

# NATIONAL COUNCIL OF SPORTS

## POLICY GUIDELINES TO NATIONAL SPORTS ASSOCIATIONS/ FEDERATIONS '2017

### 1. NATIONAL ASSOCIATION:

NCS will focus on the following critical benchmarks for affiliated N/A's:-

- (a) Should be affiliated to Council in accordance with the NCS Act, and the gazetted NCS Statutory Instrument(s).
- (b) Shall include all Associations/Committees and Unions formed and certificated to operate as sports development bodies, under the supervision and authorization of NCS, to operate at "national" level.
- (c) Shall largely comprise volunteers with commitment to play a role for the general organization, control, planning and development of national sports, including schools and Learning Institutions Sports Associations.
- (d) Hold regular meetings and assemblies in accordance to the existing legal regime.
- (e) Must have the requisite administrative organs (Executive Committee, Sub-Committees, the General Assembly etc)
- (f) Must hold a valid NCS Certificate of Recognition as part of the compliance benchmarks.

### 2. FUNDING OF ASSOCIATIONS:

The leadership/executive committees of N/A's who seek for mandate/votes from their electorate should endeavor to:

- (a) Formulate strategic plans to guide their operations
- (b) Rebrand and showcase their talent/products to increase on the private sector to sponsor their activities.
- (c) Mobilize funds (fundraising/partnership) mobilize, private sector , and partnerships to supplement on Government support.

- (d) Government through Council may assist where possible, depending on set qualification criteria and availability of resources, towards/for;
- (e) NCS shall not found any programs/Events that was not included in the National Sports Associations calendar and budget for that financial year.
  - (i) Well-developed/planned Development programs (schools/districts/community), including capacity-building courses.
  - (ii) Approved critical/international programs that have been agreed upon between NCS + the respective N/A's.

### 3. **CLEARANCE AND AUTHORISATION FOR TRAVEL/HOSTING INTERNATIONAL TOURNAMENTS:**

#### a) **TRAVEL ABROAD**

- No National Sports Association or team should participate in any regional or international sports event without the prior knowledge, involvement and formal approval/clearance from NCS/Government.
- For any team travelling abroad, the concerned Association should plan and ensure availability of adequate resources to facilitate the team in terms of preparations, travel, accommodation, feeding and all other aspects related to the team.
- For proper coordination; any N/As intending to solicit for possible support from State House or other Ministries, to travel abroad or host other national sports events should channel such requests through NCS for subsequent further handling. Any request made directly to State House circumventing the line Ministries[s] may result in a serious reprimand to the concerned National Sports Association
- Must have notified NCS in writing **at least two weeks ahead** of intended travel/departure date
- Individual athletes, club teams or national teams must show **evidence of clearance** by the recognized National Association.
- National Associations must be recognized as **compliant** to National Council of Sports
- Any applicant for NCS recommendation to travel must put request in writing, attaching evidence of all the above, as well as **details of full particulars** for all intended travelers.

- Must adduce **evidence of invitation or accreditation** by the foreign/ hosting authority, indicating what costs the hosts shall meet, and areas where the applicant shall be required to foot bills.
- Shall not apply directly or through unauthorized agents for travel visas or transit visas to foreign embassies, but through National Council of Sports.
- Shall parade to the authorizing body all physical **copies of the travelling documents** and their bonafide owners before departure.
- Team managers must **sign an NCS Code of Ethics**, to ascertain and commit themselves and the entire team to the national duty, including fair representation of the country's image while on national duty in a foreign land, and to do everything under their means to bring the full team back home.
- Shall report back and account to the authorizing body; for the numbers of actual athletes/officials on the contingent, plus their traveling documents for verification of evidence of return home.
- Must at all times make and submit a report of the trip to National Council of Sports, not later than two weeks on return.

**b) BIDDING/HOSTING OF INTERNATIONAL TOURNAMENTS IN UGANDA**

- No National Sports Federation or Association should bid to host an international or regional sports event without the involvement and approval of the Ministry/NCS.
- For any international sports events to be hosted in Uganda, Government [NCS] must be involved in the bidding process to ensure that logistical support and other forms of support are available to host.
- There must be put in place a Local Organizing Committee [LOC] to which NCS/Government must be represented, to plan and budget for the activity.
- All N/As intending to bid or hosting international sports events, must first present their bid proposals to NCS/Government preferably one year before the event for appropriate clearance.

All N/A's should seek for:-

- (c) Associations that wish to bid to host Regional or International Tournaments must clear with NCS and the Ministry of Education and Sports at least six (6) months before the scheduled event.
- (c) Details of the funding/sponsorship in relation to the event to be hosted by the N/A should be disclosed to the NCS/Government.

#### 4. **LOCAL DEVELOPMENT PROGRAMME:**

All N/As should prioritize the following critical aspects while planning for their sports development;

- (a) Schools and other youth's development programs
- (b) Critical courses for Technical and Administrative capacity building
- (c) Initiate critical programs starting from the sponsors to national level among all age groups.
- (d) Talent identification and development should be the main priority.
- (e) All N/A's that have been running contracts/M.O.U. with foreign organizations should ensure that a copy is deposited with NCS.
- (f) All N/A's that engage foreign technical coaches should disclose details to NCS.
- (g) Spearhead initiative to have in place more additional sports facilities.
- (h) N/As should ensure that they have in place well organized competitive sports programs in a bid to attract sponsors.
- (i) N/A should maintain gender issues in their programs, including sports for persons with disabilities.
- (j) N/As must have in place 3 to 5 years strategic development plan for their sport.

**5. ACCOUNTABILITY:**

- (a) All funds received by Associations from whichever source, must be accounted for by the Executive Committee, and ultimately ratified as audited to the General Assembly.
- (b) Transparency ought to be enforced in all aspects, even beyond monetary circles.
- (c) There must be observation of strict adherence to standard NCS Code-of-Conduct
- (d) For any possible funding available, NCS shall not release additional funds if there is pending accountability, or in default of NCS compliance regulations.

**6. HEALTH AND SAFETY ISSUES:**

- (a) All National Associations shall Budget/secure health/medical insurance cover for Athletes in their National Team.
- (b) Equally, all N/A's should ensure that clubs under their jurisdiction secure appropriate medical covers for their athletes.
- (c) All N/A's should secure the services of medical doctors/physiotherapists.
- (d) All N/A's should ensure that they put in place medical facilities during competitions, including ambulance services.
- (e) All N/A's should conduct routine medical check-up of all athletes.
- (f) All N/A's must ensure compliance to the WADA Guidelines on the use of prohibited substances by athletes in their sport.

## 7. ANNUAL/PERIODICAL REPORTS:

- (a) All associations are required to submit annual reports within one month from the end of each calendar year plus minutes of AGM with Audited Accounts.
- (b) Since many N/A's are incorporated as 'Trustees', bylaws such bodies are required to make Annual Returns to the Ministry of Lands and Urban Development and give copies to NCS.
- (c) Should apply for the NCS Certificate of Recognition every beginning of a term of office – as in 1(f) above.
- (d) All N/A's must submit reports on all sports activities not later than 2 weeks from the end of the events.

## 8. ACTIVITY CALENDAR/ESTIMATES:

- (a) Every Association shall draw up a calendar of its activities, for the year, for submission to NCS seeking approval, which calendar should be reasonably upheld and implemented.
- (b) Calendars should include activities for schools, clubs, sub-counties, counties and District, for grassroots development.
- (c) Budget Estimates for the proposed calendar activities should be made/ submitted and the possible sources of funding indicated.

## 9. CONSTITUTION:

- (a) Must have a constitution ratified in a properly convened General Assembly.
- (b) Associations shall be managed according to the respectively Constitutions.
- (c) Council may decide at any time to intervene in unsolved destructive or nationally embarrassing issues, including matters of constitutionalism, and decide upon/generate an appropriate course of action, as mandated under the NCS Act.
- (d) All N/A's should have a provision for an Elections Committee and how the electoral process shall be conducted. NCS staff or officials shall not be Returning or Presiding Officers and any N/A with such a provision should amend its Constitution.

## 10. GENERAL ASSEMBLIES:

- (a) Being the supreme organs of Associations, Assemblies must be held as per respective provisions of constitutions, and must never be flaunted.
- (b) Notices of the General Assembly shall be accordingly copied to The Council at least 7 days in advance.
- (c) Report and or minutes of all Assemblies and meetings, as well as full Results of elections and By-elections must be submitted to NCS within 14 working days.

## 11. ACCOUNTS

- (a) Each Association must have a Bank Account in a recognized commercial Bank of their choice
- (b) The account can only be operated by Officers of the Association authorized by either the Executive Committee or General Assembly.
- (c) Audited accounts must be presented to the Assembly annually

## 12. AFFILIATION TO OTHER BODIES:

- (a) Associations shall meet their Financial and any other requisite affiliation/ obligations to their Regional/Continental/World Federations, like subscription fees, etc.
- (b) However, it must be remembered that Uganda is a **Sovereign State**, with its own Laws and Regulations which shall always be held Supreme to any other regulations set by sporting bodies or persons/agencies outside the country.

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### Criteria for Allocation of Funds to N/As

Scoring Criteria	Ranking Percentages
(a) Major Sports: e.g. Football Athletics Boxing Netball	25%
(b) Performance in SDP	10%
(c) Grassroots Development Programs	12%
(d) Ability to attract sponsorship	13%
(e) (i) NCS Certificate of Recognition (ii) NCS Certificate of Compliance (iii) Certificate of Incorporation	20%
(f) New sports (Traditional)	05%
(g) Performance at Community level and National spread	15%