

## Jordan Swimming Federation The Internal Regulations

**Article (1)** those regulations are called herein (The Internal Regulations of the Jordan Swimming Federation), effective from 16/2/2011.

**Article (2)** the following words and sentences wherever said have the specific meanings mentioned below, unless otherwise provided for the context.

### Definitions:

- Regulations:** The Regulations of the Jordanian sports Federations No. 87, 2004 and corresponding amendments.
- Chairman:** The chairman of The Jordan Olympic Committee/ Chairman of the council.
- Council:** The Administration Council of the Jordan Olympic Committee.
- Committee:** The Jordan Olympic Committee.
- Federation:** Jordan Swimming Federation.
- Board of Directors:** Board of Directors of the Jordan Swimming Federation.
- General Assembly:** The General Assembly of Jordan Swimming Federation formulated according to the regulations approved by the Jordan Olympic Committee.
- Supporting Committees:** the committees appointed by the federation, having knowledge and awareness of the tasks of such committees to assist the Board of Directors in implementing the tasks and duties of the board.
- Federation Body:** Any Jordanian person, paid as a full time or part time worker, appointed by the Federation to take over such tasks.
- Active Member:** The natural or the artificial person who is a member of The General Assembly according to the regulations rules and has the right to participate in its meetings, vote and to stand for election of the board of directors of the committee.
- Observing member:** The natural or the artificial person who is a member of the General Assembly according to the regulations rules including the honorary members and has the right to participate in meetings but has no right to vote or stand for election of the board of directors of the committee.
- Club:** the certified club that belongs to the federation according to the valid regulations of the clubs.
- Swimming:** means swimming, diving, long distance swimming, water ball and rhythmic swimming.

14. **Swimmer:** the swimmer who is registered in the records of the federation.
15. **Team Swimmer:** the qualified swimmer according to the rules forwarded in article 10 of. the regulations
16. **The International Federation:** Federation of the international Swimming Association **FINA**.
17. **The Law:** the international law of swimming.

**Article (3):** Establishing the federation and its objectives

- a) The federation is established and formed by a decree from the Olympic Committee which supervises, follows its activities, asses its performance and dissolves it according to the rules of forming sports federations issued by the Jordanian Olympic Committee.
- b) The federation is composed from the general assembly, the administration council of the federation, the supporting committee and the federation body.
- c) Objectives of the federation:
  1. Developing the loyalty and belonging spirit to Jordan and to the Hashemite leadership and representing Jordan in the best manner.
  2. Contributing in developing the swimming sports and spreading it.
  3. Working on spreading the base of swimming, facilitating its practices and raising its level.
  4. Sponsoring swimming affairs and promoting the hobby.
  5. Establishing the moral principles, sports spirits, prohibiting prejudice and promoting honorable competition.
  6. Eliminating class differences and enforcing social relations between swimmers.
  7. Preparing national swimming teams in a technical, physical and psychological manner and paying attention in particular to all different age categories and to both sexes, for the purpose of representing Jordan in the international competitions.
  8. Developing the instructors and referees abilities, sharpening their talents through rehabilitation and promotion.
  9. Working on deepening the corporation between the federation and clubs and the associated commissions and others.
  10. Forming committee branches for the administration of the council of the federation in all regions of the kingdom.
  11. Setting an action plan for the federation, focusing on internal activities and preparing national teams and being in harmony with the activities of the Arab, Asian, Mediterranean and international federations.

12. Promoting external competitions for the team on continental and international levels.
13. Adhering to abstain from taking stimulants, doing regular check of swimmers, sending the findings of the tests to the FINA and implementing the international rules issued by FINA for combating stimulants.
14. Coordinating with Arab, Asian, Mediterranean, international federations and FINA.
15. Implementing the international law relevant to FINA.

**Article (4): The general Assembly:**

- a) The general assembly shall be composed from the qualified active members subject to the provisions of active members, including the distinguished members, delegates of the clubs and assemblies, distinguished ex- players, ex-swimmers, in addition to the observing members according to the regulations of forming the sports federations issued by the Jordanian Olympic Committee.
- b) General Assembly shall meet headed by the chairman of the federation administration council or his deputy in the absence of the chairman or the secretary by a written call to be sent to the members and the committee, two weeks before commencing the meeting and as follows:
  1. The common meeting shall be held annually by a written call from the chairman or his deputy when the chairman is absent and the presence of the committee delegate within 30 days after the end of the fiscal year.
  2. The meeting of election shall be held every 4 years within 30 days starting from the last day of the Olympic tournament.
  3. An uncommon meeting shall be held upon a request from the federation administration council or from a majority of two thirds of the general commission or the committee, to discuss specific and unexpected matters.

**Article (5)** The Federation Administration is composed from members of the general assembly. Their number is determined by articles 17 to 22 of the regulations of the Jordanian sports federation No (87), 2004 and the positions are distributed by voting according to the following:

1. Chairman of the Federation administration council
2. Deputy of the Chairman of the Federation administration council
3. The secretary

4. The financial manager
5. The assistant secretary
- The member of the council shall not occupy more than one position in the federation administration council and if a vacant position becomes available for any member of the federation administration council, then it will be filled by voting. The period of the federation administration council shall be four years and ends within a period not exceeding one month from the last day of the Summer Olympic Games, whether held or not.

b- Distribution of the specialized position shall be as the following:

1- The chairman of the federation administration council shall hold the following positions:

- 1.1. Chairmanship of the council's meetings and calling for the meetings.
- 1.2. Representing the federation before others.
- 1.3. Signing all federation's correspondence letters.
- 1.4. Signing all contracts and agreements held with the federation after the approval of the federation administration council.
- 1.5. Signing all financial matters.
- 1.6. Implementing all decisions made by the federation.
- The chairman of the federation administration council may delegate any powers to any member of the federation administration council.

2. The deputy of the chairman is delegated to implement all powers of the chairman of the federation administration council in case of his absence excluding signing on the financial matters.

3. The secretary shall assume the following tasks and powers:

- 3.1 implementing all decisions taken by the federation administration council.
- 3.2 preparing work schedules for the federation administration council's meetings and down writing all meeting minutes and signing that along with the chairman and other attending members.
- 3.3 supervising all federation's files, correspondence and records and all related documents.
- 3.4 coordinating between all committees and attends its meetings.
- 3.5 signing all correspondence required by the chairman of the federation administration council.
- 3.6 displaying all applications for the memberships of the general assembly before the Federation administration council after expressing opinion about it.

- 3.7 facilitating traveling and reception of the federation's teams or their representatives, and receiving participations reports and submitting that to the federation administration council.
  - 3.8 preparing and receiving the federation's correspondence and replying to that according to the council's decisions.
  - 3.9 supervising the federation's body and its actions.
  - 3.10 any other tasks required and written by the federation administration council or the chairman. And the secretary is empowered to delegate his powers to the executive secretary (the federation's chairman), on condition that the delegation is given officially.
4. The assistant secretary practices the work and tasks of the secretary in the absence of the secretary.

**5. The treasurer shall assume the following powers and tasks:**

- 5.1 preparing the annual budget and the general budget for the fiscal and the ending year and presenting it before the administration council for approval.
- 5.2 preparing the estimated budget for the New Year and presenting that before the administration council for approval.
- 5.3 implement the council's financial decisions, including paying salaries, wages, bonuses and approving loans and expenses according to the lawful principles.
- 5.4 following-up collection of the federation's revenues.
- 5.5 supervising book keeping and accounting records.
- 5.6 keeping checks books , depositing the federation's money in the appointed bank and not keeping any money exceeding the value determined by the federation in the federation's treasury.
- 5.7 presenting a monthly report related to the financial position to the federation administration council, this report must be attached with the corresponding bank statements.
- 5.8 taking the required financial actions for the participations and submitting the relevant financial reports, expressing opinions and raising that to the federation administration council for approval.
- 5.9 issuing checks and signing it with the chairman of the federation administration council.
- 5.10 supervising the accountant.
- 5.11 any other tasks demanded in writing by the federation administration council or the chairman of the federation administration council, and the treasurer has the authority to delegate any of his powers to the accountant, excluding the signing of the financial matters, provided that the delegation should be written and specific and after approving that by the federation administration council.

**Article (6): The supporting committees;**

A- The federation administration council has the authority to form various committees composed from 3-7 members to assist the council in implementing the tasks stated in the regulations. Some of these committees are:

1. The technical committee
2. The national teams committee
3. The central referees committee
4. The public relations and promotion committee
5. The sub-committees
6. Any committee deemed necessary by the federation administration council.

B- Each committee shall be headed by one member of the federation administration council, except the central referees committee.

C- The committee has the authority to seek assistance from specialists and technicians to implement its operations.

D- Committees meetings

1. The committees shall hold one normal meeting every month headed by the chairman. Other emergency meetings can be held upon the request of the chairman.
2. The meeting is considered legal if attended by a majority of the members.
3. Recommendations are approved by the majority of the attending members and the chairman of the meeting has one vote to outweigh voting.
4. The committees give proposal unanimously. Such proposals are to be raised to the federation administration council, through the secretary, for approval.

**E- Committees center**

The committee's center shall be the location of the Jordan Swimming Federation, excluding subcommittees in the governorates. All records and files that belong to the committees have to be kept at the secretariat and under its supervision.

F- All committees emerging from the federation have to provide the media speaker and the secretariat with the activities and recommendations one day after the meeting, in order to be approved by the federation administration council and then covered by the media. The media speaker or the chairman of the federation shall carry out the media coverage of the federation's activities and its committees and the secretariat has the authority to carry out that in their absence.

### G- Forming the subcommittees

- 1-The federation administration council has the right to form subcommittees for the referees in the governorates chosen from associated referees with the federation, provided that the number of members is ranging between 3 and 5, their responsibilities and powers are determined by the federation administration council and recommended by the central referee committee.
- 2- The federation administration council has the right to form regional supporting subcommittees in the governorates chosen from the interested and skilled in swimming numbering between 3 and 5 and their powers are determined by the federation administration council.
- 3- - The federation administration council has the right to form supporting committees for public relations and under thereof recommendation (for example: reception, accommodation, organization and crowning) in the event of running local, international tournaments or carrying up training courses for referees or in celebrating the completion of local championships and defining the number of members, their specialties and powers as required.

### H- Dropping membership

- The Membership of any person in these committees ends by a decision made by the federation administration council without revealing the causes, or by a recommendation made by a committee in the following cases:
  1. Resignation
  2. The absence from three consecutive meetings or six meetings during one year without acceptable reason.
  3. Practicing any activity violating the interests of the federation.

### I. Dissolving committees

- The federation administration council has the right to dissolve the federation's administration without revealing the reasons and or in one of the following cases:
  1. Committing and action that violates the internal regulations of the federation.
  2. Abstaining from performing its obligations or the absence of harmony between its members.
  3. Not implementing the decisions made by the federation administration council
  4. Any reason seen by the federation's administration in the interests of the game.

### j. The annual report

The committees shall raise the annual report to the federation's administration at the end of each season. This report should include a narration of the performed activities and suggestions to develop the game.

#### Article (6-1): the Technical Committee

- The federation administration council shall form a technical committee numbering between 3 and 7 members to practice the following:

1. Preparing an annual plan for the federation and raising it to the federation to adopt it, and full supervision for it.
2. Implementing the federation administration council's decisions relevant to carrying out the championships and tournaments.
3. Taking the necessary actions to adjust the dates or the locations of the tournaments or both of them in the emergency situations.
4. Adopt the tournaments and championships results after being adopted by the central referees committee.
5. Submitting reports after the end of each championship to the federation administration council including the date and place of the championship, number of championships, number of swimmers, ages and categories, participating clubs, championship results, the objections during the championships if any, a copy about the central referees reports about the championship, a financial report about the championship and any recommendations that could be in the interest of the game in the future.
6. Laying the technical instructions for any new championship, whether an international championship hosted by the federation or local championship and complete supervision over that.
7. Establishing and implementing the internal regulations that govern swimming at the federation's swimming pools, supervising their implementation and submitting recommendations about any violation to the federation administration council, with suggestions concerning the violators.
8. Establishing a plan for training the national teams.
9. Selecting members for the national teams within bases agreed upon by the federation administration council.
10. Issuing a manifest list for all coaches, their categories and addresses.
11. Supervising the training courses , sharpening referees to develop their qualifications and abilities , establishing programs and plans for that and recommending the issuance of certificates by the federation administration council



12. Referring the referee's names of the national team within the acceptable principles agreed upon by the federation administration council.
13. Referring the referee's names to attend the seminars and conventions held inside and outside the kingdom.
14. Sending the annual report of the committee's actions at the end of the season, revealing the difficulties faced by the committee and recommending the methods of solving them.

#### **Article (6-2) The national teams committee**

- The federation administration council shall form teams committee consisted between 3 and 7 members so as to practice the following:
  1. Full supervision over the national teams
  2. Preparing self record for each swimmer since the enrollment of the swimmer in the national team.
  3. Preparing self record for the national team's coaches since the enrollment of the coach with the federation.
  4. Performing physical and technical examinations for the national teams members.
  5. Selecting participating swimmers with the official competitions whether held inside or outside Jordan within the principles agreed upon by the federation administration council.
  6. Preparing a monthly report about the conditions of the national teams and submitting that to the federation administration council.
  7. Looking into complains offered by the training body.
  8. providing the federation with annual report of the committee's actions at the end of the season, the difficulties faced by the committee and the necessary recommendations to solve them.

#### **Article (7) referees**

##### **A- Forming the central referees committee:**

Federation administration council shall form the central referees committee consisting from 3 to 7 members and the administrative positions shall be distributed as the following:

1. The chairman of the committee: appointed –if possible- by the international referees council.
2. Committee's reporter: should be classified.
3. The committee's treasurer.
4. The members.



- The duration of the central referees committee's membership shall be similar to that of the federation administration council's membership.
- The central referees committee shall hold one meeting every month or as deemed necessary headed by the chairman, or who is delegated during his/her absence; the meeting shall be deemed legal if attended by the absolute majority. The recommendations are adopted unanimously and the chairman has one vote to outweigh the voting in case of equal votes.
- All recommendations of the committee are subject to the approval of the federation administration council and the correspondence shall be through the secretary.
- If the formation of the central referees committee is failed, the federation administration council will practice all the duties of the committee for a period not exceeding one month.
- The federation administration council has the right to form referee's subcommittees in the governorates; and their area of responsibility and powers are determined by the referee's committee.

B. Area of responsibility of the referee's committee:

1. Supervising the referees' affairs and determining their categories and classes.
2. Supervising the arbitrations affairs of the referees.
3. Appointing referees for all championships and competitions that were approved by the federation administration council.
4. Referring to federation administration council to award the required certificates and the identity cards to the referees according to their classification.
5. Opening a record for all referees, in which their profile and technical data are recorded for each referee.
6. Receiving the annual membership fees from referees and paying them in exchange of their travel, wages of arbitrations and other expenses.
7. Holding a general meeting for the referees as required, standing for the problems facing them so as to propose solutions for such problems.
8. Examining the complains raised against referees and those related to the arbitration matters.
9. Receiving the forwarded reports concerning the championships and competitions run by the referees and studying such reports and taking the necessary actions.
10. Raising the technical standard of the referees and explaining the articles of the law to the trainers and swimmers when requested.

11. Holding courses and seminars to explain the rules of the game and emerging amendments by the international swimming federation; provided that, the sole body which is entitled to explain the law is the assembly.
12. Recommending holding courses for the new members, and promotion and refreshing and sharpening the referees and listing who attend such courses.
13. Forming examination committees to examine referees, classify them to various categories and crediting such examinations.
14. Recommending names of the qualified referees to the federation administration council eligible to be local and international candidates, after implementing the required actions.
15. Recommending candidates of referees to the federation administration council to attend conferences and courses outside Jordan.
16. Recommending the international referees or first class referees to administer the championships and competitions outside Jordan.
17. Punishing violating referees with suitable penalties as described in the penalties article.

### C. Referees categories.

- Referees are classified to the following classes;

1. The active referee: means the referee who is actually arbitrating continuously without stopping arbitrations and paying for his membership.
2. Inactive referee: means the referee who stopped arbitrating for at least one year or more, or didn't pay for his/her membership before the 1<sup>st</sup>. of May of each year. If the referee had desisted for two consecutive years or more , then expressed his intentions to return to arbitration , he has to pass the required examination and pay for his/her membership obligations covering the period he stopped arbitration.
3. The retired referee: means the retired referee by a decision from the federation administration council in one of the following cases:
  - If he exceeded the legally known age defined by the international federation, or the age defined by the federation for the various categories.
  - If he/she expressed their intentions to retire.
  - If he/she spent three years as an inactive referee.
  - Any other factors seen by the federation beneficial to arbitration and to the game.

D. Classification of referees:

- Referees are classified into five classes, as follows:

1. The international referee: means the referee who:

- a) Had spent at least 6 years as a first class active referee and practiced during that period actual arbitration.
- b) Fluent in the official language of the international swimming federation and has to pass the special test for the terms of the swimming law according to the Regulation of the international federation or the one defined by Jordan federation.
- c) Had not been penalized in the last two years since the date of his nomination.
- d) Had been recommended by the central referee committee and approved by the federation administration council.
- e) Conformed to the required conditions set by the international swimming federation.
- f) Accredited by the international swimming federation.

2. First class referee: means the referee who had:

- a. Had spent at least 4 years as a second class active referee and practiced during that period actual arbitration according to the decisions of the Jordan swimming federation.
- b. passed the successfully the first class promotion course held by the central referees committee and accredited by the federation administration council for this purpose.

3. Second class referee: means the referee who:

- a. Had spent at least 3 years as a third class active referee and practiced during that period actual arbitration
- b. Had passed successfully the second class promotion course held by the central referees committee and accredited by the federation administration council for this purpose.

4. Third class referee:

- a. Had spent at least 2 years as a new active referee and practiced during that period actual arbitration.
- b. Had passed successfully the third class promotion course held by the central referees committee and accredited by the federation administration council for this purpose.

5. New referee:

- a. is the referee who has the following qualifications:
  - A Jordanian citizen not convicted by a suit case related to honor, morality or trust.

- Had practiced swimming sport and skilled in it.
  - Holding at least the general secondary school certificate.
  - At least 18 years old.
  - Healthy and physically fit.
  - Is not an active swimmer or trainer in the swimming sports.
- b. the referee who had passed successfully the course held by the central referees committee and accredited by federation administration council for this purpose.

E.. Penalties:

1. A warning penalty is issued by the central referees committee against a referee in the following cases:
  - a) The referee didn't show up 45 minutes before the arbitration period.
  - b) Not wearing the formal wear of referees, in addition to denying him the right to arbitrate for that period.
  - c) Not corporative with the general referee.
  - d) Reckless with the regulations and the administration during arbitration.
2. The central referees committee impose the first warning penalty on the referee in the following cases:
  - a) If he had had a warning penalty and committed one of the above mentioned violations in article (E-1).
  - b) If he had been absent for one period of arbitration without sending an excuse 24 hours before the arbitration period.
  - c) If he had been absent for one general meeting without sending an excuse 24 hours before the arbitration.
  - d) If he were inattentive in applying a rule against a swimmer in the corresponding situations.
  - e) If he didn't apply his arbitration duties completely.
  - f) If he didn't corporate with the central referees committee.
3. The central referees committee impose the final warning penalty in the following arbitration cases:
  - a) If he/she had had the first warning penalty and committed one of the above mentioned violations in article (E-1 and 2).
  - b) If he/she tried to insult the federation administration council or the central referees committee or to one referee verbally or by action.

- c) If he/she refused to implement their obligations required by the central referees committee or the general referee.
  - d) If he had carried out an arbitration in a local or in an international competition without prior permission from the central referees committee.
4. The central referees committee imposes the penalty of suspension for 3 months on the referee in the following cases:
- a) If he/she had had the final warning penalty and committed one of the above mentioned violations in article (E-1, 2 and 3).
  - b) If he/she tried to do wrong with the sports spirits, for example, criticizing his colleagues openly before referees, swimmers, trainers, administrators and the public.
  - c) If he/she committed a technical fault related to the basics of law, but not with physical circumstances.
  - d) If he didn't finish the arbitration period and leave the pool with out approval.
  - e) If he/she were late for attending a refining course without sending an excuse 24 hours days before the arbitration.
  - f) If he/she were absent for delivering a lecture without a legal excuse 3 days before delivering the lecture.
5. The federation administration council with a recommendation from the central referees committee can impose the penalty of suspension for one year, in the following arbitration cases:
- a) If he/she had had the penalty of suspension for 3 months and committed one of the above mentioned violations in article (E-1, 2, 3 and 4).
  - b) If he/she overlooked or cheated in arbitration.
6. The central referees committee with a recommendation from the central referees committee can impose the penalty of demoting the category of a referee, if he/she pronounced openly bad words against the federation administration council or against a member of the central referees committee.
7. The federation administration council with a recommendation from the central referees committee can impose the penalty of elimination from the records of arbitrating the swimming games, in the following cases:
- a) If he/she had had the penalty of suspension for one year or demotion of category and committed one of the above mentioned violations in article (E-1, 2, 3, 4 and 5).
  - b) If it were approved that he/she had been overlooking one side or cheating.

- c) If he/she had insulted the federation administration council or the referees committee verbally, contrary to the acceptable morals.
  - d) If he/she had tried to assault a member of the federation administration council or one of the referees committee.
  - e) If he/she had carried out actions disagreeing with the goals of the federation.
8. The central referees committee has the right to stop the referee during arbitration if he/she misbehaved or didn't apply the rules till the end of the tournament.
9. The federation administration council has the right to form a committee of conflicts consisting from members of the federation administration council and members of the central referees committee to look at penalties recommended by the central referees committee and this committee has the right to make a recommendation for the federation administration council to adjust any one of the above mentioned penalties , using either the lightest or the hardest penalty against the violating referee, and as required.

F. General referees' committee rules:

- 1) All referees shall wear the referees' formal wear during arbitrations and it is not allowed to carry out championships or competitions without wearing the referees' formal wear.
- 2) Any active referee shall not refuse arbitrating any championship or competition charged with them, unless that refusal were accepted and approved by the central referees committee; on condition that the referee should submit a written excuse before at least 24 hours; and any referee abstain 3 times from arbitration without an acceptable excuse in one season, shall be subjected to the penalties stated in the law.
- 3) Any referee holding arbitration certificate from a foreign swimming federation outside Jordan, accredited by the international swimming federation, shall pass a specified examination for his category, conducted and accredited by the central referees committee.
- 4) The referee shall not be an arbitrator for two games, one of them an individual one.
- 5) The referee shall not be a member in two referees' committees.
- 6) The referee shall take permission from the central referees committee when arbitrating other activities out of the federation, excluding the assembly he/she is working with.
- 7) Rules and conditions approved by the central referees committee shall be applied to the referees. Such rules include the enrollment in the courses, promotion, demotion and other matters agreed upon by the federation administration council.

**Article (8): The clubs:**

- 1) All sport clubs practicing swimming and registered officially at the Higher Youths Council (formerly The Ministry of Youths) should be associated to the federation. If those clubs are not associated, their swimmers would be denied the right to participate in the official and international championships and competitions, in which the federation is taking part.
- 2) Each club wishing to be a member of the federation, should apply for that on the format approved by the federation administration council. This filled application should be signed by the chairman and the secretary of the club, stamped by the official stamp of the club and attached with the following:
  - A photo copy of the license of the club approved by the Higher Youths Council.
  - A photo copy of the club's institution.
  - The enrollment and the annual membership fees according to the decisions made by the federation administration council.
  - A pledge from the club to respect the law of the game and abide the decisions of federation administration council.
  - A commitment from the club to participate in all championships adopted by the federation administration council.
  - A Pledge that the club swimmers who are being registered in the Federation are of Amateur.
3. The number of swimmers registered in the records of the club requiring the membership with the federation should be at least 8 swimmers.
4. The federation administration council shall study the application of enrollment, date of admission or rejection during a period not more than one month from the date of the application; and in either case, the secretary of the federation shall inform the club the decision made by writing, and in case of rejection the federation shall provide reasons.
5. The membership of the club is dropped in the following cases:
  - If the club is dissolved by a decision of the federation administration council.
  - The withdrawal of the club from the federation made by a decision from his administrative assembly and a letter signed by the chairman and the secretary of and stamped by the club.
  - not paying the club's annual membership fees, the swimmer's membership fees or fines after 30 days from the date of informing the decision to the club by an official letter from the federation.
  - Violating the sports federation regulations rule no. (87) 2004 and/or the instructions and decisions made by the federation administration council.





6. The federation administration council shall not drop the membership of the club from the federation before investigation and hearing the representative of the club and opening the opportunity for the club to defend itself. The decision shall be made by a majority of three quarters (3/4) of the general assembly and wouldn't be valid until approved by the Olympic committee.
7. The revision of returning the club to the federation is not allowed before one year from the date of the dropping the club.
8. The club shall submit the federation's secretary no later than (the end of march) of every year an official list of the names of the old and the new swimmers; provided that , the list should be written on the format approved by the federation and according to all categories for the new season. The filled format should be signed by the chairman of the club and the secretary, and stamped by the club's seal. This list should include all names of all trainers and administrators. Old swimmers whose names are not listed are considered removed from the club and have the right to register in another club.
9. In case a swimmer is not listed in the clubs' register according to the above mentioned article 8 of the national swimmers team; the federation has the right to keep those swimmers in the team without objection from the clubs.
10. The club has the right to register any new swimmer during the year, provided that such swimmer applies for a new registration along with all required enclosures, and he has the right to participate in the federation activities among his club classes during that year.
11. The club has no right to associate any swimmer not registered in its accredited official records with the federation.
12. The club shall submit federation administration council their sport annual plan, so as to be approved and put on the federation administration council's annual plan. If the club didn't submit the plan, the concerned club wouldn't be allowed to carry out any official local or foreign championship; provided that such plan should be written and submitted in the time required by the federation administration council and duly through sufficient time.
13. The federation administration council has the right to reject the application of a club to install any local or foreign camp, or a local, regional and an international championship, if such activity would contradict with the training and participation of the national team during that period.

#### **Penalties:**

- 1) Any club shall not institute any friendly or formal participation, local or foreign competition and host other clubs from sister or friendly countries without a prior written permission from the federation administration council; on the contrary, the club would be fined a value of J.D.500; and if the violation

is repeated, the amount of fine would be doubled, in addition to the suspension of the club from participation with the federation.

- 2) The club that institute a local championship, either individual or group championship without a prior written permission from the federation administration council shall be fined J.D.250 and if the violation is repeated, the amount of fine would be doubled, in addition to the suspension of the club from participation with the federation.
- 3) The club that doesn't put their swimmers nominated for the national team under the disposal of the federation for training and the championships of the team as required would be fined the value of J.D.1000; and if the violation is repeated, the amount of fine would be doubled, in addition to the suspension of the club from participation with the federation.
- 4) The club that institutes a championship simultaneous with the national team's championship, would be prevented from participation in the activities of the federation for a period deemed by the federation administration council to be suitable; and if the violation is repeated in the same year, the prevention would be doubled and the above mentioned fines stated in articles 1 and 2 would be applied.
- 5) The club that withdraws his team during an official championship of the federation, all their previous results would be erased, prevented from continuing the championship and fined J.D.1000.
- 6) The club that abstains from participating in the federation's championships would be fined J.D.500; and if the violation is repeated in the same year, the penalty would be doubled.
- 7) The club that withdraws one of their swimmers during an official championship of the federation, the results of that swimmer would be erased in that championship; and if the violation of that swimmer is repeated in another championship, the swimmer would be suspended for one year.
- 8) The club that present false statements about the swimmers' ages and their categories; and did that intentionally, the results of that club would be erased in that championship and fined J.D.150; and if that is repeated, the penalty would be doubled.
- 9) The clubs are responsible for documenting accurately their swimmers' warning notices; and because of that, the club would lose whatever results achieved by their team, if a swimmer prevented from participation took part in a championship.

#### **Article (9): The swimmer**

1. The swimmer has to be a Jordanian citizen
2. The swimmer shall be registered officially in the club's register for the first time, after taking an official decision by the federation; provided that the swimmer shall fill by themselves ( the format of the swimmers register) prepared by the federation and attaching a photo of the applicant with the format.

The signature of the swimmer on the club's register is considered a commitment of the swimmer toward his club. If the age of the swimmer was less than 18 years, the signature of one of his/her parents will be essential to register the swimmer in the club's register.

3. The swimmer is fixed permanently with his club and should not be released from the club unless:
  - The club demanded the release of the swimmer.
  - If the club's team were removed from the federation, or the club closed out completely.
  - If the swimmer was not registered officially in the federation's register by his club, during the period specified by the federation for each year.
  - If the swimmer became professional (the swimmer who took swimming as an essential occupation for himself and a source of earning directly or indirectly).
4. Every professional swimmer is not allowed absolutely to be registered in the federation's register.
5. The clubs may lend any one of their swimmers to another club inside or outside the kingdom, according to the following conditions:
  - The swimmer acceptance for lending in writing.
  - The club acceptance in writing where the swimmer is registered approving lending to the other club; including the duration of lending and the championships the swimmer intends to participate in.
  - The club which the swimmer is lent to agrees and pledge that the swimmer is returned back to their original club at the end of the specified period of lending.
  - The approval of the federation on the former procedures.
6. The federation determines the end of March as the date of starting lending and release of swimmers.
7. The swimmer released from their club shall not share the official activities with the new club in the same season of releasing, unless they take approval from the federation administration council.
8. The federation wouldn't look into any swimmer's register submitted in the name of any club, if the swimmer is fixed in another club.
9. In case two registers or more were displayed by two different clubs for the same swimmer at the same time; provided that the swimmer hadn't been registered by any club, the federation administration council shall call the swimmer or his sponsor for an official meeting to sign voluntarily with one of the clubs which displayed his register at that time.

10. The swimmer is not allowed to represent their club with the general assembly of the federation, or to be a member in the different committees of the federation, nor be a referee for a game in which they are registered as a swimmer.
11. The swimmer has the right to apply for the examinations of arbitrations or training after the approval of the club in which they are registered; and if they pass the examination and wished to be a referee or a trainer, their capacity as a swimmer will be cancelled and removed from their club's register and will lose the right to be back as a swimmer with other clubs.
12. The registration of a swimmer wouldn't be accepted in another club, if such swimmer removed from their former club to matters of misdemeanor to public moralities and honor in condition the club proved that.
13. All swimmers shall commit themselves with the rules and ethics of swimming, wear the swimming clothes and abide by the internal rules of the swimming pools issued by the federation or the clubs.
14. The swimmer shall respect the decisions of referees; and if the swimmer discussed the decision, the discussion shall be in a good manner without obstructing the progress of the games.
15. The swimmer shall commit to the rules and the regulations of the championships, and commits to what had been issued for him by the championship administration, and in this case the administration decision is final.
16. The swimmer shall abstain from taking stimulants; and the federation shall apply the rules issued by the International Swimming Federation for controlling stimulants.
17. The rules of the International Swimming law shall be applied to all swimmers who participate in the championships instituted in the clubs , recognized by the federation and scheduled within their plans; added to this the applications of the statements listed in these regulations.

### Penalties

The federation administration council can impose any penalty seemed possible, against any swimmer who offends the nation; the law, spirit and morals of swimming or the laws of the Jordanian Olympic Committee without forming committees in the cases that require such actions. If the penalty related to removing from the federation, the decision will be subject to the approval of the Jordanian Olympic Committee.

1. The swimmer who withdraws from an official championship instituted by the federation without official excuse accepted by the federation, their results will be erased from that championship. If the violation of that swimmer is repeated, the swimmer would be suspended for 3 months.

2. If any swimmer misbehaved or injured the ethics of the game or to other swimmers or audience before, during or after the championship, the offending swimmer will be given a warning from the general referee. If the violation of that swimmer is repeated, the swimmer wouldn't be allowed to complete the championship, followed by a referee's report sent to the supervising committee.
3. If a swimmer committed an action deemed to be an offense and provocative to the federation administration council, the public or the law of the game, the swimmer will be denied the participation in the federation's championships for at least 6 months.
4. The swimmer who assault , try to assault another swimmer before, during or after the championship, will be denied to participate in the federation's championships for no less than 6 months and no more than 12 months.
5. The swimmer who assault , try to assault the referee, will be denied to participate in the federation's championships for no less than 6 months and no more than 24 months.
6. The swimmer who offend verbally another swimmer or the public, , will be denied to participate in the federation's championships for 6 months, added to this any penalty deemed suitable for that behavior, by the federation administration council.
7. If any of the federation's properties were damaged intentionally by swimmers, the responsible swimmer will be fined the value of the damage, added to this any penalty deemed suitable for that behavior, by the federation administration council.
8. The swimmer who gives false statements or resort to fortifier the documents required to register their age, nationality or any information required by the administration of a championship or the technical committee, will be subject to the following penalties:
  - a) Removing the swimmer from the federation's register; provided that, this penalty wouldn't be valid until approved by the federation and the Jordan swimming committee.
  - b) Erasing the results of the championships which the swimmer participated in.
  - c) Directing a final warning to the club, if the club committed a collusion, If the violation of that club with another swimmer is repeated, the club would be suspended to participate in the activities and the championships of the federation for one year.
9. The federation administration council has the right to form investigations committees for various conflicts that occur to swimmers in championships and during competitions, whither related to swimmers or to the public. The decision made by the committees is subject to be approved by the federation administration council.

#### Article (10). The National Team Swimmers

1. The federation administration council shall form various national teams for all categories by a recommendation from the team's committee; provided that the following conditions should be taken when selecting the swimmers of the national team .i.e. the swimmer should be:
  - A Jordanian national
  - One of the best swimmers in capacity and behavior
  - Be able to coexist with other members of the team, obeying his superiors and be able to tolerate responsibility towards the team's reputation.
  - Be in good health.
  - Be technically one of the best between their equals.
  - Be a good example in behavior, appearance and bestowal.
2. The following instructions would be applied to the national teams swimmers, added to what mentioned above:
  - a) The swimmer who commits actions deemed to be harmful to the Federation or to the reputation of the kingdom, inside and outside the country, would be removed from the federation's records.
  - b) The swimmer who fails to accomplish his national duties, either through training or championships, shall be suspended from participations for 6 months. If the violation of that swimmer is repeated, the swimmer would be removed from the federation's records.
  - c) The swimmer who tries to do harm to the actions of the technical committee, training body or the supervising committee or the Federation Administration Council, shall be suspended from participation in the championships or the activities of the federation, for a period determined by the Federation Administration Council, and if the violation of that swimmer is repeated, the penalty would be doubled.
  - d) The swimmer should commit themselves with the instructions of the national team, issued by the technical committee and the Federation Administration Council; and if the swimmer didn't abide by such instructions, they would be suspended from participation in the championships or various activities of the federation, for a period determined by the Federation Administration Council.
  - e) The swimmer who instigates other colleague or abuse them or influence the spirit of the team would be suspended from participation in the championships or various activities of the Federation for 6 months; and if the violation is repeated, they would be removed from the federation's records.

- f) The swimmer, who's proved taking stimulants, shall be suspended for a period of one year and or applied to him the item of using stimulants within the international swimming law, and if the violation is repeated, they would be removed from the federation's records.

### Article (11) Coaches and Administrators

#### (11- a) Coaches:

1. The federation's instructions related to classifying and upgrading coaches of the sports and games are applied according to the instructions issued in 1988 by the Ministry of Youths on 29/6/1988 and other amendments relevant might occur.
2. The center of preparing the youth's leaderships will be responsible for holding qualifying courses and training for all levels, including the classifications of the newcomers or promotion courses.
3. The Federation has the right to hold qualifying, refurbishing and refreshing courses, except that, the promotion and classifications courses shall be held upon the request of the center of preparing the youth's leaderships.
4. If the club desires to employ a non Jordanian coach to train their teams, they have to submit the Federation the documents proving the officially recognized coach's attributes accredited in their country. Such coach shall submit the club the training certificates, the previous experience and a certificate of good manners; in addition to that, the club should submit the Federation a copy of the coach's contract with that club.
5. Every club should submit the Federation a list containing of all names of coaches according to the required conditions.
6. Other provisions/for coaches
  - It is not allowed to employ any coach for the Federation or the club if the coach were not accredited or classified officially by the center of preparing the youths' leaderships.
  - It is not allowed to combine between coaching the national teams and refereeing, swimming or a membership in the General Assembly of the federation.
  - It is not allowed to combine between coaching the national teams and the club teams or the bodies enrolled in the federation, unless approved by the federation administration council.
  - If a coach was classified in a certain category stopped coaching for more than 3 years, they would be a non active coach and wouldn't be able to return to coaching in the same category unless attended a revive course for the same category.
  - The Federation should supply the center of preparing the youth's leaderships with the names of active coaches and the clubs enrolled in the federation at the beginning of each season.

#### (11-b) The Administrators

- The administrator of the team is the one named by their club as an administrator, or the manager of any one of their teams, provided that such administrator shall be approved according to their capacity and shall perform the following duties:
  - a) Works with all efforts to establish the sport spirit towards other swimmers and strengthen cordiality and brotherhood between themselves and other swimmers.
  - b) Cooperates with the Federation and championships' referees, to implement the championships in which their team taking part in a sport spirit and good aspect.
  - c) Interferes with their audience if it deemed necessary to resolve any conflict.

#### Article (12) Championships and Competitions.

1. The Federation shall organize annual championships for the clubs related to them; supervise them directly; provided that such organization shall be obligatory to the clubs according to the arrangements endorsed by the federation in the technical instructions relevant to such championships.
2. The federation shall commit themselves each year with instituting championships for all accredited categories.
3. The federation follows one of the known methods in organizing their championships and put clear specific provisions for each one, along with the schedule of the championships including the awards; and making that common for the concerned clubs before starting the championship.
4. In the case of increased tension during a match, the general referee has the right to postpone or suspend the championship so as to avoid confusion in administrating the game or causing risk to the others.

#### Contesting and Protesting during championships

1. The swimmer has the right to contest the decisions issued against him by the general referee to the championship supervision committee.
2. Any swimmer or referee has the right to protest the decisions issued against them by the general referee to the central referees committee.
3. Any protest , complain or appeal to the general referee should be submitted within 30 minutes after the incident, provided to J.D. 50 as fees for the application.
4. Any protests shall be discussed by the technical committee or the committee supervising the championship.



5. If any protest is rejected, the fee would be construed to the federation, it would be reimbursed if the protest had been accepted.
6. If the contester submitted complain directly to the Federation Administration Council, the contester would lose their right to contest to any other body.
7. The Federation Administration Council is considered the exclusive referential for other contests, including the above mentioned paragraphs.
8. Decisions issued by the Federation Administration Council are considered final.

#### **Article (13) Violations and Penalties**

1. The internal regulations of the committee involve the penalties; such penalties would be valid when approved by the Federation Administration Council.
2. Penalties that may be inflicted by the Federation Administration Council on swimmers, coaches and administrators involve referees and clubs. Such penalties must be clear, detailed and according to the law of swimming.
3. The cancellation penalty shall not be valid until signed by the Jordan Olympic Committee; and the cancellation penalty would be sent to the concerned swimmer by an official letter, and the affected in the case of cancellation penalty are entitled to appeal in a period no later than two weeks to the Federation Administration Council.

#### **Article (14) General Provisions**

1. The council has the right to issue decisions and instructions regarding these regulations without conflict with their statements and according to the law of swimming and the regulations of forming federations' No. 87, for the year 2004 and their amendments and approval by the General Assembly.

Such decisions wouldn't be valid without accrediting it by the Olympic Committee.

2. The Federation Administration Council has the right to amend the articles of these regulations in cases that require this; and such amendment wouldn't be valid until accredited by the General Assembly.
3. These regulations are considered valid as soon as accredited by the General Assembly and the Jordanian Olympic Committee.
4. These regulations revoke any preceded regulations.