

KENYA SWIMMING FEDERATION



MINUTES OF THE KSF/IMCWORKING GROUP FIRST ONLINE MEETING

Date- 23RD MARCH 2022

PRESENT-

1. Jennifer Maina – Head of IMC Working Group
2. Conrad Thorpe- Joint Head of Secretariat
3. Kenneth Karani- Joint Head of Secretariat
4. Emily Njeru – Head of Governance
5. Elijah Kimani- Head of Strategy & Innovative Thinking
6. Thomas Muli- Treasurer
7. Larissa Mansoor- Hart- Head of National Database
8. Teddy Wamunyu
9. Anthony Muriithi
10. Zeff Ekumbo
11. Stanley Kaberu
12. John Wroe
13. Tony Rosafio

Agenda:

1. Introductions
2. Know Your Team
3. Code of Conduct
4. CANA Zone 4
5. Selections [Swimmers and Team Officials]
6. KSF LC Nationals May 6-8
7. Teams of Reference
8. AOB

The Head of IMC working group Jen Maina called the meeting to order at 8:06 PM. She thanked everyone for taking time to attend to the first KSF/IMC Working group meeting. Being the first meeting the head of the working group requested all the members present to turn on their videos.

Minute 01.02/03/2022: Introductions and Know Your Team *Reducted to remove private information*

The head of the KSF/IMC Working group Jen Maina invited members to introduce themselves.

The members introduced themselves as follows:

- Team spirit should be key and guiding factor to get the sport to move to the next level

Minute 03/03/2022: Code of Conduct

Code of conduct- The code of conduct to be circulated and members to go through it and suggest inputs.

- The code of conduct to be tabled in the next meeting as the first item discussed to be adopted as a document of the KSF/IMC WG.

- The members were requested that due process should be followed on conducting matters pertaining to the federation.
- The best way is to have an environment where everyone should be able to feel to serve and contribute effectively.
- The code of conduct should not be used to gauge communication from the committee members. Create an environment where people exercise freedom of speech though with a lot of respect.
- The members agreed that the code of conduct should be for the purposes of speaking from one page and giving each member an opportunity and communicate without infringing on each other's rights.
- The cord of conduct should be circulated for members to go through, understand, suggest inputs and be discussed as the first item in the next meeting. She said that the key thing is for the code of conduct to be a guiding factor in how the KSF/IMC WG business should be conducted.

Minute 04/03/2022: CANA ZONE 4

The meeting was informed that the CANA Zone 4 Swimming Championships will take place in Zambia Lusaka from the 14th to the 18th April 2022.

- Kenya has been invited to send swimmers to participate.
- The competition management managed to notify the swimmers who qualified and were requested to confirm.
- The organizers can only allow two swimmers per event.
- To consider some confirmation emails that went the wrong way, Murithi to forward emails for the swimmers who have confirmed.
- The leader of WG informed the meeting that the no swimmer should not be left out.
- The meeting was informed that a total of 26 swimmers had send in their confirmation to attend, 16 girls and 10 boys.
- The chair informed the meeting that two swimmers had confirmed though they did not meet the criteria the meet. She requested the meeting to allow the two to be dropped.
- The members agreed for the two swimmers if they don't meet the qualifying standards to be dropped.
- The members were informed about the CANA Zone 4 Meeting that was held on Saturday by the parents and the county caucus which discussed the selection criteria and funding.
- The members felt that the criteria about Long course times and short course times should be resolved.
- The Saturday meeting agreed to put in place a team to organize the CANA Zone 4.
- The meeting discussed the rates and they felt that the money charged were high.
- They discussed on how to get the rates down or find funding from somewhere for the benefit of getting more swimmers to participate.
- The WG was informed that the CANA Zone 4 released rates might not change much unless departure and arrival date changes.
- The mandated should be left to the TM so that they negotiate the best way possible.
- The KSF/IMC WG was informed that a letter to seek for funding had gone to the government. In an event the government agrees to fund the trip parents will be refunded

- their monies. In the meantime, parents should be encouraged to go ahead and deposit the money in the KSF Dollar account for better planning.
- informed the meeting that many swimmers might not turn up maybe due the different education systems in Kenya.
 - The members requested that the CANA Zone 4 TM to be confirmed for better communication and firming up things.
 - The members wanted to know exactly when the money form the government will be available.
 - They were informed that the paper work had been done and submitted for action.
 - The members were reminded about the deadlines to confirm to the organizer in Lusaka Zambia.
 - The swimmers who have confirmed should make some payments in order to secure accommodation.
 - The sub-committee that consists parents should be given mandate to work on the rates and communicate.
 - The criteria of CANA Zone 4 is available and can be the same to qualify to the continental and other international meets. The CANA Zone 3 and 4 is the entry point to higher level meets.
 - The issue of converting both long course times and short course times is admissible when selecting swimmers to CANA Zone 3 and 4.
 - The essence of emphasizing on Long course comes in when swimmers are to qualify to continental and international meets.
- The meeting was informed that the CANA Zone 4 is based on the SA Level 4 and SA system allows for conversion of times.
- The meeting was informed that CANA zone 3 and zone 4 are a lower meet best for the swimmers who are keen to move to the next level and conversion of the times is allowed.
 - The leader of the WG encouraged coaches to take a leading role in educating and sensitizing the parents on matters competitions and conversion of times.
 - The meeting agreed that key is to communicate effectively about the criteria and conversion of the times.
 - The national federation and county bodies should plan to hold sensitization and education forums to coaches and parents.
 - To create an environment where education and sensitization to be encouraged.
 - The issues on matters technical has been clarified and should be passed on the CANA Zone 4 sub-committee and the parents.
 - The parents should wait until the team is selected and then have the officials to be selected.
 - Elijah confirmed to the meeting that he was nominated by the parents due to the experience with CANA Zone 3 in Uganda. He informed the members that he is aware that as the KSF official he is not allowed to travel to any FINA or CANA event.
 - The meeting agreed that Mr. Elijah to be the liaison person between the CANA Zone 4 sun-committee and the WG
 - The meeting was informed that the CANA Zone 4 organizer erred in the age up criteria, the issue was then rectified and clarified as the first date/day of the gala.

- The members agreed that the criteria to be done by the national federation and circulated to the membership.
- The members were informed that all long and short times in the database are being used for selection.
- The list to be generated tonight and the parents to be given up to Saturday 26th March 12pm to make payments. The Joint secretaries to liaise and send out the information on the same. Karani and Conrad to send out a communication to the coaches, stakeholders and a commitment to be done immediately.
- The meeting advised The treasurer to try and get the commitment fee out to secure accommodation by Monday or latest Tuesday. After confirmation of payment CANA will always give an extension.

Minute 05/03/2022: Selections [Swimmers and Team Officials

- The meeting was informed that based on the list of swimmers who had confirmed Braeburn team has the most swimmers.
- The members were informed that the criteria for selection of officials was not send out.
- The meeting was informed that every person who wishes to accompany the team should be able to produce the required documents including the certificate of good conduct
- The meeting was informed that all KSF Officials cannot travel to any FINA/CANA organized events.
- The secretariat was requested to Send out a request for the people who would be interested to travel as officials to apply.
- Two coaches One male, one female needed to accompany the team with a ratio of 1:10
- Team manager, Team chaperon and the team Doctor self-funded.

Minute 06/03/2022: KSF LC Nationals May 6-8

- The members were informed by the WG leader that the meet technical package is out. The venue is booked and there is a sponsor who has promised to come on board.
- The WG team leader requested ever member to come on board and support the nationals.
- The members requested that Nairobi be given an opportunity to run the national meet as it was the case with CASA, so long as they work within the required parameters set out by the KSF/IMC WG.
- The members of the KSF/IMC WG agreed to come together and run the gala as a team.
- The Joint secretary was mandated to send the entry file to all the Honorary secretary/ TMs and Coaches.
- The leader of the KSF/IMC WG encouraged every member to subscribe to the KSF Website. She asked the team to share the link to the members and direct traffic to the same.
- The members suggested that the team looks into ways on how to improve the website for better services to our members. Two members proposed to help work to improve on the website.
- The members agreed that the joint secretaries should be given access and receive information from NOCK, GK and FINA
- The members were requested to have the National calendar is discussed in the next meeting and to send out to the members for better planning and flow of programs.

- The leader of the WG requested to have a single meeting just to discuss the calendar.
- The leader of the WG urged members to excuse themselves when leaving the meeting.
- The May National swimming championships to go on as planned.
- A day's retreat is key to discuss the mandate. The leader of the WG suggested 30th April and 1st May to have the retreat.
- The members proposed that we get an independent facilitator to help advise the issue. The leader of the KSF/IMC WG seconded the idea and mandated Mr. Elijah to take a lead in the same.
- The meeting discussed at length the pending refunds for the previous trips including AJC, FINA world 2019, CANA Zone 3 Uganda 2022 etc and agreed the process to be done quickly to avoid mistrust with funds.
- The meeting was informed by that CANA Ghana has already been refunded.
- The meeting was informed that CANA Uganda should be refunded as soon as possible immediately when the chairman SDT gives a go ahead.
- Jen requested that all pending refunds to be tabled in the next meeting for discussion for possible dispensation.
- The team requested that the last in last out refunds to be done.
- The leader of the WG asked members to focus on reforming and making sure that we have elections to get the federation in place. She informed the members that her desire is to see a fully functional national federation in place. She went ahead and said that having an elected National federation leadership will see Kenya avoid sanctions by the international federation.

Minute 07/03/2022: Terms of Reference

- The head of the working group encouraged everyone to do their best to deliver on the mandate as per the communication by the appointing authority.
- The meeting was informed of the commitment needed towards running of the meetings. The members were reminded of the clause of missing three meetings without an apology.

Minute 08/03/2022: AOB

- The members agreed to work towards cultivating unity that is key to take swimming to the next level.
- The head of the KSF/IMC WG Jen thanked every member for taking time to attend the meeting.

Minutes written by – Kenneth Karani – Joint Head of Secretariat - Sign

Minutes proposed by-.....Sign

Minutes Seconded by-.....Sign

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