

**MINUTES OF THE MEETING OF THE KENYA SWIMMING FEDERATION WORKING GROUP  
INTERIM MANAGEMENT COMMITTEE ON CANA ZONE 4 SWIMMING CHAMPIONSHIPS 14-18<sup>TH</sup>  
APRIL 2022**

**MEMBERS OF THE IMC WORKING GROUP PRESENT ON 29<sup>th</sup> OF MARCH 2022**

**REGISTER**

1. Ms. Jen Maina – Chair
2. Mr. Conrad Thorpe – Member
3. Mr. Kenneth Karani - Member
4. Ms. Emily Njeru – Member
5. Ms. Larissa Hart - Member
6. Mr. Anthony Muriithi – Member
7. Mr. Zeff Ekumbo - Member
8. Mr. Thomas Muli – Member
9. Mr Tony Rosafio – Member
10. Mr John Wroe – Member
11. Mr Stanley Kaberu – Member
12. Mr Teddy Wamunyu – Member
13. Mr Elijah Kimani – Member

The chairperson called the meeting to order at 20:10hrs.

The meeting was called to discuss matters of CANA Zone IV Kenya team as a priority, the chairperson gave the opening remarks before the commencement of the meeting, setting the tone for the meeting to start.

**AGENDA**

1. Confirmation of the minutes of the meetings held on the 23<sup>rd</sup> and 24<sup>th</sup> of March 2021.
2. The KSF Code of Conduct and Memorandum of understanding templates.
3. Deliberate and agree upon the mode of conducting the final shortlisting exercise.
4. Come up with a final shortlist of candidates from the initial shortlist of candidates.
5. AOB.

**ADOPTION OF THE AGENDA**

The Chairman presented the agenda of the meeting and it was adopted by the members.

**DECLARATION OF CONFLICT**

Members declared there was no conflict of interest.

**MINUTE 1/29/03/2022**

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### CONFIRMATION OF MINUTES OF THE MEETINGS HELD OF 23<sup>rd</sup> MARCH 2022

1. The minutes were discussed by the members of the IMC committee and it was suggested that the initial minutes be review and ratified at the next meeting. There was agreement.
2. Members agreed to subscribe to the Code of Conduct and Memorandum of Understanding (CoC and MoU). Proposed by Zeff Ekumbo and seconded by Larissa Hart.

### **MINUTE 2/29/03/2022**

#### COOPTING OF THE ATHLETES' REPRESENTATIVE.

The proposal to coopt male and female athletes' representatives was discussed. The criteria points for an athletes' representative were discussed and agreed on as follows:

- Gender balance – one male and one female representative
- Senior athletes
- Nondiscrimination of any Kenyan athlete (swimmer)
- International credentials: experience in the international competitions, minimum level of exposure at FINA World level or equivalent (CWG, Olympics)
- Regional / county / diaspora diversification if/when possible
- Initially co-opting for one year or the tenure of IMC; athletes' representative elected by athletes to be part of the elected KSF Board as per KSF Constitution
- Desire and ability to contribute time, experience and knowledge
- To be prepared to be voice of the athletes, to work with athletes
- To be prepared to work at IMC

Criteria document needs to be issued and finalised, candidates to be measured against criteria.

IMC to revisit this matter at an appropriate time.

### **MINUTE 3/29/03/2022**

#### DELIBERATIONS ON CANA ZONE 4 ZAMBIA

CANA Z4 team officials need to be selected to ensure the team preparation for the tour. Team management to consist of Team Manager (.TM), Team Head Coach (THC), Team Doctor (TD), Team Chaperone (TC). Team Coach to be funded by participating swimmers, the rest are self-funded, unless funding is secured.

Several candidates applied for various positions and were discussed.

### **MINUTE 4/29/03/2022**

#### TEAM MANAGER

1. This is self-funded position.
2. Dr Maureen Owiti was proposed as a candidate with prior exposure at CANA Z3 in Uganda, although not a formal team official at that competition. Dr Owiti's credentials and experience

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in Uganda were discussed and deliberated at length, various questions were answered and addressed to the satisfaction of the meeting. It was stressed that the CANA Z4 meet was a high level regional meet in Southern Africa, and an experience person would be required. It was felt that with the support of an experienced Head Coach the TM would be able to discharge their duty.

3. This candidate was proposed, seconded and approved unanimously.

### **MINUTE 5/29/03/2022**

#### **TEAM CHAPERONE**

1. This is a self-funded position.
2. The need for one chaperone was discussed due to the expected team size.
3. Several people applied for this position; to ensure supervision of Mombasa based swimmers traveling from Mombasa a candidate from Mombasa was preferred.
4. A Mombasa candidate Ms Rose Kariuki was discussed as the most suitable candidate.
5. This candidate was proposed, seconded and approved unanimously.

### **MINUTE 6/29/03/2022**

#### **TEAM HEAD COACH**

1. This position is funded by the participating swimmers.
2. Two candidates applied for the position - Mr Tennyson Mwangangi and Ms Vishula Patel.
3. Mr Tennyson Mwangangi was suggested as the team coach. However, a concern was raised and agreed upon that an inexperienced TM should be supported by an experienced coach, whereby Mr Tennyson Mwangangi did not have the required experience and exposure.
4. Ms Vishula Patel was discussed as a potential candidate. This coach was a team coach at CANA Z3 in Sudan in 2018, and possessed the required experience for the tour.
5. The need to support the development of national and international coaches in the country, and the need for the individual's success were discussed. Based on this discussion and gender balance in coaches for the tour, it was proposed that Ms Vishula Patel to be the team head coach and Mr Tennyson Mwangangi to be an assistant coach to be an understudy and gain experience.
6. Both coaches to be funded by the participating swimmers. Concerns were raised about the costs but all agreed that the costs would have to be borne by the participants in order to accommodate both coaches. Funding for the team was discussed as an ideal option.
7. Both candidates and their respective positions were proposed, seconded and approved unanimously.

### **MINUTE 7/29/03/2022**

#### **TEAM DOCTOR**

1. This is a self-funded position.
2. Dr Linda Thorpe applied as a volunteer team doctor at own expense.

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3. The candidate was discussed. It was noted that Dr Linda Thorpe had been consistent in volunteering for various meets as a team doctor, and has vast experience and knowledge in the required areas, also being a mother of swimmers in addition to being a doctor.
4. This candidate was proposed, seconded and approved unanimously.

### **MINUTE 8/29/03/2022**

#### **TECHNICAL OFFICIALS**

1. There was a request to get clarification for volunteering at CANA Z4 as a meet official.
2. It was clarified that under the current FINA condition of suspension Kenya officials were unable to officiate at the meet.

### **MINUTE 9/29/03/2022**

#### **TEAM OFFICIALS - COMMUNICATION**

An official communication with the appointments needs to come out for information of the stakeholders.

### **MINUTE 10/29/03/2022**

#### **MAY 2022 LONG COURSE NATIONAL SWIMMING CHAMPIONSHIPS**

1. The event is important for the swimmers and the swimming fraternity; it needs to be made successful, there is the need for solid work contributions from all. The work had been ongoing under LOC.
2. Zeff Ekumbo, Kenneth Karani and Anthony Muriithi stepped forward as volunteers to assist with the meet.

### **MINUTE 11/29/03/2022**

#### **NOMINATION FOR TWO COACHES FOR AYG 2022**

1. The AYG is a stepping stone to the Youth Olympic Games, unfortunately this year's Youth Olympics Games have been cancelled but the swimmers will still have a chance to participate in AYG.
2. Long list of AYG athletes have already been created based on the criteria for long list, the final selection will take place at a later stage.
3. Based on gender balance and the long list swimmers, two coaches were identified and discussed – Abdulmalik Abubakar and Vishula Patel. Both coaches were nominated and confirmed unanimously.
4. NOCK will have the final say on the numbers of swimmers and coaches.

### **MINUTE 12/29/03/2022**

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### NOMINATION FOR ATHLETES FOR THE FINA WORLD CHAMPIONSHIPS 2022 BUDAPEST

1. Only two athletes would be eligible to compete, one male and one female, a limited FINA subsidy will be available. Selection will need to be based on the criteria that needs developing.
2. It was suggested that a detailed and clear officials' application form needed to be designed to encompass all the requirements for discussions and selections. This will be done and submitted by technical team.
3. Technical team explained various aspects of rankings and the need for precise criteria for the successful and accurate selections of athletes. It was confirmed that diaspora swimmers submit their results and their performance is tracked and recorded.

### MINUTE 13/29/03/2022

#### TEAM REFUNDS

1. The treasurer briefed that there were two current refunds:
  - 2021 CANA AJC, Ghana – already done post competition
  - 2021 CANA Z3, Uganda – pending, accounts ready
2. It was also discussed that other refunds had been pending since 2019 and needed to be prioritized; the treasurer needs to present accounts for approval
  - 2019 CANA AJC, Tunisia
  - 2019 World Junior Championships, Hungary
3. There were other competitions taking place and the treasurer is to present all the accounts and confirm if there are any other outstanding refunds still pending.
4. It has been agreed that all accounts should be presented all together for approval of the committee at the earliest.

### MINUTE 14/29/03/2022

#### CODE OF CONDUCT

1. Code of Conduct is the document regulating and guiding the conduct of the members, their work ethics and working relationship. Code of all Code of Conduct and the Memorandum of Understanding should be finalized and distributed by Friday 1<sup>st</sup> April 2022 by the Secretariat. The document should be signed by all persons and returned to the Secretariat by Friday 8<sup>th</sup> April 2022.
2. It is expected that all will sign.

### MINUTE 15/29/03/2022

#### CWG TEAM MANAGER

The matter of the Team Manager for the team at the 2022 XXII Commonwealth Games was brought up by some members. The TM Jen Maina, who was a chairperson of the meeting, declared the conflict of interest and signed out of the meeting. Conrad Thorpe assumed the meeting chairperson position.

1. Some members wanted to discuss the appointment of the Team Manager.

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2. The detailed briefing was given by the member of the previous Working Group as the selection of the TM had been concluded by the previous WG. It was confirmed that the selection meeting had taken place over 2 meetings (2 consecutive days) and the proceedings and the outcome had been minuted.
3. All applicants had applied for the positions based on the criteria. Discussion of all candidates took place by the previous WG members, the applicant Jen Maina had stepped out of the meetings for the entire duration of the selection proceedings to avoid conflict of interest.
4. The matter of a document of Jen Maina being outside the validity had been raised and was explained, the matter had been captured in the minutes of the selection meeting.
5. Other candidates were discussed briefly, references were made to the uniform matrix used to assess every candidate to ensure consistency. The importance of providing the full set of required documents was stressed as absence of the required documents disqualifies a candidate.
6. It was noted that the selection of TM had been dealt with and concluded by the previous WG. The selection criteria and a comprehensive matrix had been followed; TM had been selected in accordance with the criteria.
7. A two-part question was raised; firstly, is a member of the IMC considered to be an official or on the Executive Committee of the Kenya Swimming Federation? Secondly, are the Commonwealth Games considered to be a FINA event? No clear conclusion was reached as opinions differed. Clarification is to be sought from Mr Ohaga, CSDT.
8. Considerable and lengthy discussions took place. The meeting was reminded that the selection was concluded by the WG IMC mandated to deal with CWG at the time.
9. The motion carried in favour of Ms Maina being the Team Manager for the 2022 XXII Commonwealth Games.

### **MINUTE 16/29/03/2022**

#### **AOB**

1. A member wanted to make a point about the code of conduct perceived by some as a gagging order. The chairperson explained the nature and the necessity for CoC and that there was nothing gagging in CoC.
2. Allowances or per diem for coaches at CANA Z4 was discussed, USD30 pd amount was accepted.
3. A member raised the issue of elections.

There being no other business to be conducted the meeting adjourned at 23:15 hrs.

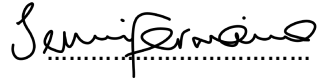
Confirmed and signed as a true and correct record of the proceedings:

**Name**

**Signature**

**Date**

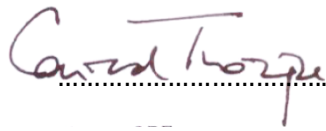
Jennifer Maina  
(Team Leader)



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June 3, 2022  
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Conrad Thorpe  
(Secretary)



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Ken Karani  
(Secretary)

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