend **Board meetings** and take part in discussions.
- k) Must meet deadlines as this person has to be the drive for relevant outcomes at certain times.
- l) Oversee the Federation's Budget.
- m) Help insuring profitability.
- n) Time-management

15.5 **SKILL, RESPONSIBILITY AND AUTHORITY OF TOURNAMENT DIRECTOR (TD)**

The primary duties of the National Tournament Director shall be to plan, organize and facilitating **NAMDAF** competitions, it includes:

- a) To seek new competitions.
- b) To help secure tournament sites.

- c) Develop & maintain game templates, approved and update them in the National filling system with the Secretary General.
- d) Take accountability of an auditable system on competition points for queries that may occur.
- e) Facilitating competitions, custodian of playing area and chairperson of Technical Team
- f) Determine what supplies would be needed.
- g) Do inspection of the playing area before the games begin, and make sure it is on standard.
- h) Work on the tournament program and playing schedule. And do everything possible to keep on track with the program.
- i) Draft competition advertisement together with Marketing department.
- j) Manage and oversee all competitions are played fair and in good order. (Implement National Rules and Regulations)
- k) The National Tournament Director may function as mentor at other (Not NAMDAF) events to guide those who are new.
- l) This person must be discreet and able to maintain confidentiality on relevant matters.
- m) Must take ownership in Budget planning for this department.
- n) Must take part in seeking sponsorships for the annual National Championship competitions.
- o) Must be strict and forcing discipline down.
- p) Be involved in annual prize giving ceremony at the year-end function.
- q) Handling of entries with **NAMDAF** events.
- r) Form part of the selection committee.

15.6 SKILL, RESPONSIBILITY AND AUTHORITY OF THE DEVELOPMENT COORDINATOR:

The main duties of the Development Assistant to promote the sport by communicating to Regions and clubs. Other functions include:

- a) Raise public awareness of the need of playing **Darts** and the benefit thereof, at competitions, schools, **Dart** Campagnas.
- b) Have a strong relationship with Regional Presidents or Developers to start a development program and visiting schools at their Region or Town.
- c) Promote the sport for a Region to seek opportunities and initiatives to plan youth competition.
- d) This person must take accountability and responsibility of the successful implementation of youth development in Namibia. (This will be the goal and will be measured on a 3 monthly basis)
- e) Recruit / identify players in each region to be trained as National Coaches and get certified.
- f) Develop partnership with educational forums (together with **NAMDAF'S** spokesperson) to include **Darts** as sport code in schools.
- g) This person must take responsibility for an annual development program and action list, how this will be done.

- h) He/she are responsible for track keeping and feedback to the **Board** on project progress.
- i) He/she may not ask any fees or salary to do coaching and contribute towards **Dart** Development in Namibia.
- j) Shall be dependable and responsible.
- k) Person with integrity working with youth.
- l) Effective communicator and willingness to serve.
- m) Self-driven and meet deadlines.
- n) Delegating tasks to assistant but not responsibilities.

15.7 SKILL, RESPONSIBILITY AND AUTHORITY OF THE DEVELOPMENT ASSISTANT:

The main duties of the Development Assistant to promote the sport by communicating to Regions and clubs. Other functions include:

- a) Raise public awareness of the need of playing **Darts** and the benefit thereof, at competitions, schools, **Dart** Campagnas.
- b) Have a strong relationship with Regional Presidents or Developers to start a development program and visiting schools at their Region or Town.
- c) Promote the sport for a Region to seek opportunities and initiatives to plan youth competition.
- d) Recruit / identify players in each region to be trained as National Coaches and get certified.
- e) He/she may not ask any fees or salary to do coaching and contribute towards **Dart** Development in Namibia.
- f) Shall be dependable and responsible.
- g) Person with integrity working with youth.

15.8 SKILL, RESPONSIBILITY AND AUTHORITY OF THE MARKETING DIRECTOR:

The Marketing Director's goal is to market the National teams, events, and players. It includes the following:

- a) Draft positive media releases (internet; television newspapers; Social media)
- b) Planning promotional campaigns
- c) Advertising / marketing of competitions
- d) Shall in consulting with the President or Secretary General make appointments with different institutions and Businesses and private persons for sponsors and donors.
- e) Negotiate sponsor contracts and donors to help fulfill **NAMDAF'S** budget.
- f) shall in consultation with the President and Secretary General do press releases;
- g) Shall inform the President as soon as possible if any positive negotiations took place;
- h) Shall rapport on annual sponsored amount?
- i) Shall see that sponsors / donors receive appreciation letters when monies are received;
- j) Take ownership and responsibility.
- k) Analytical & good administration skills

- l) Working with other departments to develop a marketing strategy and present presentation to donors.

15.9 SKILL, RESPONSIBILITY AND AUTHORITY OF THE EVENT COORDINATOR:

The main duty of the Event coordinator is to PLAN AND COORDINATE events. It includes:

- a) Select venues for competitions or hosting year end function. In the given budget.
- b) Accounting for travel and accommodation for teams, playing out – within budget.
- c) Organizing meals within budget.
- d) Consulting with the tournament Director and Marketing Director about expectations.
- e) Ticket sales (if applicable)
- f) Negotiate catering services.

15.10 SKILL, RESPONSIBILITY AND AUTHORITY OF THE MARKETING ASSISTANT:

The main duty of the Marketing Assistant is to assist the Marketing Director in any tasks delegated to him / her, it includes:

- Planning of promotional campaigns.
- Seek potential sponsorship.
- Take ownership and responsibility.

15.11 SKILL, RESPONSIBILITY AND AUTHORITY OF TOURNAMENT ASSISTANT:

The Tournament Assistant aids the Tournament Director.

- g) Organizing playing equipment
- h) Organizing score sheets.
- i) Handle entry fees (if applicable) and score sheets.
- j) Handle field questions.
- k) Assist with draws and announcements.
- l) Assist with evaluating sheets.
- m) Assist with prize organizing and hand out.
- n) Form part of the selection committee.

Article 16: 16.1

MAIN DUTIES OF NAMIBIA’S REGIONAL COMMITTEES:

16.1.1 The main duty of the president is in taking the lead. The president or chairperson is the principal leader of the region and has overall responsibility for the region’s administration and performance.

16.1.2 The first key role of the president is leading the annual planning of the region (consistent with the views of members), help the committee prioritize its goals and then try to keep the committee on track by working within that overall plan. Region and committee members should have a sense of what they are trying to achieve, and a plan developed for this purpose is essential. The president leads this process.

16.1.3 The second key role of the president is to facilitate effective management of region/committee meetings.

16.1.4 To do this effectively the president/chairperson should:

- Be well informed of all the region's activities.
- Be knowledgeable of the future directions and plans of **members**.
- Foster a strong working relationship with other regions and the **National Darts Federation. (NAMDAF)**
- Have a good working knowledge of the sport rules and the duties of the rest of the committee.
- Manage (chair) committee and/or **executive meetings**.
- Manage (chair) the **Annual General Meeting**
- Represent the club at local, regional, and state level.
- Be a supportive leader for all region's **members**.
- Function as a facilitator for region activities

16.1.5 Most importantly – ensure the planning and budgeting for the future is conducted in accordance with the wishes of the **members** and National **sport body**.

16.1.6 The President's decision-making process should be in line with this constitution and rules and regulations.

16.1.7 A Regional President should preferably understand human relationships and attitudes. The image of the region is represented through the president.

16.1.8 a President should aim for the highest levels of efficiency, together with sound ethical and moral standards.

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient Chairperson, encourage focused discussion and have a sound knowledge of debating and **meeting** procedures.
- Have a good and clear understanding of the sport rules, the National constitution, policies, and procedures.
- Ensure your region's economic management procedures and budgeting remains on target and is achieved.
- Actively report all fund-raising projects, and an overview of your regions strategic planning as per year end.
- Ensure effective and full handover from old to new committee members.

16.2 AUTHORITY AND ACCOUNTABILITY OF REGIONAL PRESIDENT

16.2.1 Responsible to recruit youth and under 25's for development

16.2.2 To help roll out a junior development program together with **NAMDAF**.

16.2.3 To comply (and enforce) with **NAMDAF'S** rules and regulations.

16.2.4 Create an opportunity and supporting the regions clubs and players to participate in National Trials and National level competitions.

- 16.2.5 Encourage clubs and **members** to affiliate with **NAMDAF**, to benchmark our players and operations Internationally.
- 16.2.6 To implement a Region Club Affiliation- and Region Player Affiliation list and supply **NAMDAF** with the information annually,
- 16.2.7 To collect Region Club- and Region Player Affiliation fees and do a once off payment per region on annually basis.
- 16.2.8 Inform and update clubs and players about any changes made in **NAMDAF'S** constitution or Policies and Procedures. It is the Region's President's responsibility to roll out the rules and regulations.
- 16.2.9 Enforce good discipline and strong leadership.
- 16.2.10 Rapport by end February each year on: Previous year's: Performances, Projects, and progress thereof. New/current year: new goals, projects, and plans.
- 16.2.11 Enforce clubs and players to follow level of authority. Undermining authority could lead to disciplinary action.

Article 17: **THE EXECUTIVE COMMITTEE (EXCO)**

Exco members must:

- Understand their role
- Know and understand this constitution and By-laws, Board structure; Roles and Responsibilities of the Board and legal responsibility.
Understand his / her performance output in reaching **NAMDAF** goals.

17.1 The executive committee consists of the following:

- (a) The President
- (b) Secretary General
- (c) And three (3) other **Board member**

17.2 Three (3) **Members** present form a **Quorum**.

17.3 The **Executive Committee** shall always keep proper minutes of all **meetings** held to be submitted for approval at the next **meeting**.

Article 18: **DISCIPLINARY CODE:**

The Discipline Committee is **mandated** to ensure protection of the public, players, and members interest by establishing and maintaining a framework for dealing with matters referred to it for discipline.

18.1 **COMMITTEE STRUCTURE:**

18.1.1 The **Board** may, if required, appoint a **Disciplinary Committee** to investigate matters concerning the behavior of **Members**, officials, players, and spectators whilst he/she was at a **NAMDAF** an event or **premises**.

18.1.2 The **Disciplinary Committee** will consist of three (3) members whereby 2 will form a **Quorum**, of which one (1) of the members must function as Chair; who will in case of and equality of votes have a casting vote. The Chairperson may or may not form part of the **NAMDAF Board**.

18.2 **DUTIES OF THE DISCIPLINARY CHAIR:**

- 18.2.1 Chair the general meeting.
- 18.2.2 Ensure that disciplinary procedures occur at a convenient time and place.
- 18.2.3 Ensure that proposed motions and amendments are relevant to the meeting.
- 18.2.4 Make sure that the correct disciplinary procedure is followed.
- 18.2.5 Mediate the hearing to ensure that each party (that is entitled to speak) expresses their opinion or rationale without unnecessary interruptions.
- 18.2.6 Obligated to act fairly and impartially to all parties involved in the disciplinary procedures.
- 18.2.7 Maintain order and manage any necessary documentation or minute-taking.
- 18.2.8 Adjourn the meeting if it is unproductive and unable to continue.
- 18.2.9 Give rulings on points of order to settle disputes.
- 18.2.10 Engage in the debate, but while they do, they must yield the chair to a temporary chairperson.

18.3 **SKILL, RESPONSIBILITY AND AUTHORITY OF THE DISCIPLINARY COMMITTEE:**

The Discipline Committee is mandated to ensure protection of the **Members** and public by establishing and maintaining a framework for dealing with matters referred to it for discipline.

- a) Every member of the Committee shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person.
- b) meet at least one (1) time per year to ensure the proper functioning of the Committee;
- c) maintain minutes of its meetings in which shall be recorded all decisions and actions taken by it;
- d) report its actions to the **NAMDAF Board**
- e) submit annually a report of its activities to the **NAMDAF Board**;
- f) Be the custodian of the disciplinary process.
- g) Be the chairperson of the disciplinary proceedings.
- h) Facilitate all disciplinary **meetings**. (By making use of technology if not possible to attend the **meeting** in person)
- i) Understand the disciplinary process and your role in the committee.
- j) submit suggestions regarding punishment or fines for sanctioning by the **Board**.

18.4 **POWER OF THE DISCIPLINARY COMMITTEE:**

- 18.4.1 direct the Treasurer to revoke a member's certificate of registration;
- 18.4.2 direct the Treasurer to suspend a member's certificate of registration for a specified period;

- 18.4.3 direct the Treasurer to suspend the suspension of a member's certificate of registration, provided that the member complies with certain conditions;
- 18.4.4 direct the Treasurer to impose terms, conditions, and/or limitations on a member's certificate of registration for a specified or indefinite period;
- 18.4.5 require a member to appear before a panel of the Discipline Committee to be reprimanded;
- 18.4.6 require a member to pay a fine of up to N\$1,500.00.

18.5 **WHO IS RESPONSIBLE FOR REPORTING AN INCIDENT:**

Anyone that are aware of the incident, are responsible for reporting the incident in writing to the Secretary General, within three (3) days after the incident occurred. If possible, with the necessary proof.

18.6 **EXAMPLES OF WHAT TO REPPORT:**

- 18.6.1 Any form of dishonesty. (Board member misuse his/her authority; Any **member** or **player** use sponsored money, goods, or services for personal gain; Conflict of Interest)
- 18.6.2 Breach in Code of Ethics, as per **member** agreement.
- 18.6.3 Breach in Code of Conduct, as per National Player agreement.
- 18.6.4 Breach of Integrity Values (Such as respect, fair play no competition wagering, swearing etc.)
- 18.6.5 Misuse of alcohol or substances.
- 18.6.6 Anybody who are not taking safety into account and could hurt anyone.
- 18.6.7 Anybody that could hurt **NAMDAF'S** image, by badmouth and/or not following **NAMDAF'S** rules, regulations, orders and/or not fulfill his/her job in the National Board Structure or Region Structure.

18.7 **DISCIPLINARY PROCESS:**

- 18.7.1 Any **Member/player/guest** may lodge a complaint in writing to be heard by the **Disciplinary Committee**. OR If the **Board** becomes aware of any misdemeanor of any **Member** or his/her **guest**, they will request the **Disciplinary Committee** to act.
- 18.7.2 The complaint must be handed or mailed to **NAMDAF'S** Secretary General, within 3 days after the incident.
- 18.7.3 All matters should then be handed over to the **Disciplinary Committee**, who will collect all the facts arising from the complaint under the Code of Ethics, or National Constitution, Policies and Procedures.
- 18.7.4 Follow the Disciplinary process in determining if the complaint has merit to go on and decide on punishment.
- 18.7.5 Refer the complaint to an investigation and a proper hearing. The **player** should notify in writing and should be given 14 days to respond with a full and truthful response. Failure to respond with a full and truthful response may amount in **misconduct**.

18.8 **THE HEARING:**

- 18.8.1 The **player** may do one of the following:
- 18.8.2 Attend and speak at the hearing;
- 18.8.3 Submit, a written representation, prior to the hearing, to the **Disciplinary Committee**,
- 18.8.4 Attend the hearing and bring along a representative.
- 18.8.5 The hearing will continue with or without the presence of the accused. The accused will have the right to call for witnesses and to confront his accuser.
- 18.8.6 Every person giving evidence before the **Disciplinary Committee** is under a duty to give full and truthful evidence.
- 18.8.7 The **Disciplinary Committee** shall make their recommendation to the **Board** as per guidelines.
- 18.8.8 After the final finding the **Disciplinary Committee** must give written feedback to the **player** and his/her Region or Club within 2 working days after the hearing.

18.9 **SANCTIONS:**

- 18.9.1 Where a person is found guilty of **misconduct** or otherwise in breach of the rules, the **Disciplinary Committee** may impose upon the that person one or more of the following sanctions:
- 18.9.2 temporary Suspension for a period fixed in time or by reference to events;
- 18.9.3 permanent Suspension (with or without the possibility of reinstatement, which may be conditional);
- 18.9.4 a fine;
- 18.9.5 the withholding of any prize money earned from a **Darts** event;
- 18.9.6 The fines will increase with each offence.
- 18.9.7 a Suspension for a one-year period for serious offences hurting **NAMDAF'S** values and reputation (unfair play; wagering and manipulation of draws)

18.10 **APEAL AGAINST FINDING:**

- 18.10.1 A **player** shall have 7 days from final finding date - to submit a Notice to Appeal Form to the Secretary General OR President of the Affiliation.
- 18.10.2 The Notice shall set out the specific aspect if challenging the outcome, and relevant documents.
- 18.10.3 If the Notice of Appeal are submitted / received late, as per (a) above, the Notice will be rejected without further consideration.
- 18.10.4 The appeal will be managed between the **Board** and **Disciplinary Committee**.
- 18.10.5 A different **Disciplinary Committee** should be selected for the appeal to be fair.

18.11 PUBLICATIONS AND CONFIDENTIALITY

- 18.11.1 The **NAMDAF Board** and the **Disciplinary Committee** shall not issue any press releases.
- 18.11.2 The **Disciplinary** proceedings will take place privately without any press or people not related to the case.

Article 19: 19.1 FINANCIAL:

19.1.1 PROFITS:

All goods arising from a sale, or any other assets may be transferred / given to any institute prior to the authorization of the **NAMDAF Board**.

NAMDAF may invest its funds in the manner contemplated in this constitution. The **Board** shall open and remain a bank account for and in the name of **Namibia Darts Federation**.

19.2 FINANCIAL ARRANGEMENTS:

- 19.2.1 All membership fees, contributions, donations, grants, interest earned, profit made, or any other monies will be used to the advantage of **NAMDAF** and its **Members** at the discretion of the **Board**, for the sole purpose of promoting the game of **Darts**.
- 19.2.2 One or more banking accounts will be kept in the name of at any responsible banking institution.
- 19.2.3 The **Board** will decide upon signing power to operate such account/s.
- 19.2.4 An official receipt must be issued for all monies received for or on behalf of **NAMDAF** and such monies must be deposited in **NAMDAF'S** banking account without any deduction of amounts originally received.
- 19.2.5 Any payments to be done must be signed by the President or the Secretary General. Should one of the afore mentioned be absent, such signature may be given by the Vice President.
- 19.2.6 Membership does not entitle any **Member** any rights, title, interest, claim or monies, property, or assets of **NAMDAF**. Membership only renders the honor to enter **NAMDAF'S** property and utilization thereof as intended, and it is subject to the conditions lay down by **NAMDAF**. The **Board** may change payment of an entrance fee at special functions.
- 19.2.7 Whenever a selected Committee is appointed by the **Board** to deal with a specific matter, all cash monies received will be handed to **NAMDAF'S** treasurer for which a receipt must be issued in the name of the specific committee. These monies received must be deposited into **NAMDAF'S** account as soon as possible.
- 19.2.8 Any selected or subcommittee may not incur any debts, loans, or other liabilities to the account of **NAMDAF** unless written approval to do so had previously been granted by **NAMDAF** and duly signed.

19.3 **AUDITING AND ANNUAL RAPPORTING:**

- 19.3.1 All accounting records related to the **Federation** must be audited annually. before end of May each year.
- 19.3.2 The Executive **Board** must approve the Financial statements. Before submission to the Sport Commission.
- 19.3.3 A annual rapport should reach the Sport Commission not later 90 days after budget year end, as per Act 12 of 2003; Namibia's Sport Act. The structure of Sport Commission's rapport:
- a) Activities during the previous year
 - b) Audited balance sheet
 - c) Audited income and expenditure account
 - d) Auditors Rapport

19.4 **GETTING SPONSORS:**

- 19.4.1 **NAMDAF Members** shall always ensure that the process must be followed to get sponsors for the **Federation**.
- 19.4.2 In case of personal sponsors (Regional and National players) the secretary must draft a sponsor list and a confirmation letter to the sponsors.
- 19.4.3 **Members** shall not use their position in the **NAMDAF Board** to obtain any goods, materials, money, or services for personal use. Neglecting / ignoring this matter a **Member** can be accused of fraud and be disciplined.
- 19.4.4 Expenses will be calculated for budget planning purposes, for National players, total amount must be paid into the **NAMDAF** account for expenses on travelling, attire purchasing etc. No monies will be paid back.

Article 20: **MEETINGS: ANNUALL GENERAL MEETING:**

20.1 **NOTICE OF ANNUAL GENERAL MEETING (AGM)**

- 20.1.1 Notice of points of discussion to be raised at the **AGM** must be submitted to the presiding Secretary General 21 days prior the **AGM**. The Secretary General will inform the Regions one (1) month before the scheduled **AGM**.
- 20.1.2 Notice of the date, time, and place of the **AGM** as well as the appropriate Agenda shall be in the hand of all the affiliated Region at least fourteen (14) days prior to the meeting. Said notice shall also be made available to all **Board Members** as stipulated in the clause.

20.2 **PROCEDURE OF AGM**

- 20.2.1 The President of **NAMDAF** will be chairperson at the **AGM**, or in his /her absence the Vice President.
- 20.2.2 The Agenda of the **AGM** will be listed as follows:
- Welcome by President
 - Constitution of **Meeting**

- Reading of Notice of **Meeting**
- Presentation of Credentials
- Apologies
- Minutes of Previous **AGM**
 - Omission / Corrections to Minutes
 - Acceptance of Minutes
- Matters arising from minutes.
- Urgent Matters
- Affiliation of new REGIONS
- Reports
 - President's Report
 - Treasurer's Report
- Adjustments of the constitution if requested and described previously.
- Elections of Auditors
- Election of new EXECUTIVE COMMITTEE by vote every five(5) years.
- Adjournment

20.3 **VOTING:**

20.3.1 **RIGHT TO VOTE AT AGM MEETINGS:**

- 20.3.1.1 Every affiliated Region may have two (2) delegates and one (1) vote each at all **NAMDAF'S AGM** meeting. (ONLY)
- 20.3.1.2 Voting will take place by a showing of hands of all **Members** present.
- 20.3.1.3 In case of a stay of VOTES, the President shall have the deciding vote;

20.4 **QUORUM:**

- 20.4.1 A **Quorum** will consist of 51% of the affiliated Region.
- 20.4.2 Should no **Quorum** be present 20 minutes after the time scheduled for the meeting to commence, **Member's** present may form a **Quorum** with the power to manage the agenda. No constitutional changes, however, may be made even if noted on the agenda.
- 20.4.3 In the event of an **Extraordinary General meeting**, requested by **Members** such a **meeting** will be zero and void should no **Quorum** be present.

20.5 **EXTRAORDINARY GENERAL MEETING:**

- 20.5.1 The AGENDA of the **Extraordinary General Meeting** will be listed as follows:
 - Welcome
 - Presentation of Credentials

- Reading of notice **meeting**
- Attendance
- Handling of matters are requested in the motion.
- Adjournment

20.6 **RULES OF THE MEETING**

- 20.6.1 Any **Extraordinary General Meeting** may be called for at any time by the **NAMDAF Board**, if requested to do so by at least three **Members**, if notice is given to the Regions fourteen days (14) before such **meeting** as described in Article 20.1.2.
- 20.6.2 Upon receipt of a request, signed by at least 2/3 of affiliated Region indication in detail a **meeting** as described in Article 20.
- 20.6.3 2/3 of affiliated Region form a **Quorum**. Only matters specified on the request for the **meeting** may be addressed.
- 20.6.4 Minutes of the **meeting** must be distributed to the **Members** within 7 working days after the **meeting**.

20.7 **WITNESSING OF MINUTES:**

- 20.7.1 Minutes of meetings signed by respective President will be deemed to be sufficient proof of **NAMDAF** that the contents of the minutes are correct.

Article 21: **CONSTITUTIONAL RESOLUTION:**

21.1 **RULES OF PROCEDURE:**

- 21.1.1 Any resolution suggested by one **Member** who is not seconded by another will not be discussed and therefore not be entered into the minutes.
- 21.1.2 Any **Member** having made a proposal may only revoke such a proposal with the consent to the seconded.
- 21.1.3 Should a seconder of a proposal decide to withdraw his/her support before the voting takes place, the proposal will be zero and void unless another **Member** seconds the proposal.
- 21.1.4 a Region may request that a difference of opinion should be recorded in the minutes of a current **meeting**.
- 21.1.5 When proceeding to vote for a certain proposal / matter most votes will be the deciding factor unless the constitution dictates a specified majority.
- 21.1.6 Should chaos occur at any **meeting** the President may adjourn the **meeting**, which results in that any resolutions being passed here to fore shall be deemed invalid as said resolutions may have caused the chaos.

21.2 **CHANGES:**

- 21.2.1 The constitutional changes may only be made at the **AGM** or **Extraordinary General Meeting** which must be convened for this purpose.
- 21.2.2 Notice which contains resolutions, sought to be passed, must be submitted with the Agenda Stipulated in Article 20.
- 21.2.3 The notice must stipulate which article is to be changed, extended, or deleted.
- 21.2.4 Any resolution to change the constitution, will only be binding if a 2/3 majority Vote is obtained.
- 21.2.5 Any constitutional changes will be applicable with immediate effect at an **Annual General Meeting**, unless otherwise stated.

21.3 **INTERPRETATION:**

Should any doubt arise as to the interpretation of the constitution; by laws; regulations; rules and house rules, the interpretation placed thereon by the board shall be. final and binding to all **Members** of the **Federation**.

Article 22: 22.1 **BY LAWS AND POLICIES:**

- 22.1.1 **NAMDAF'S** empowered to make, repeal, and amend Policies as it may, from time to time, consider necessary for the internal management of **Darts** Namibia.
- 22.1.2 The making, rescission and amendment of such By-laws or Policies shall be affected at an **AGM** or **Extraordinary Meetings** upon a resolution being passed by a majority of the **Members** eligible to vote at such a meeting.
- 22.1.3 Policies to add to this constitution:
 - a) Conflict of Interest Policy
 - b) Playing Integrity Policy
 - c) Hall of Fame Policy
 - d) National Player selection Policy
 - e) Code of Conduct for National Players
 - f) Code of Ethics Membership Agreement
 - g) Membership Protection and child protection Policy

Article 23: **PLANNING:**

23.1 **ANNUAL CALENDAR OF ACTIVITIES:**

- 23.1.1 It is the responsibility of all Regions to communicate their different Calendars to NAMDAF, starting the 1st of January and closing 31st December the same year.

23.2 **BUDGET PLAN:**

An income and expenditure framework must be set up annually, to manage and allocate finances of the Federation. It is also necessary to get a clear indication of the National Teams travelling cost and to have enough time to reach the budget objective.

23.3 **GOAL ACHIEVEMENT (PERFORMANCE):**

The Board and Regional Committee's objectives should be aligned. Goals should be revised annually.

Article 24: **REGOCNITION FRAMEWORK:**24.1 **NATIONAL ATTIRE:**

24.1.1 Official clothes (Jacket and tie or scarf) will only be issued to a player once he/she is selected for the 1st time in representing International competitions on behalf of **NAMDAF**.

24.1.2 Officials chosen as team manager(s) of a **NAMDAF** National Team will only be entitled to **NAMDAF** attire if they represent **NAMDAF** beyond the borders of Namibia. The designation of such officials must appear beneath the emblem.

24.2 **HONARARY COLOURS:**

24.2.1 Honorary colors may be awarded to players and official and will be decided by **NAMDAF Board**.

24.2.2 The **Board** may contribute a fixed fee towards cost of the Secretary General.

24.3 **TROPHIES:**

All floating and other trophies remain the property of the **Federation**, unless otherwise stipulated by the conditions of the sponsorship / agreement.

24.4 **HALL OF FAME:**

Recognition will be provided to members that achieved extraordinary achievements AND made a difference, in Darts Namibia's legacy / future.

Article 25: **GENERAL AND CONFINED REGULATIONS**

25.1 The Technical Committee is responsible for the arrangements of setup of playing venue, refreshments, etc. At any **NAMDAF** activity.

25.2 It is expected of all **Members** to always behave accordingly whilst on **NAMDAF premises** and to show politeness / courtesy as well as kindness to their fellow **Members** and guests.

25.3 No pamphlets, advertisements or documents may be displayed or distributed on **NAMDAF** property without prior consent of the President.

Article 26: **ANTI-DOPING REGULATIONS (AS PER I.O.C)**26.1 **GENERAL:**

- The **I.O.C** condemns the use of drugs by **players** other than for therapeutic reasons in accordance with medical advice. The taking of drugs by **players** to enhance performances is forbidden.
- No **player**, referee, doctor, coach or selected other official involved in the organization/administration or promotion of **Darts**, is permitted to engage in any doping practice.
- These anti-doping regulations (hereinafter called the Regulations) set out in the rules of the **I.O.C** governing and the procedures to doping control.

26.2 **PROHIBITED/BANNED SUBSTANCE DEFINITIONS:**

- ✓ A substance included within anyone of the categories of prohibited substances listed by the **INTERNATIONAL OLYMPIC COMMITTEE**.
- ✓ The metabolite(s) of any such substance
- ✓ Any substance that in any artificial way enhance or appear to enhance the physical performance in **Darts**;
- ✓ Where specific amounts of doses are listed in respect of each substance the amounts more than those indicated.

26.3 **THE EXPRESSION “PROHIBITED TECHNIQUES” ALL INCLUDE:**

- Blood doping
- Use of substances and of methods which alter the integrity of validity of urine samples used in doping control, and
- Such techniques as are specifically prohibited by the WORLD DARTS FEDERATION.

26.4 **DOPING CONTROL TEST (D C T)****OFFENCES:**

26.4.1 Doping is forbidden and in any offence under the rules of the **I.O.C**

26.4.2 The offence of doping is committed when either:

- A prohibited substance is found to be present within a **player's** body tissue or;
- A **player** uses or takes advantage of a prohibited substance or a prohibited technique.

26.4.3 It shall also be an offence under these Regulations if any **Dart player** have received a notice in writing signed by a **DCT** official or any other person authorized in writing by die **NAMIBIAN DARTS FEDERATION** to give such notice, require the **player** to submit to a doping control test (**DCT**), either;

- a) Fails to submit to a **DCT** at the time and place specified in such notice; or
- b) Fails to comply with the procedure required of him/her pursuant to regulation; or

- c) Behaves in an unreasonable manner at the time of or in connection with the giving of such notice or at any time thereafter up to, during or immediately after the **DCT**; or
 - d) Fails to comply any reasonable instructions given to them/her at the time of or in the connection with the given of such notice or at any time thereafter up to during or immediately after the **DCT** by a **DCT** official.
- 26.4.5 It shall also be an offence if any **player** shall behave in an unreasonable manner in connection with any attempt to give him/her any such notice as previously mentioned (including, without limiting the generality of the afore going, and refusal to accept or to acknowledge receipt of such notice or any attempt to evade receipt thereof)
- 26.4.6 It shall also be an offence under these Regulations for any official or a **Member** of the **NAMIBIA DARTS ASSOCIATION FEDERATION** to assist, incite or encourage any player to commit a breach of any Regulation under the Code of Ethics or Code of Conduct.
- 26.4.7 A **player** commits an offence in breach in which a prohibited substance is found in the urine sample given by him/her pursuant to Article 33 after a **DCT** was conducted on him/her.
- 26.4.8 A **player** (or an official or a **Member** of **NAMDAF**) who commit any offence of a Regulation under the Article is liable to have disciplinary proceedings taken against him/her in which event the provisions of the constitution of **NAMIBIA DARTS ASSOCIATION FEDERATION** will apply. If a **player**, shall be in breach of Regulations had been conducted on him/her and as tough a prohibited substance had been found to have been used by him/her.
- 26.4.9 It is the duty and responsibility of each **player** to check that any medicine or substances he/she intends to take does not contain any prohibited substance, even if contained in lawfully prescribed medicine(s).
- 26.5 **SELECTION FOR DOPING TEST:**
- 26.5.1 The procedures for selection of doping test prescribed by the **I.O.C** should be strictly followed.
- 26.6 **DOPING CONTROL TEST:**
- 26.6.1 A doping control test shall be conducted in compliance with the prescribed procedure of the **I.O.C**;
- 26.7 **RESULT OF LABORATORY ANALYSIS AND NOTIFICATIONS:**
- 26.7.1 A written report (“Laboratory Report”) of the result of the analysis of each urine sample, signed by an official of the **DCT** Committee will be sent to the **NAMIBIAN DARTS ASSOCIATION FEDERATION** as soon as reasonable possible after each **DCT**;

26.7.2 If the laboratory report shows that the urine sample contains no prohibited substance, the **DCT** will be regarded as negative, and no further action will be taken and the player as well as his/her secretary will be notified accordingly.

26.7.3 If the laboratory report shows that the urine sample does contain a prohibited substance, the **DCT** will be regarded as positive, and the procedure set out in Article 33 will apply.

26.8 **PROCEDURE FOLLOWING A POSITIVE DOPING CONTROL TEST:**

26.8.1 The procedure to follow positive **DCT** will be that as prescribed by the **I.O.C**;

26.8.2 After the completion of the procedure prescribed by the **I.O.C** the **player** shall become subject to disciplinary proceedings and the provisions of the **NAMIBIAN DARTS ASSOCIATION FEDERATION** disciplinary provisions of the **I.O.C**.

26.9 **TESTING COMPITITIONS:**

26.9.1 **NAMDAF** shall conduct or allow out of competitions, doping test to be conducted by the **I.O.C** or on behalf of the **NNSC** at NATIONAL CHAMPIONSHIPS of such other meetings or events as the **EXCO** committee of the **NAMIBIAN DARTS ASSOCIATION FEDERATION** may nominate, or registered **players** of the **NAMIBIAN DARTS ASSOCIATION FEDERATION** and all such players are obligated to submit to such testing.

26.10 **PENALTIES:**

26.10.1 The following penalties may arise out of a positive **DCT** or normal **misconduct**.

- a) A suspension of two years for the first offence
- b) A life bans for any subsequent offence
- c) Where a penalty has been imposed and the player submits new or additional relevant information concerning the breach, the disciplinary committee shall arrange to review the penalty.

26.11 **APPEALS:**

All appeals shall be lodge in terms of Article 18.20 of this constitution to the NAMDAF Disciplinary Committee.

Article 27: **MISCELLANEOUS:**

Any notice required to be given by the **NAMIBIAN DARTS FEDERATION** hereunder may be given by serving it personally or posting it by registered post to the address contained in his/her registration form.

This Namibia Sports Act must also be considered within this constitution.

Article 28: **PASSPORTS:**

NAMIBIAN passports are essential for all National trials and that the Tournament Director to advise the **NAMDAF Board** on deadline for submitting of passports.

Article 29: **LEGAL PROVISIONS**29.1 **Force Majeure**

29.1.1

“Force Majeure” shall mean any circumstances beyond the reasonable control of either **Party** concerned or shall include but not be limited to any of the following:

29.1.1.1 war, revolution, invasion, insurrection, riot, civil commotion, mob violence, sabotage, military or usurped condition, epidemic, quarantine, accident, breakdown of machinery.

29.1.1.2 or facilities where such are not part of **NAMDAF** or under the **NAMDAF’S** control, denial of the use of any railway, port, airport, shipping service or other means of public transport.

29.1.1.3 Sport boycotts (attempt to stop players from participating in **NAMDAF** events by the Region President; and or secondary force concession from another Region’s president.

29.2 Should **NAMDAF** be unable to fulfill a part of its obligations under the Constitution, due to the force majeure event, then **NAMDAF**, in its sole discretion have the right to cancel its obligation.

29.3 Neither the Region, Club or **Player** shall have any claim of any nature whatsoever against the other for any delayed performance or failure to conduct any of its obligations under the because of a force majeure event.

Article 30: **BOYCOTTING NAMDAF’S EVENTS:**

Sport and politics do not “mix.” A person’s pride and National spirit can determine his / her ethical behavior towards the National **Dart** Sport Body. Boycotting can also be named “malpractice” as it means wrongdoing. Nobody but the sport **Darts** is the victim.

Boycotting **NAMDAF** or its events are used as a political tool or weapon against the host / **NAMDAF**. We all heard the words “I don’t want to play with you anymore!” in pre-school. **NAMDAF** expect every **Member** and the *enthusiastic* individual, player; president; visitor; sponsor; Board **Member**, club **Member** and cleaner to support and respect the sport of **Darts**. By doing so, *we* develop and promote the sport and *we* are planting DartsDNA in every child or junior for the future. It is every **Dart player’s** responsibility to make other notice the passion for **Darts**. Honor our sport code.

NAMIBIA DARTS FEDERATION : CONSTITUTION : 2022

This constitution has been accepted and approved at a meeting held at WINDHOEK. On this 24th day of May 2023.

	Name	Authority	Signature
1	J.E.J Blaauw	President	