

# **CONSTITUTION OF CANA**

**GENERAL**

**NAME**

**MEMBERSHIP**

**LANGUAGE**

**OBJECTIVES**

**ZONES**

**FEES**

**ACTIVITIES**

**GENERAL ASSEMBLY**

**CANA BUREAU**

**ELECTION ONTO CANA BUREAU**

**BUREAU MEETINGS**

**BUREAU RIGHTS AND DUTIES**

**TECHNICAL COMMITTEES**

**FINANCES**

**STATUS OF FINA**

**AMENDMENTS TO THE CONSTITUTION**

**INTERPRETATION**

# **CONSTITUTION OF CANA**

## **ARTICLE 1**

### **GENERAL**

This Constitution is supreme and its articles and the general rules and regulations shall have binding force on all the member federations, swimmers, officials and persons hereinafter mentioned.

## **ARTICLE 2**

### **NAME**

- 1 The name of the Federation shall be "Confederation Africaine de Natation, hereinafter referred to as "CANA". The name CANA can only be used in any activity or competition that is approved by CANA.
- 2 The Headquarters of CANA shall be located in the country of the General Secretary and Treasurer.

## **ARTICLE 3**

### **MEMBERSHIP**

- 1 The National Federation controlling swimming, diving, water-polo, synchronized swimming, open water swimming and masters swimming programme in any African country which are also members of Federation Internationale de Natation ("FINA") shall be eligible for membership of CANA.
- 2 Only one Federation in any African country can be a member of CANA and where the six disciplines of CANA are separated in any country in Africa, only one of them representing the six disciplines can be a member of CANA.
- 3 The membership of CANA shall be without discrimination as to colour, race, religion or politics.
- 4 The Bureau shall have the power to approve membership and where such application is rejected, the applicant may appeal against the decision to the General Assembly of CANA, whose decision shall be final.
- 5 Each Federation's name and abbreviation shall be in accordance with such Federation's Constitution.

## **ARTICLE 4**

### **LANGUAGE**

- 1 The Official languages of CANA shall be English and French with Arabic and Portuguese being available where adequate translation and publication facilities exist.
- 2 The working language of CANA shall be English and where there is a difference in the translation of the four languages aforementioned, the English version shall prevail.

## **ARTICLE 5** **OBJECTIVES**

- 1 To promote and encourage the development of swimming, diving, water-polo, synchronised swimming, open water swimming and masters swimming programme.
- 2 To strengthen friendly and brotherly sporting relations among member countries.
- 3 To organise African Championships in swimming, diving, water-polo, synchronised swimming, open water swimming and masters swimming or any other competition.
- 4 To award the aforementioned events, manage and control all competitions among member countries in accordance with the rules and regulations of FINA and CANA.
- 5 To approve African records
- 6 To recognise the suspension of any member federation, coach or swimmer as well as the suspension of a coach or swimmer by any member country.
- 7 To ensure that all international competitions open to all countries shall be organised under the rules of CANA and FINA with equality of all persons and countries.
- 8 To adjudicate any dispute which may arise among member federations.
- 9 Any member federation organizing an international competition shall ensure that its Government issue necessary visas to all visiting swimmers, officials, judges and delegates involved. Where such member country fails to obtain entry visas for all visiting officials, judges, delegates and swimmers, CANA Bureau shall have the right to move such competition to the territory of another member-country, upon notification.
- 10 To foster and encourage unity among member countries in international sporting matters.

## **ARTICLE 6** **ZONES**

The geographical divisions of CANA shall consist of the following four zones:-

- 1 **Zone (1) –**  
Algeria, Egypt, Libya, Mauritania, Morocco and Tunisia
- 2 **Zone (2) –**  
Benin, Burkina Faso, Cameroon, Congo, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo
- 3 **Zone (3) –**  
Burundi, Ethiopia, Kenya, Rwanda, Somalia, Sudan, Tanzania and Uganda

- 4     **Zone (4) –**  
Angola, Comoros, Lesotho, Madagascar, Malawi, Mauritius,  
Mozambique, Namibia, Seychelles, South Africa, Swaziland,  
Zambia and Zimbabwe.

## **ARTICLE 7**

### **FEES**

- 1     Each member-federation of CANA shall pay an annual subscription of Two Hundred US Dollars, which sum shall be paid on or before the end of March every year.
- 2     This annual fee may be reviewed by the Bureau from time to time and will be approved by the General Assembly.
- 3     The said fee shall be paid to the CANA Treasurer on or before 31<sup>st</sup> March every year.
- 4     Where any member federation fails to pay its subscription, such member federation will be automatically suspended until the fees have been paid in accordance with the rules and regulations of CANA.
- 5     If the fees are not paid by 30 June of any year, such defaulting member federation will not be affiliated to CANA (any longer) **until such has been paid.**

## **ARTICLE 8**

### **ACTIVITIES**

- 1     The activities of CANA and its member-federations shall be governed by the Constitution and the General Rules and Regulations of CANA, including all decisions of the General Assembly and the Bureau, respectively.
- 2     In those cases where CANA does not provide for the rules, FINA Rules will apply.
- 3     **The rules for the competitions or Championships authorized by CANA will be the rules of FINA in effect, when the competition is held.**
- 4     **Championships/Games are not officially established until they have been received FINA sanction in accordance with FINA Rules C14.3 and BL10.1 – 10.5, currently in force.**

## **ARTICLE 9**

### **GENERAL ASSEMBLY**

- 1     The General Assembly is the highest authority of CANA and shall decide upon all matters of CANA.
- 2     The General Assembly shall consist of
  - i)     Two delegates from each member country which shall have one vote. Only citizens of that member country shall be accredited.

- ii) All members of the Bureau, (without vote).
  - iii) Honorary Life Presidents and Honorary Members (without vote), and CANA Founders (1970)
- 3 The President of CANA shall preside at all General Assembly Meetings and all CANA Meetings or, in his absence, the longest serving Vice President shall preside.
- 4 The General Assembly shall be convened every four years, preferably in the host country of the All Africa Games.
- 5 In voting, in case of equality of votes, the President has the casting vote.
- 6 Where the chosen country declines to host the Assembly, the Bureau shall decide the time, date and venue for the Assembly.
- 7 The invitation to attend the General Assembly shall be sent by the Hon. Secretary of CANA, along with the date, venue and agenda for the meeting to all member federations, at least two months prior to the date of such meeting.
- 8 The following items shall be included in the Agenda for the General Assembly:-
- i) Registration of Delegates
  - ii) Opening of the Assembly
  - iii) Reading and Adoption of previous minutes
  - iv) Bureau Report
  - v) Financial Report
  - vi) Amendments to the Constitution and the General Rules and Regulations of CANA, if any. The said proposals of changes/amendments must have reached the CANA Secretariat from member federations at least five months prior to the date of the Assembly, and the Hon. Secretary shall have communicated the said proposals to member federations three months before the date of the meeting.
  - vii) Election of members of the Bureau
  - viii) Date and venue of the next African Swimming Championships
  - ix) Any other business
  - x) Closing of the Assembly
- 9 The Bureau shall be elected to serve until the next All Africa Games.
- 10 An Extraordinary General Assembly may also be called at any other time to discuss urgent matters on the decision of the Bureau or at the request of at least two-thirds of the affiliated member federations of CANA. Invitations will be forwarded in accordance with the rules of CANA; and the Bureau shall select the date and the venue for such a meeting.
- 11 The amendments passed by the General Assembly of CANA shall come into effect immediately unless the General Assembly decides otherwise.
- 12 For both an Ordinary or Extraordinary General Assembly, the quorum is fifty percent. If not, it will be postponed for 24 hours with any number.

## **ARTICLE 10**

## **CANA BUREAU**

The Bureau shall consist of 12 members as follows:

- The President
- Three Vice Presidents
- Hon. General Secretary and Treasurer
- One member from each zone of CANA
- One member from the host country of the next All Africa Games if they don't have one of the Bureau
- Honorary Life Presidents
- The President has the right to appoint 2 members (who have very good knowledge of swimming, which will help CANA).

## **ARTICLE 11**

### **ELECTION TO THE BUREAU**

- 1 The persons to be elected as members of the CANA Bureau shall be elected in the order as herein before set out in Article 10. All the Bureau members shall be from different member federations.
- 2 Only candidates from affiliated member federations are entitled to be proposed by those member federations for election to the CANA Bureau. Such proposals are to be made either orally or in writing to the Hon Secretary before or during the meeting of the General Assembly.
- 3 The candidates for President, the three Vice Presidents, and the Hon. Secretary and Treasurer may be nominated by the General Assembly or the member federation they represent.
- 4 If there are more candidates than places available, the votes shall be by ballot. The candidate receiving the majority number of votes shall be elected. In case of equality of votes a new ballot will be held for candidates with equal votes.
- 5 In case of a vacancy in the Bureau, the Bureau may fill such vacancy until the next General Assembly.
- 6 Voting shall be by secret ballot.

## **ARTICLE 12**

### **BUREAU MEETINGS**

- 1 The Bureau shall meet at least once a year at a venue to be fixed by the Bureau and during the African Championships or whenever the need arises.
- 2 The member-country hosting the CANA Bureau during its meeting shall provide accommodation and local transportation expenses for all CANA Bureau members, for the duration of the meeting.
- 3 The quorum for the CANA Bureau meeting shall be fifty percent of the members.
- 4 If the quorum is not attained for the meeting, then the meeting shall be postponed and shall proceed twenty-four hours later with a minimum of

three members of the Bureau present, provided that one of them is either the President or the Hon. Secretary/Treasurer of CANA.

### **ARTICLE 13**

#### **BUREAU'S RIGHTS AND DUTIES**

- 1 To discuss and adopt minutes of previous meetings
- 2 To adopt the Administrative and Financial Report prepared by the Hon. Secretary and Treasurer before submission to the General Assembly for approval.
- 3 To approve affiliation or suspension of a member federation.
- 4 To consider matters referred to it by the General Assembly.
- 5 To settle disputes that may arise between member countries.
- 6 To examine and approve applications from member-countries wishing to organize African Swimming Championships and decide on all issues pertaining to the participation, preparation and the organization of such Championships.
- 7 The Bureau shall also have complete control of all CANA Championships and events.
- 8 To approve or reject applications for recognition of African (and world ) records submitted by member federations.
- 9 To explain the rules of the Constitution at the request of any member federation and refer its interpretation to the following meeting of the General Assembly.
- 10 To forward proposals to the General Assembly and be responsible for the publication of the CANA handbook and for the incorporation therein of any alteration authorized by the General Assembly.
- 11 To take prompt decisions in emergency cases which shall immediately be enforced, provided that these decisions shall be referred to the following session of the General Assembly.
- 12 Voting on these matters shall be OPEN; in case of equality of votes the President shall have a casting vote. With the approval of the President, members of the Bureau may vote by correspondence.
- 13 To form Technical committees specialized in the following swimming events and relevant activities:-  
Swimming, diving, water-polo, synchronized swimming, open water swimming, masters and medical, and to appoint the members and determine their terms of reference. The Chairman of the Technical Committee or one of its members may attend the CANA Bureau meeting, if the Bureau deemed it necessary.
- 14 To make by-laws relating to any matter that would be deemed necessary.
- 15 To nominate a Chartered Accountant for a four-year term of office provided that the General Assembly shall endorse this nomination.
- 16 The President shall preside over the meetings of the CANA Bureau and the General Assembly and shall also represent CANA Bureau and the General Assembly and shall also represent CANA generally. The longest

serving Vice President in office shall deputise for the President when the President is absent.

- 17 The CANA Bureau shall have the right to elect four of its members to represent Africa in the elections to the FINA Bureau, on the following basis:-

The First two members,

The President and the General Secretary.

The Third will be one of the Vice Presidents

Should be elected by the CANA Bureau from among its Vice Presidents and The Fourth member from amongst members of the CANA Bureau.

- 18 The CANA Bureau has the right to confer an Honorary Life President or an Honorary Membership on any member if the Bureau decides that such a member had rendered great service to CANA; provided that the action to confer such honour shall be laid before the General Assembly for approval.

The Honorary Life President may attend all the Bureau Meetings and the General Assembly.

The Honorary members will attend only the General Assembly.

#### **ARTICLE 14**

##### **TECHNICAL COMMITTEES**

- 1 The bureau shall at its first meeting, appoint members of the Technical Committees, namely: swimming, diving, water-polo, synchronized swimming, open water swimming, masters and medical, respectively.
- 2 The Chairmen of CANA Technical Committees shall be automatic candidates for the appropriate FINA Technical Committees.
- 3 The Members of the Committees shall remain in office for the same period as the Bureau.
- 4 Only recognized experts in their respective sport, who possess a comprehensive experience either as athletes, judges, officials, trainers or teachers, and who are capable and interested, and actively and regularly attend meetings of the Committees and co-operate with them, shall be appointed as members of the Aquatic Sporting Committees.
- 5 The members of each Committee shall be from different member federations, and any vacancy shall be replaced by the Bureau.
- 6 The chairman of the committee shall preside at all meetings and in his absence, the vice president shall preside. But where both are not present, members present shall elect an acting chairman for the meeting.
- 7 The chairman is entitled to vote on all matters, and in the case of equality of votes he will have a casting vote.
- 8 The Committee shall meet once a year and at all Championships of CANA. Further meetings may be held as and when the Bureau may decide.
- 9 The powers and duties of the Committee shall be as follows:
  - i) To promote discipline in the sport, conducting clinics and circulating technical know-how to member-federations.

- ii) To exchange expertise and opinions with member-federations.
- iii) To consider and propose to the Bureau all technical matters in their discipline.
- iv) To evaluate, promote and support the quality of refereeing and judging and to establish a list of recognized officials in their discipline to the Bureau.
- v) To co-operate in the technical preparation and holding of competitions in their disciplines at the African Championship and other CANA events.

## **ARTICLE 15** **FINANCES**

The Financial year for CANA shall begin on 1 January and end on 31 December of the same year.

## **ARTICLE 16** **STATUTES OF FINA**

Where there is an omission in the rules of CANA or where there is conflict with the rules of FINA, the rules of FINA shall govern in those matters.

## **ARTICLE 17** **AMENDMENT TO THE CONSTITUTION**

- 1 Amendments to the Constitution may be proposed at the instance of the CANA Bureau or at the instance of one-half of the member federations, at the General Assembly.
- 2 Such amendments shall be adopted by a vote of fifty percent plus one of the member federations of CANA, present and voting at such a meeting.
- 3 Any amendments made or taken at that meeting shall be carried out immediately and such amended law shall become operative, immediately.

## **ARTICLE 18** **INTERPRETATION**

In the Constitution unless there be something in the subject or context inconsistent therewith:

“Articles” means the provisions of the Constitution of CANA or as may from time to time be altered as provided in the Constitution.

“Bureau” shall mean the CANA Bureau.

“Championships” shall refer to swimming, diving, water polo, synchronized swimming, open water swimming and masters swimming competitions organized by or under the rules of CANA.

“Constitution” means the laws of CANA and every other law, rules and regulations for the time being in force and affecting CANA.

“Member Federation” or “Member Country” means African countries who are members of CANA.

“Organising Federation” means the country hosting any CANA swimming championship.

“Swimmer” shall include a diver, a water-polo player, a synchronized swimmer or an open water swimmer.

Words importing the singular number also include the plural and vice versa and words importing the masculine gender also include the feminine gender.

### **ARTICLE 19**

This Constitution after its approval by the General Assembly on 14 September 1999 in Johannesburg, will replace the former one and will become effective immediately.

# **RULES AND REGULATIONS OF CANA**

- 1-7 GENERAL**
- 8 ORGANISING FEDERATION'S OBLIGATIONS**
- 9 ENTRIES**
- 10 WITHDRAWALS**
- 11 DRESS AND ADVERTISEMENTS**
- 12 AWARDS**
- 13 IDENTITY**
- 14 MEDICAL AND DOPE TESTING**
- 15 TECHNICAL EQUIPMENT**
- 16 TRAINING POOLS**
- 17 COMPETITION RULES AND REGULATIONS**
- 18 SWIMMERS, EVENTS AND OFFICIALS**
- 19 MASTERS**
- 20 CANA AGE GROUP RULES**

## **CHAMPIONSHIPS RULES AND REGULATIONS OF CANA**

### **GENERAL**

1. All championships held under the control of CANA shall be governed by the Constitution, Rules and Regulations of CANA and the Technical Rules of FINA respectively; and any competition not supervised by or under the rules and regulations of CANA, shall not be considered a legally constituted event. In cases of conflict in interpreting the rules, the English text shall prevail.
2. Any swimmer who wishes to participate in CANA Championship events: swimming, diving, water-polo, synchronized swimming and open water swimming, or masters swimming programme shall be a citizen of the member country the swimmer represents in accordance with FINA Rules.
3. The validity of an event in the six disciplines shall depend on the number of swimmers entered for an event; which shall be at least five in individual and five in team events. Where the swimmers fall below these numbers then that event shall be cancelled.
4. Any member-federation that does not intend to participate in a CANA Championship or intends to withdraw therefrom shall give three months notice to the Hon. Secretary of CANA of its intention to do so. Any member federation that sent a letter of intent to host a CANA Championship and later cancels its offer, such member federation shall be liable to a fine of \$1,000 US Dollars of which seventy per cent goes to the organizing body.
5. Each member-federation shall be entitled to host any CANA Championship, but where such a member-federation is chosen by the Bureau, the hosting member federation shall be subject to a written agreement between it and the CANA Bureau.
6. Applications to the CANA Bureau shall be made to the Hon. Secretary of CANA by any member-federation that wishes to host any CANA Championship.
7. The Bureau taking into consideration all technical, financial and geographical aspects of applicants shall award the event.

### **8. ORGANISING FEDERATION'S OBLIGATIONS**

The Organising Federation awarded a CANA event shall enter into a contract with CANA to organize the event on terms and conditions as may be agreed, including particularly the **obligations** hereinafter stated:

1. The Organising Federation shall organize the event according to the programme approved by the CANA Bureau.

2. The Organising Federation shall ensure that a sufficient number of officials are available.
3. The Organising Federation shall provide accommodation and local transportation for the CANA Bureau, the FINA Delegate, and the Technical Committee members.
4. The Organising Federation shall provide airtickets for the following officials: CANA President, the Hon.Secretary/Treasurer (business class) and the Chairmen of the Technical Committees (economy class).
5. The Organising Federation, where it invites a FINA Delegate, shall also provide air tickets for the Delegate.
6. The Organising Federation shall also provide at least thirty U.S. Dollars per day as out of pocket expenses for all CANA Bureau members, the FINA Delegate and the Technical Committee members. This payment shall include in addition to the days of the competition, two days before and one day after the competition.
7. The Organising Federation shall not charge more than a reasonable price per day, per person, for full accommodation and local transportation of any participating member federation.
8. Twenty percent of the net income on advertisements for the competition shall be paid by the Organising Federation to CANA.

**9. ENTRIES**

1. A member-federation wishing to take part in a CANA Championship shall send preliminary entries to the Organising Federation not later than the date given. A copy of the entry shall be sent simultaneously to the Hon. Secretary of CANA.
2. Final notice of participation shall be by written confirmation of a member-country of its intention to participate in the Championship, accompanied by a final list of entries with the names of the swimmers in the various events of the sport concerned.
3. Each member-federation of CANA may enter two swimmers in each swimming event and one team in each relay event. There will be no time standards.
4. All swimmers entered in swimming events may be used as reserves in relay teams. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers entered by the member federation, one hour before the event.
5. Each member country may enter two swimmers for each diving event in both male and female categories. There are no diving standards.
6. In water-polo, each team shall consist of a maximum of thirteen players in both male and female categories, respectively.
7. In open water swimming, each team may enter two swimmers for each event in both male and female categories, respectively.
8. In synchronized swimming, each member-federation may enter only one team.

9. The maximum number of participating swimmers is 26 men and 26 women.

**10. WITHDRAWALS**

1. A member country having made a preliminary entry for any CANA event may withdraw from the event latest one month before the first day of competition.
2. A withdrawal in swimming, diving, synchronized swimming and open water swimming later than this date shall result in that member federation being fined 50 US Dollars.
3. In water polo, a withdrawal may be made before the draw but where a member federation withdraws its team after the draw, then that erring member federation shall be fined 800 US Dollars, payable to CANA two months after the date of notification of withdrawal.
4. Any member federation not having paid the said fines within a reasonable period shall be regarded as suspended from CANA events in the discipline in which the withdrawal was made for a minimum period of three months and a maximum of two years.

**11. DRESS AND ADVERTISEMENTS**

1. The costumes of all swimmers shall be in good moral taste and shall be non-transparent, whilst body advertisement by swimmers is not allowed.
2. The referee, in the competition where a swimmer's dress contravenes this code, has the authority to exclude the said erring swimmer.
3. All costumes when worn in water shall not have any visible advertising exceeding 16 square centimeters in area.
4. Towels and bags may carry two advertisements. Track suits and officials' uniforms may carry two advertisements, one on the top and two on trousers or skirts.
5. A manufacturer's or sponsor's logo may be repeated but the same name may only be used once in each article or garment.
6. Advertising for tobacco or alcohol is prohibited; whilst during competition, smoking shall not be permitted in any area designated for swimmers, either prior to or during competitions.
7. Smoking is prohibited around the pool deck and among swimmers.

**12. AWARDS**

Medals shall be awarded to the swimmers in all the disciplines in each individual and each team event as follows:

First – Gold medal and diploma

Second – Silver medal and diploma

Third – Bronze medal and diploma

Fourth to Eighth place – Diplomas only

**13. IDENTITY**

1. In all CANA championships, each swimmer shall be a citizen of the country of the member federation he or she represents.
2. All swimmers in CANA Championships or Events shall present to the Organising Committee their individual passports issued by the Authorities of their country, to ascertain their nationalities and where necessary, their birth certificates will be scrutinized to ascertain the same requirements as aforementioned.
3. In Age Group Events, the ages applicable in both male and female categories shall be 14 years and under, to be known as G1; and 15-16 years, to be known as G2.
4. Any upgrading in Age Group competition is prohibited.

**14. MEDICAL AND DOPE TESTING**

1. A medical officer who shall be present throughout the competition, shall be provided by the Organising Committee.
2. Facilities for doping control shall be provided, in accordance with FINA rules.
3. CANA, in recognition that the use of substances or practices which artificially enhance a swimmers performance is illegal, and in recognition that there is a necessity to fight this phenomenon, shall implement random testing during training and at any time in and out of competition according to the decision of the CANA Bureau.
4. The banned substances and practices are those contained in the FINA list.
5. The doping control shall also be carried out according to FINA Rules and the tests shall be made at laboratories appearing in the International Olympic Committee approved list.
6. The number of tests to be carried out at any CANA event shall be decided by the CANA Bureau in collaboration with the Organising Committee.
7. Where a swimmer tests positive, that erring swimmer shall be sanctioned by the CANA Bureau in accordance with FINA Rules.

**15. TECHNICAL EQUIPMENT**

1. At any CANA event, the host country shall ensure that automatic officiating equipment shall be compulsory for all disciplines of the CANA championship in accordance with FINA Rules.
2. The Hon. Secretary of CANA shall also certify that all technical equipment and electronic timing devices at the venue of the CANA championship are correct and in working order before any competition begins.
3. The swimming pool must be a 50-metre Olympic standard pool for long course events and a 25-metre pool for short course events.

**16. TRAINING POOLS**

1. Training pools shall be provided for all CANA events, five days prior to any competition and during the competition and two days after the competition.
2. A time-table shall be provided and distributed to all participating member federations, on or before the commencement of training for the competition.

**17. COMPETITION RULES AND REGULATIONS**

1. CANA is responsible for the technical organization of any CANA competition, and the management of CANA competitions shall be under the sole control of the CANA Bureau ("Management Committee").
2. CANA Bureau through its Technical Committee shall perform the following functions:
  - i) Arrange the programme of events
  - ii) Take charge of the entire management of the competition.
3. CANA Bureau shall also appoint officials in conjunction with the host member-federation and the Organising Committee. The Bureau shall appoint judges and referees that will officiate at CANA competitions, including members of the Technical Committee and officials from member-federations.
4. CANA Bureau shall decide all protests and other matters that may arise during the competition. Protests by any aggrieved persons during any CANA Championship shall be submitted in writing accompanied by a fee of 50 US Dollars not later than 30 minutes after the event, to the referee. In the case of diving, protests may be made by a diver or accredited team official immediately after the execution of a dive, a round of divers, or a section of the contest, to the referee. In a team event, the protest shall be accompanied by a fee of 60 US Dollars.
5. A verbal protest may be decided by the referee but a written protest shall be decided by the Jury of Appeal. The Jury of Appeal shall deal with disciplinary matters arising at any CANA event.
6. Where a swimmer or an official has, in the opinion of the CANA delegate or the referee, committed an act of misconduct, this shall be reported to the Hon. Secretary of CANA who shall in turn report it to the Bureau, who shall decide the appropriate action to be taken, including a report to the member federation of the offender.

**18. NUMBER OF SWIMMERS, EVENTS AND ACCOMPANYING OFFICIALS**

The number of entries for each discipline of CANA championships and the number of accompanying officials are as follows:-

- 1 **Swimming:** men and women
  - i) In individual events, a maximum of two swimmers in each event

In team events, only one team per event

All swimmers entered may be used in relays but the composition may be changed between heats and finals.

- ii) In relation to swimmers entered, a member federation may receive accreditation for officials as follows:
  - 1 official for 1 to 2 swimmers
  - 2 officials for 3 to 5 swimmers
  - 4 officials for up to 14 swimmers
  - 5 officials for up to 20 swimmers
  - 6 officials for over 20 swimmers
  
- iii) The order of programme as well as the order of competitions shall be determined by the Bureau after consultation with the Technical Committee and the Organising Federation.

The events recognized by CANA and FINA are as follows:-

Freestyle: 50m, 100m, 200m, 400m, 800m, 1,500m

Backstroke: 50m, 100m, 200m.

Breaststroke: 50m, 100m, 200m.

Butterfly: 50m, 100m, 200m.

Individual Medley: 200m, 400m.

Freestyle Relay: 4x100m, 4x200m.

Medley Relay: 4x100m.

There shall be heats and finals for all swimming events, except 800m and 1,500m.

A 6 or 7 day programme of events for elite swimmers is as follows:

**Six Day Programme:**

Day 1

100m Freestyle – Women  
100m Breaststroke – Men  
400m Individual Medley – Women  
200m Freestyle – Men  
4x200m Freestyle Relay – Women

Day 2

100m Butterfly – Men  
200m Freestyle – Women  
400m Individual medley – Men  
200m Breaststroke – Women  
4x200m Freestyle Relay – Men

Day 3

400m Freestyle – Women  
100m Freestyle – Men  
100m Backstroke – Women  
200m Backstroke – Men  
4x100m Freestyle Relay – Women

Day 4  
FREE DAY

Day 5  
400m Freestyle – Men  
100m Butterfly – Women  
200m Breaststroke – Men  
100m Breaststroke – Women  
4x100m Freestyle Relay – Men  
800m Freestyle – Women

Day 6  
200m Butterfly – Men  
200m Individual Medley – Women  
100m Backstroke – Men  
4x100m Medley Relay – Women  
50m Freestyle – Men  
1500m Freestyle – Men

Day 7  
200m Butterfly – Women  
200m Individual Medley – Men  
200m Backstroke – Women  
4x100m Medley Relay – Men  
50m Freestyle - Women

**Seven Day Programme:**

Day 1  
100m Freestyle – Women  
100m Breaststroke – Men  
400m Individual Medley – Women  
200m Freestyle – Men

Day 2  
200m Freestyle – Women  
400m Individual Medley – Men  
200m Breaststroke – Women  
4x200m Freestyle Relay – Men

### Day 3

400m Freestyle – Women  
100m Freestyle – Men  
100m Backstroke – Women  
200m Butterfly – Men  
4x100m Freestyle Relay – Women

### Day 4

400m Freestyle – Men  
200m Breaststroke – Women  
100m Backstroke – Men  
100m Butterfly– Women  
4x100m Freestyle Relay – Men

### Day 5

200m Breaststroke – Men  
200m Individual Medley – Women  
100m Butterfly – Men  
4x100m Medley Relay – Women  
800m Freestyle – Women

### Day 6

800m Freestyle – Women  
50m Freestyle – Men  
200m Backstroke – Women  
200m Individual Medley - Men  
4x200m Freestyle Relay – Women  
1,500m Freestyle - Men

### Day 7

200m Butterfly – Women  
200m Backstroke – Men  
50m Freestyle – Women  
1,500m Freestyle – Men  
4x100m Medley Relay - Men

Where the organizers decide on heats, semi-finals and finals, for both the 25-m and 50-m pools, in the 50m, 100m and 200m events, the programme of events shall be as shown below. But the Bureau may decide, on the advice of the Technical Committee, either to include or exclude semi-finals, taking into consideration the number of entries recorded for the event.

(a) D50m Pool

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	
<b>Heats</b>	<b>Heats</b>	<b>Heats</b>	<b>Heats</b>	
400m Fr M 400m IM W 100m Bk M 200m Fly W 100m Br M 4x100m Fr W 4 x100m Fr M	100m Fr W 200m IM M 100m Br W 100m Fr M 4x200 Fr W	200m Fly M 200m MW 200m Br M 800m Fr W	100m k W 200m Fr M 100m Fly W 1500 Fr M	<b>R</b> <b>E</b> <b>S</b> <b>T</b>
<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	
400m Fr M 200m Fly W- semi 100m Br M- semi 400m IM W 100m Bk M- semi 4x100m Fr W 4 x100m Fr M	100m Bk M 100m Fr W- semi 100m Br M 100m Br W- semi 200m Im M- semi 200m Fly W 100m Fr M- semi 4x200m Fr W	100m Fr M 200m Im W- semi 200m Br M- semi 100m Br W 200m Fly M- semi 100m Fr W 200m IM M	800m Fr W 200m Fr M- semi 100m Fly W- semi 200m Fly M 100m Bk W- semi 200m Br M 200m Im W	<b>D</b> <b>A</b> <b>Y</b>
<b>Heats: 7</b>	<b>5</b>	<b>4</b>	<b>4</b>	
<b>Finals:4</b>	<b>4</b>	<b>4</b>	<b>4</b>	
<b>Semi-finals: 3</b>	<b>4</b>	<b>3</b>	<b>3</b>	

## 50m Pool

<b>Day 6</b>	<b>Day 7</b>	<b>Day 8</b>
<b>Heats</b>	<b>Heats</b>	<b>Heats</b>
200m Bk M 200m Br W 100m Fly M 200m Fr W	200m Bk W 50m Fr M 50m Fr W 4 x 200m Fr M	400m Fr W 400m Im M 4x100m Med W 4 x 100 Med M
<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	<b>Finals</b>
1500m Fr M 200m Br W-semi 100m Fly M-semi 100m Fly W 200m Bk M-semi 200m Fr W-semi 200m Fr M 100m Bk W	200m Fr W 200m Bk M 50m Fr W-semi 50m M-semi 200m Br W 100m Fly M 200m Bk W-semi 4x200m Fr M	200m Bk W 50m Fr M 50m Fr W 400m IM M 400m Fr W 4x100m Med W 4 x 100m Med M
<b>Heats: 4</b>	<b>4</b>	<b>4</b>
<b>Finals:4</b>	<b>5</b>	<b>7</b>
<b>Semi-finals:4</b>	<b>3</b>	<b>0</b>

**Heats:** All events  
**Semi-finals:** 50m, 100m and 200m events  
**A-finals:** 400m events, 800m/1500m and Relays

## (b) 25m Pool

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
<b>Heats</b>	<b>Heats</b>	<b>Heats</b>	<b>Heats</b>
50m Br W 100m fly M 200m Fly W 200m Fr M 100m Fr W 50m Br M 100m Bk W 50m Bk M 400m IM M 400m IM W 4x100m Fr M 4x200m Fr W	50m Fr M 100m Br M 200m Br W 400m Fr M 50m Fly W 200m Bk M 100m IM W 100m IM M 4x200m Fr M 800m Fr W- slowest heats	50m Fr W 100m Bk M 100m Br W 50m Bk W <u>100m Bk M</u> 100m Fly W 200m Fly M 400m Fr W 100m Fr M 4x100m Fr W	50m Fly M 200m IM W 200m Br M 200m Bk W 200m IM M 200m Fr W 4x100m Med W 4x100m Med M 1500 Fr M – slowest heats
<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>	<b>Semi-finals &amp; Finals</b>
50m Br W-semi 50m Br M-semi 50m Bk M-semi 100m Fly M-semi 200m Fly W 200m Fr M 100m Fr W-semi 400m Im M 100m Bk W-semi 400m IM W 50m Br M 50m Br W 4x100m Fr M 4x200m Fr W	50m Fr M-semi 50m Fly W-semi 100m Fly M 200m Br W 100m Br M-semi 400m Fr M 100m IM W-semi 100m IM M-semi 100m Fr W 200m Bk M 100m Bk W 50m Fr M 50m Fly W 800m Fr W-fastest heat 4x200m Fr M	50m Fr W-semi 50m Bk W-semi 100m Br W-semi 100m IM M 100m IM W 100m Br M-semi 100m Fly W-semi 100m Br M 400m Fr W 100m Fr M-semi 50m BK W 50m Fr W 200m Fly M 4x100m Fr W	50m Fly M-semi 100m Fr M 200m IM W 100m Br W 100m Bk M 100m Fly W 200m Br M 200m Bk W 200m IM M 200m Fr W 50m Fly W 1500 Fr M-fastest heat 4x100m Med W 4x100m Med M

**Heats:** All individual events and Relays  
**Finals:** 50m and 100 events  
**Semi-finals:** 200m and 400m events and Relays  
**Direct Finals:** 8900m/1500m Freestyle

- IV) Individual swimmers and relay teams shall be seeded for the heats in accordance with the times submitted in the official entry form. A draw will be held for those with individual times but swimmers who do not submit times shall be placed at the end lanes, in alphabetical order.

- V) Swimmers shall advance to the finals on the basis of their placement in the heats. Where there is a dead heat, a swim-off shall take place to determine who advances to the eighth place, and this will take place one hour after the conclusion of all heats in the appropriate event.
- VI) Assignment of lanes in heats and finals shall be as follows-
  - Lane 4 – fastest time
  - Lane 5 – second fastest time
  - Lane 3 – third fastest time
  - Lane 6 – fourth fastest time
  - Lane 2 – fifth fastest time
  - Lane 7 – sixth fastest time
  - Lane 1 – seventh fastest time
  - Lane 8 – eighth fastest time
- VII) The result achieved by the swimmers shall be recorded to 1/100 of a second.
- VIII) The scores shall be awarded to the eight finalists in the following order:
  - 9,7,6,5,4,3,2,1 – Individual Event
  - 18,14,12,10,8,6,4,2 – Team Event
 In the case of a tie, the points for each place involved in the tie shall be added together and divided equally among the swimmers or teams in the tie.
- IX) The Ranking of the Federations will be by medals

2 **Diving:** Men and Women

- i) Individual events, a maximum of 2 divers in each event, provided that the total number of divers for each team shall be 10 men and 10 women.
- ii) The events shall be in the 1m springboard, 3 m and 10m and synchronized diving in the platform events and the programme shall be in accordance with the Olympic programme. There shall be 5 diving events each for both men and women.
- iii) The number of officials in relation to the divers are;
  - 1 official for 1 to 2 divers
  - 2 official for 3 to 5 divers
  - 3 officials for 6 to 10 divers
  - 4 officials for 11 to 20 divers

3. **Water Polo:** Men and Women

- i) In this team event, the system that shall be used is the half-league system where every team will play the other teams once, with a point system.
- ii) The winners will score 3 points, a draw will attract 2 points, whilst a loser will score 1 point.
- iii) There shall be thirteen players in each team, that is, 7 players and 6 reserves, in accordance with FINA Rules.

- iv) The number of officials in relation to the players is 3 officials for each team entered.
- v) FINA Technical Rules will be applied to conduct tournaments.

4. **Synchronised Swimming:** Women

- i) The programme will include Team, Duet and Solo events. These shall include Technical Routine and a Free routine as contained in an Olympic Programme.
- ii) The scores shall be as provided in FINA Rules. The winner shall be the Team with the highest number of points scored; and in the case of a tie, the score for the team event shall decide the winner.
- iii) The officials in relation to the swimmers shall be 2 officials for not more than 10 swimmers.

5. **Open Water Swimming:** Men and Women

- i) This shall be organized under the rules of FINA and each member federation may enter 2 swimmers for each event of 5km and 25km.
- ii) In a 25km race, should the referee stop the race after the half way mark, results shall be decided by the positions held at the last recording point; whilst races stopped before the halfway mark shall be declared void.
- iii) There shall be a time limit in each championship and after this limit, the referee may order all swimmers out of the water.
- iv) The number of officials in relation to the swimmers shall be as follows:- 1 official for 4 swimmers and 2 officials for 5 to 8 swimmers.

**19 MASTERS RULES**

- 1 The masters programme shall promote fitness, friendship and understanding through swimming, diving, synchronized swimming, water polo and open water swimming among these competitors with a minimum age limit of 25 years.
- 2 This swimming programme shall conform to the provisions of MGRL-7 as well as the masters swimming rules contained in section MSW1 – MSW7 in the FINA Rules.
- 3 The masters open water swimming rules shall conform to section MOWS1 – MOWS8 whilst the masters diving rules shall conform to the provisions of section MD1 – MDS9 of the FINA Rules. The masters water polo rules must conform with section MWP1 – MWP5 and the masters synchronized swimming rules shall be in accordance with section MSS1 – MSS10 of the FINA masters rules contained in the FINA HANDBOOK.

**CANA AGE GROUP PROGRAMME RULES**

1. Age group swimming is the programme through which CANA provides a fair and open competition for African swimmers both male and female, from the age of 16 years and under.
2. This programme is to encourage maximum participation, provide educational experience, enhance mental and physical conditioning and develop a rich base of swimming talent in the Continent.
3. Subject to the Constitution and the General Rules and Regulations of CANA, the CANA Age Group Programme shall be conducted in conformity with technical rules and regulations of CANA and FINA.
4. The competition shall be for 8 hours or less, except in cases of emergency or as directed by the Bureau of CANA.
5. The eligibility of a swimmer for a particular age group shall be determined by his or her date of birth (not hours).
6. The swimmer must produce his country's passport for identification as a citizen, and his date of birth. Birth certificates may be produced where there are no passports, especially for the host member federation's swimmers.
7. Age on the first day of January in the year of competition shall determine the swimmer's age for the entire competition, except where (a) the preliminaries are separated from the finals by more than two days and (b) in timed finals that cover more than one weekend.
8. When age group competitions are scheduled for over two weekends, the younger age group must compete on the first weekend.
9. Swimmers shall swim in their respective age groups.
10. The age group shall be titled G1 for ages of 14 years and under, whilst G2 shall be for swimmers between the ages of 15 and 16 years. (16 years and younger).
11. The events programme for the entire competition shall be for a period of 4 days in both male and female categories as shown hereunder:-

## Day 1

Event No	Event Name	Sex	Group	Heats 10.00	Finals 17.00
01	100m Backstroke	F	G2	*	*
02	200m Backstroke	M	G2	*	*
03	100m Butterfly	F	G1	*	*
04	100m Butterfly	F	G2	*	*
05	200m Freestyle	M	G1	*	*
06	100m Freestyle	F	G1	*	*
07	200m Breaststroke	F	G2	*	*
08	100m Backstroke	M	G1	*	*
09	100m Backstroke	F	G1	*	*
10	4x200m Freestyle Relay	M	G2	*	*

## Day 2

Event No	Event Name	Sex	Group	Heats 10.00	Finals 17.00
11	40m Freestyle	F	G2	*	*
12	100 Freestyle	M	G2	*	*
13	100m Breaststroke	F	G1	*	*
14	100m Breaststroke	F	G2	*	*
15	200m Butterfly	M	G1	*	*
16	100m Butterfly	F	G1	*	*
17	200m Individual Medley	F	G2	*	*
18	200m Individual Medley	M	G1	*	*
19	400m Individual medley	F	G1	*	*
20	4x200m Freestyle Relay	M	G2	*	*

## Day 3

Event No	Event Name	Sex	Group	Heats 10.00	Finals 17.00
21	50m Freestyle	M	G1	*	*
22	50m Freestyle	F	G1	*	*
23	50m Freestyle	M	G2	*	*
24	50m Freestyle	F	G2	*	*
25	200m Butterfly	M	G2	*	*
26	100m Butterfly	M	G1	*	*
27	200m Individual Medley	F	G2	*	*
28	200m Individual Medley	M	G2	*	*
29	100m Breaststroke	F	G2	*	*
30	100m Breaststroke	M	G2	*	*
31	4x100m Freestyle Relay	F	G1	*	*
32	4x100m Freestyle Relay	M	G1	*	*
33	4 x100m Freestyle Relay	F	G2	*	*
34	4x100m Freestyle Relay	M	G2	*	*

**Day 4**

Event No	Event Name	Sex	Group	Heats 10.00	Finals 17.00
35	400m Freestyle	M	G2	*	*
36	100 Freestyle	F	G2	*	*
37	100m Freestyle	M	G1	*	*
38	200m Freestyle	F	G1	*	*
39	100m Backstroke	M	G2	*	*
40	200m Backstroke	F	G2	*	*
41	200m Backstroke	M	G2	*	*
42	400m Individual Medley	F	G2	*	*
43	4x100m Medley Relay	M	G1	*	*
44	4x100m Medley Relay	F	G1	*	*
45	4x100m Medley Relay	M	G2	*	*
46	4x100m Medley Relay	F	G2	*	*