



TAFISA  
AFRICA

## Guidelines on Establishment, Structure and Activities of TAFISA Africa

### 1. Name and Goal:

TAFISA Africa is a voluntary based network of TAFISA Members based in Africa.

TAFISA Africa's goal is to promote Sport for All in Africa by providing a systematic exchange of knowledge, experiences and best practices as well as supporting common activities undertaken in Africa.

### 2. Structure Base:

According to Charter XV of the TAFISA statutes, TAFISA Africa is recognized as its regional body and representative of Africa, which considers TAFISA as its umbrella organization.

### 3. TAFISA Africa Objectives:

- a. Developing and promoting Sport for All in Africa with the aim to use sport as tool for development and peace
- b. Promoting the official TAFISA activities and programs in Africa
- c. Strengthening the cooperation among its Members in order to provide contribution to its activities in the field of Sport for All by:
  - collecting and sharing knowledge of its structures and activities
  - formulating common goals for its expectations
  - initiating international exchange of knowledge, experience and good practices through workshops, trainings, conferences etc.
- d. Initiating and maintaining the international cooperation with organizations having interest in the field of Sport for All, especially with the African-wide organizations.
- e. Cooperating with African regional, continental and international institutions in the furtherance of TAFISA goals and objectives.
- f. Implementing and promoting African initiatives supporting the development of Sport for All among the communities, for example the TAFISA/UNESCO VIPS Program.

- g. Encouraging sport organizations at all levels for active involvement in actions aimed at the development of Sport for All in Africa and calling for cooperation with TAFISA.
- h. Supporting cross-sectoral cooperation in order to search for synergies between various partners and to utilize the resources of different networks.

#### **4. TAFISA Africa Structure**

##### **Membership**

##### **Members Meetings**

##### **Steering Committee**

##### **Steering Committee Meetings**

##### **Working Plan**

##### **Working Groups**

##### **Secretariat**

##### **Members**

The Members of TAFISA Africa are the TAFISA member organizations, who are based in Africa.

##### **Members Meetings**

- a. The Members Meetings are to be organized at least every two years and should precede the TAFISA General Assembly.
- b. Invitations to the Members Meetings shall go out two months before the date of the scheduled meeting.
- c. During the Members Meetings, the following tasks are to be included:
  - Accepting the Work Plan for the upcoming two years,
  - Approving the Steering Committee Report on activities taken during the previous two years,
  - Electing of the Steering Committee members
  - Deciding on any other key issues
- d. All decisions are to be taken with the simple majority of votes, where each participating Member has one vote.
- e. The Members may propose special and ad hoc meetings of the Members anytime if there is a will and reason for it.
- f. The meetings are to be chaired by the Chair, or one of the Deputy Chairs or one of the Steering Committee members appointed by the Chair.

##### **Steering Committee**

- a. The Steering Committee consists of the following members:
  - Chair
  - At least one Deputy Chair

- Up to four other members
  - TAFISA Vice President for Africa ex-officio
  - TAFISA Secretary General ex-officio,
- b. The Members of the Steering Committee are to be elected for a period of four years. If a vacancy arises on the Committee, the Steering Committee has the right to replace her/him with a new person being a representative of one of the active TAFISA Africa Members.
  - c. All the members are to voluntarily dedicate their working time for the TAFISA Africa activities.
  - d. Candidates for the Steering Committee are to be the representatives of the active national members in charge of Sport for All based in Africa. The candidature proposals are to be officially sent to the Secretariat at least two months before the Members Meetings.
  - e. Steering Committee main activities:
    - Strengthening the cooperation among Members.
    - Representing TAFISA Africa within the international cooperation in Africa and beyond.
    - Drafting the Work Plan in consultation with Members.
    - Coordinating the implementation and reporting the realization of the Work Plan.
    - Initiating TAFISA Africa activities focusing on developing Sport for All in Africa.
    - Establishing of the Working Groups and appointing experts.
    - Raising necessary funds for the work of TAFISA Africa.
    - Appointing the Sub Committees of TAFISA Africa.

### **Steering Committee Meetings**

- a. Steering Committee will meet at least once a year.
- b. During the Meeting the following matters are to be discussed:
  - Establishment, implementation and annual report of the Work Plan.
  - Improvement of the cooperation with Members.
  - Issues regarding Members activities.
  - Matters related to resolutions of Member Meetings
  - Any other matters
- c. All major decisions are to be reported to TAFISA Board of Directors and to all the TAFISA Africa Members.

### **Work Plan**

Work Plan is a short term strategy paper describing the priorities of TAFISA Africa for the period of two years.

The priorities are to be based on the following criteria regarding Sport for All:

- TAFISA strategy and its priorities
- the activities and expectations of the Members,
- implementation of TAFISA Africa major decisions
- other international initiatives

Steering Committee is responsible for drafting, coordinating, implementing and reporting of the realization of the Work Plan.

Work plan is to be presented during the Members Meetings.

### **Sub Committees and Working Groups**

The Steering Committee may establish Sub Committees and Working Groups on specific topics, if necessary..

The activities of the Sub Committees and Working Groups are to be coordinated by one of the members of the Steering Committee. Sub Committees and Working Groups may consist of the representatives of Members and external experts.

Activities of each of the Sub Committees and Working Groups are to be reported during the Steering Committee Meetings and Members Meetings.

### **Secretariat**

The main tasks to be carried out by Secretariat:

- Contacting with Members and with the Steering Committee
- Coordinating the organization of the Members Meetings and the Steering Committee Meetings
- Maintaining a Contact mailbox
- Coordinating public relations
- Cooperating with TAFISA office

If there is no separate TAFISA Africa Secretariat, the tasks are to be carried out by the TAFISA Office and the members of the Steering Committee as much as possible.

### **5. Language**

The TAFISA Africa working language is English.

### **6. Budget**

TAFISA Africa, in cooperation with its umbrella body TAFISA, shall finance itself from the following sources:

- Contributions from other national or international institutions and persons
- Foundations and payments by sponsors
- Income from licensing agreements
- Any other legitimate source

### **Disclaimer**

In the event of any contradiction or issues which are not covered by these guidelines, the TAFISA statutes shall prevail.