

NALASRA

OPERATIONAL

GUIDELINES

NAMIBIAN LOCAL AUTHORITY SPORTS AND RECREATION ASSOCIATION (NALASRA)

OPERATIONAL GUIDELINES

This document spells out the operational and administrative procedures of the Namibian Local Authority Sports and Recreation Association. It is intended for use of individuals or organizations taking part in NALASRA activities and NALASRA donors. It specifies the aims and objectives, mandate and activities, its governance and organizational structure, its program development, funding, budget, audit and evaluation practices, and its policy on the games and intellectual property rights

1.0 Introduction

- 1.1 NALASRA is a national body to promote Local Authority employers and employee's morale and health through sporting activities and to promote interaction between elected officials and employees of local authorities, thus promoting sustainable local government in Namibia. NALASRA is positioned to support local authority sporting activities notably through hosting of Annual Inter-Local Authority Games.
- 1.2 Specifically NALASRA intends to improve the morale and health of employers and employees by:
 - 1.2.1 enhancing physical activity through sports and games
 - 1.2.2 promoting regional collaboration/integration, knowledge sharing and dissemination, regional training and capacity building by rotating games to various local authorities
 - 1.2.3 improving, at national and regional level knowledge and strategy to host games of a high magnitude
 - 1.2.4 Integrating those results into on-going and forth coming activities of NALASRA and its affiliates
 - 1.2.5 Availing a platform for continuous team-building among Local Authority employees and Councilors alike, which in the mainstream is never achievable in local authorities
- 1.3 NALASRA promotes and facilitates interaction both horizontally and vertically between Municipal practitioners at local, regional and national levels

2.0 Governance and Organizational Structure

- 2.1 The Governance Structure of NALASRA includes:

- 2.1.1 General Assembly
- 2.1.2 National Executive Committee
- 2.1.3 Select Committees

2.1.4 Secretariat, which shall be headed by the Secretary General. It is however understood that unless and until NALASRA has sufficient funds to run a fully functional Secretariat, the duties hereunder shall remain as the constitution dictates

2.2 General Assembly

2.2.1 The General Assembly reviews the broad orientations and priorities of NALASRA. It meets once annually after the end of the fiscal year, except for Extra-Ordinary General Assembly which may be called as per Article 16.13 of the Constitution.

2.2.2 The General Assembly is chaired by the President

2.2.3 The General Assembly and National Executive Committee reaches decision by consensus, which consensus is summarized by the President after each agenda item and recorded in a resolution and in summary proceedings of the GA (Minutes)

2.2.4 Extra Ordinary General Assembly may be called as per Article 16.13 of the Constitution.

2.2.5 At the Annual General Assembly:

2.2.5.1 the overall performance during the previous fiscal year is reviewed, and in this connection a report from the Executive Committee on the financial situation of the organization is presented

2.2.5.2 proposed changes to the constitution and operational guidelines are considered

2.2.5.3 approval or endorsement of short, medium, and long term plans of NALASRA submitted by the NEC is done

2.2.5.4 Responsibility is allocated for executing activities approved or endorsed by the GA

2.2.5.5 Approval of Annual Financial Statements

2.2.5.6 Election of office bearers of the NEC (if election year). The Secretary General shall advise members in advance to prepare for the election of new office bearers

2.2.6 Each member understands the importance of attending the annual GA and further understands that nothing prevents the GA continuing with its order of business in the absence

of any one member provided that the GA is duly constituted as per Constitution. No objection or challenge to any resolution shall be entertained whether due apology was received or not by the Secretary General

2.2.7 The GA organizes itself into member caucuses to nominate members of the NEC

2.2.8 Each caucus can nominate any individual who qualifies to be a member of the NEC to the various positions of the NEC

2.2.9 The GA, on recommendation of the NEC may modify nominations by each caucus to increase representation across regions and/or to increase the effectiveness of the NEC

2.2.10 Members of the NEC are elected for a period of 3 years. Members of the NEC are eligible for re-election but cannot serve for more than two consecutive terms in any one position, unless recommended otherwise by the GA by special majority

3.0 The National Executive Committee

3.1 The NEC is the administrative body of NALASRA

3.2 Functions to:

3.2.1 advise the GA and provide Guidance to select committees, members, appointed agents and hosting cities

3.2.2 assess progress achieved by members, especially member local authorities

3.2.3 Advise possible interventions to increase effectiveness of members

3.2.4 Gauge potential impact of progress nationally to have as wide participation of local authorities as possible in organized games

3.2.5 Identify new paths to reach NALASRA aims and objectives

3.2.6 Evaluate the impact of NALASRA through ex-post evaluation and propose forward thinking initiatives

3.2.7 Proposes changes to these operational guidelines

3.2.8 Prepares issues to be discussed and adopted by the GA

3.2.9 Summarizes its findings and recommendations in an annual report circulated to the GA

- 3.3 It is expected that NEC members receive reasonable logistical support from their local authorities
- 3.4 The NEC convenes at least thrice (3) annually. Where technology allows, only one meeting can be held via audio or video conferencing
- 3.5 Is Authorized to
 - 3.5.1 Transact for and on behalf of NALASRA, within the ambit of these guidelines and the Constitution
 - 3.5.2 Carry out resolutions of the GA
 - 3.5.3 Determine best practices to be adopted for the future growth of NALASRA
 - 3.5.4 Decide on matters requiring urgent decisions and submit such matters for ratification by GA, which shall not unreasonably withhold such ratification as the NEC is mandated by the GA as the administrative body of NALASRA
- 3.6 A quorum of at least 6 members shall be required to hold a meeting of the NEC, 2 of which should be the President or Vice President; Secretary General or Vice Secretary General
- 3.7 Members elected into the National Executive Committee shall abide by a high level of integrity and ethics as dictated by the NALASRA Code of Ethics, which should be signed by each member
- 3.8 Members of the NEC who do not participate in three consecutive NEC meetings are de facto excluded from the committee and replaced at the following General Assembly
- 3.9 The exclusion shall be notified in writing by the President to the affected member and to the member's local authority from which the affected member was elected.
- 3.10 Notice of meetings
 - 3.10.1 Meetings of the NEC shall be called at reasonable or pre-determined intervals by written notice of the Secretary General
 - 3.10.2 At least 1 month notice shall be given for NEC meetings and the date, place, and time clearly indicated on the notice of meeting
- 3.11 Urgent Meetings
 - 3.11.1 Where necessary urgent NEC meetings can be called by request in writing of at least half of members and/or the

President. In such cases 3.6 above shall be strictly adhered to

3.11.2 Where an urgent meetings is called, the agenda shall be circulated in advance and only those matters appearing in the agenda can be discussed

3.11.3 The President shall determine the need to hold urgent meetings by evaluating the importance of the issue to be discussed. In making such determination, the President shall be guided by these guidelines, particularly 3.11.1 above and the bigger good of NALASRA

3.12 In order to protect the integrity of NALASRA and the NEC, a member who continuously fail to carry out any function assigned by the constitution and these guidelines and/or by the GA or the NEC may be excluded from NALASRA as per 3.8 and 3.9 above. Such exclusion shall extend to select committees where the President sits as an ex-officio member

4.0 Election Procedure

4.1 Elections are recognized as important for the continued success of the organization. To this end a high level of integrity shall be attached to the election process

4.2 Elections shall take place at the appointed time and as required by the constitution

4.3 Where possible, a member of a firm of auditors duly selected as auditors of NALASRA shall be requested to audit the process

5.0 Funding and Resource Mobilization

5.1 Member Subscriptions

5.1.1 Subscriptions shall be determined by the General Assembly from time to time with the advice of the Treasurer

5.1.2 Members shall be informed in writing of subscription obligations and the due date

5.2 Sponsorship

5.2.1 Cash Sponsorship

5.2.1.1 All cash sponsorships shall be forwarded to the Treasurer with a covering letter from the sponsor

5.2.1.2 Funds shall be deposited in the NALASRA account

5.2.1.3 The Treasurer shall acknowledge the sponsorship

5.2.1.4 Funds shall be used for their intended purpose or as dictated by the sponsor

5.2.2 In kind Sponsorship

5.2.2.1 Where merchandise or any other in-kind sponsorship is received, it is the responsibility of the Treasurer to send acknowledgement or gratitude letters to sponsors

5.2.3 In either of the above cases due acknowledgement shall be accorded to the sponsors and proper mileage given

5.3 Partnerships

5.3.1 In furtherance of its objectives, NALASRA through its Executive Committee may enter into strategic partnerships with willing sponsors, service providers, or other corporate bodies

5.3.2 In executing 5.3.1 above, the NEC shall thoroughly scrutinize proposals and ensure that NALASRA is legally protected at all times

5.3.3 All such partnerships shall be discussed at the General Assembly with advantages clearly laid out for the appreciation of members

5.3.4 Any partnerships entered to shall recognize the national nature of NALASRA and shall apply to all member local authorities in line with NALASRA Games rotational requirement

5.4 Budget Guidelines

5.4.1 The Treasurer shall be responsible for drawing up a budget for NALASRA

5.4.2 The Budget shall contain both Income and Expenditure estimates

5.4.3 All income sources should be clearly identified as budget line items

5.4.4 The Treasurer shall always strive to submit a balanced annual operational budget

5.4.5 The Budget shall be deliberated on and adopted by the NEC

5.4.6 The Treasurer through his annual report shall submit budget projections to the General Assembly for information notwithstanding the Assemblies obligation to adopt annual audited statements

5.5 Use/Disbursement of resources

5.5.1 Policies

5.5.1.1 The Treasure shall be the custodian of all NALASRA financial policies and procedures

5.5.1.2 The Treasurer shall also be responsible to authorize disbursements under this policy

5.5.1.3 The treasurer shall ensure that due authorization of any activity undertaken under this policy is duly authorized. Where authorization is in question the treasurer shall first refer the matter to the President for concurrence. Where such concurrence does not occur, the treasurer shall refer the matter to the NEC

5.5.1.4 Members requiring compensation under this policy shall do so by filling a NALASRA compensation form available from the Treasurer and Secretary General

5.5.2 NALASRA Compensation Policy

5.5.2.1 Travel and Subsistence

5.5.2.1.1 All expenses incurred by NALASRA NEC members in the execution of NALASRA duties are reimbursable through this policy

5.5.2.1.2 NEC members required to use own vehicle shall be compensated at N\$4.00 per km traveled per trip.

5.5.2.1.3 For overnight travel members are given a non-accountable allowance of N\$650.00 per night out

5.5.2.2 Reimbursement

5.5.2.2.1 Where a member has to use own resources to execute a NALASRA duties, he/she shall be reimbursed for the amount used at the rate equal to submitted financial documentary proof

5.5.2.2.2 Where such proof is not available no compensation shall be given

5.5.2.2.3 All members shall strictly adhere to 5.5.2.2.1 and 5.5.2.2.2 above and the treasurer shall not authorize any payment in the absence of sufficient documentary proof

5.5.2.3 Other Allowances

5.5.2.3.1 All other allowances required by members shall be first tabled at a meeting of the NEC for authorization

5.5.2.3.2 Where a meeting of the NEC cannot be quickly convened, the President,

Secretary General, and Treasure shall jointly concur on the matter and give authorization thereof. No payment shall be made where concurrence has not occurred.

5.5.3 Procurement Procedures

5.5.3.1 Services

- 5.5.3.1.1 For services of up to and including an amount of NS10,000, two quotations must be obtained.
- 5.5.3.1.2 For amounts above NS10,000 at least three quotations must be obtained for the service to be rendered
- 5.5.3.1.3 For special services or services only available from external sources, with concurrence of the President and Secretary General, the Treasurer may accept a single quotation
- 5.5.3.1.4 For amounts above NS100,000-00, acceptance of quotation is reserved for the NEC. In all other cases the Treasurer can accept after careful analysis of the submitted quotation

5.5.3.2 Consumables and Assets

5.5.3.2.1.1 Section 5.5.3.1 applies

5.6 Sustainability of NALASRA

5.6.1 Subscriptions

- 5.6.1.1 After careful review of NALASRA financial position, the Treasurer shall recommend to the NEC the level of subscription to be levied in any given year. The agreed subscription level shall then be submitted to the General Assembly for approval

5.7 Financial Health of the Organization

- 5.7.1 The Treasurer shall constantly advise on the financial position of the organization
- 5.7.2 Where adverse financial strain is envisaged, The Treasure shall immediately advise the NEC in writing of the financial strain expected

5.7.3 The NEC shall do all in its mandate to improve the financial state of the organization

5.8 Mal Administration

5.8.1 The Treasurer shall report any form of maladministration on the part of the President, Secretary General, or NEC members to the General Assembly when presenting his annual report.

5.8.2 Where maladministration is observed, information should be immediately forwarded to the auditors of the organization.

6.0 Reporting, Auditing and Program Evaluation

6.1 Reporting

6.1.1 General

6.1.1.1 All reports to the NEC and General Assembly must be given in writing

6.1.1.2 Where reports are not in writing, the reporting officer shall report verbally but send written reports within 14 days after presentation. This provision does not apply to reports to the General Assembly

6.1.1.3 Special Reports may be presented by invited professionals at the request of the tasked officer, the meeting or the President

6.2 Auditing

6.2.1.1 Annual Financial Statement

6.2.1.1.1 The Treasurer shall draft Annual Financial Statements using International Accounting Standards (IAS) for external audit purposes

6.2.1.2 Appointment of Auditors

6.2.1.2.1 The Treasurer shall recommend a firm of auditors to the NEC for approval

6.2.1.2.2 The appointed auditors shall be for a period of 3 years

6.2.1.2.3 Nothing in this clause precludes the Treasurer to recommend another firm of auditors to undertake the audit for compelling reasons

6.2.1.3 Audit Queries

6.2.1.3.1 If the Treasurer in the execution of his/her duties discovers a questionable transaction, claim, or payment, he/she can send a written audit query to the affected or implicated officer. The officer shall be expected to respond to the Treasurer also in writing within 14 days of the date of the query.

6.2.1.4 Interim Audits

6.2.1.4.1 Where necessary interim audits can be conducted at the request of the Treasurer, the President, or the NEC. Upon receipt of the request in writing, the Treasurer shall compile the financial statements and send the books for auditing

6.2.1.4.2 The reasons for any interim audit should be clearly stated and such an audit shall not be unreasonably undertaken

7.0 Banking Transactions

7.1 Banking Account

7.1.1 NALASRA shall maintain a current account with a reputable commercial Bank

7.1.2 The management and maintenance of NALASRA Banking account shall be the responsibility of the Treasurer only

7.2 Bank Statements

7.2.1 The Treasurer shall keep all bank statements, provisional and monthly, in his/her safe custody

7.2.2 The Bank Statements should be sent to the Treasurer on a monthly basis

7.3 Banking Transactions

7.3.1 Transactions through NALASRA banking account shall be through electronic transfer and cheque vouchers

7.3.2 No Auto teller transactions shall be allowed

7.4 Investment Accounts

7.4.1 If the Treasurer is of the opinion that there are excess funds in the NALASRA current account, he/she can recommend to the NEC to move some funds to a long term or short term investment account after checking the financial obligations of the organization

8.0 Dissemination and Intellectual Property

- 8.1** The Intellectual Property of NALASRA shall be legally protected from unauthorized use and abuse by any individual member of the organization, member of the public, or other organizations
- 8.2** Where the abuse of intellectual property has been identified, the proponent shall be reported and dealt with in law

9.0 Hosting of Games

- 9.1** The major games hosted by NALASRA shall run under the banner of Namibian Local Authority Sports and Recreation Association Games followed by the year i.e. NALASRA Games 2009, for example

9.2 Accreditation

- 9.2.1** All participants at NALASRA Games events shall be accredited by using the following

- 9.2.1.1** A recent passport photo of the participant
 - 9.2.1.2** A current pay slip from the Local Authority
 - 9.2.1.3** An ID (passport, Drivers license or ID book)

- 9.2.2** Failure to produce any of the above documentation shall result in no accreditation cards

- 9.2.3** Any Local Authority that falsifies information shall be disqualified from participating in the games and a penalty fee paid for continued participation in the games. Failure to pay the necessary fee shall result in the Local Authority be excluded from the games

9.3 Determination of host

- 9.3.1** The hosting of games shall be on a rotational basis, moving from local authority to local authority following the NALASRA rotational plan. The rotational plan shall be prepared in 5 year cycles and shall be updated every 4th year

- 9.3.2** It is the responsibility of NEC to identify a host city within its member local authorities and propose the same to the GA for consideration

- 9.3.3** The NEC shall then assess the feasibility and capability of the host and approve the host city

- 9.3.4** Where a host city is not approved by the NEC an alternative venue within the member local authorities shall be found.

9.3.5 The NEC reserves the right to alter the rotational nature of the games if any one member local authority is ill prepared to host

9.3.6 As far as possible, the hosting city should have a minimum of 12 months to prepare for the games

9.4 Formation of National Organizing Committee (NOC)

9.4.1 The NEC resolve itself to an NOC for purposes of preparing for the games

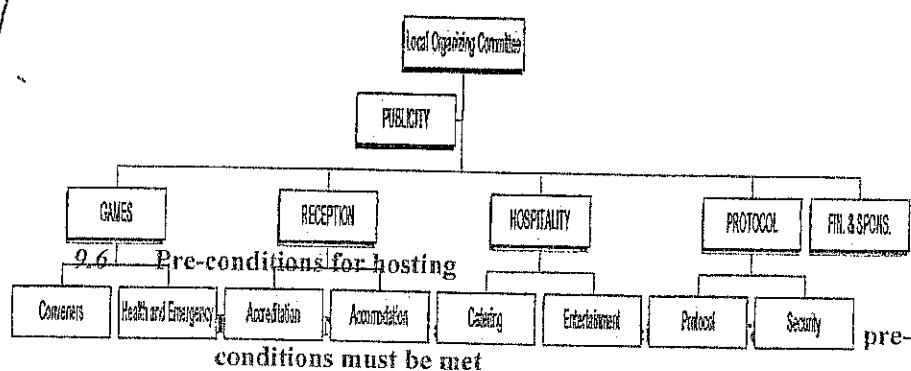
9.4.2 Three members from the hosting local authority shall be part of the NOC

9.4.3 The Chairperson of the Local Organizing Committee shall also be a member of the NOC

9.5 Formation of Local Organizing Committee (LOC)

9.5.1 It is required that the hosting city form an LOC which shall be responsible for organizing the games within the host

9.5.2 LOC Organizational Structure



9.6.1.1 A minimum financial commitment of NS 50,000-00

9.6.1.2 Political by in, in the form of Council resolution or government commitment

9.6.1.3 The games must be held in the last week of May

9.7 Rules of NALASRA Games

9.7.1 The rules of the Games shall be published annually by the NEC for use in the games

9.8 Financing of Games

9.8.1 Subscription- and Registration fees

9.8.1.1 The Treasurer shall recommend the subscription (annually) fees to be paid by each local authority for approval by the NEC

9.8.1.2 Each participating local authority shall be advised in writing of the registration fees to be paid

9.8.2 Accommodation levies

9.8.2.1 The Treasurer shall recommend levies to be charged per individual per day on accommodation amounts

9.8.2.2 Such levies shall be included in the accommodation figures to be paid by each individual participant.

9.8.2.3 It shall be the responsibility of the Treasurer to ensure that the levies are paid into NALASRA account

9.9 Memorandum of Understanding

9.9.1 Each Local Authority is required to sign a memorandum of understanding for participating in the Games.

9.9.2 Failure to sign the MOU shall result in the Local Authority to be excluded from the Games

10.0 The NALASRA Sports Charter

10.1 Each Member Local Authority shall be required to sign the NALASRA sports charter

10.2 The NALASRA Sports Charter shall be included in every games booklet

10.3 A banner of the Charter shall be displayed at every opening and closing function, media briefing, or any other NALASRA event

11.0 Disciplinary Procedure and Code of Ethics

11.1 All members shall be required to sign a Disciplinary Code and Code of Ethics document

11.2 This document shall be signed by member local authorities and members of the NEC, NOC, and LOC

12.0 Amendment of the Operational Guidelines

12.1 These Operational Guidelines can be amended by following Article 24.0 of the NALASRA Constitution

13.0 Authorized Signatures

13.1 Given hereunder by authority of the General Assembly on the 27th.

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President

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Secretary General

Witnesses