

SWAFF

**SOUTH WEST ASIAN
FOOTBALL FEDERATION**

Organisation Regulations

Definitions

In interpreting these Organisation Regulations, all terms defined within the Definitions section of the most recently adopted SWAFF Statutes and all terms whose meaning can be derived within the context of the SWAFF Statutes shall have the same meaning within these Organisation Regulations.

For the purposes of these Organisation Regulations, and provided the context so permits:

- (a) the singular shall include the plural and vice-versa;
- (b) the feminine gender shall include the masculine and vice-versa; and
- (c) reference to natural persons shall include any legal person.

1 Objective

- 1.1 The objective of these regulations is to complement the SWAFF Statutes regarding the organisation of the SWAFF.
 - 1.2 An overview of the SWAFF organisational structure is provided at Appendix A.
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2 Scope

- 2.1 These regulations shall provide for:
 - 2.1.1 the duties, powers and responsibilities of SWAFF bodies and their members, with the exception of the General Assembly;
 - 2.1.2 the duties, powers and responsibilities of the President, General Secretary, and General Secretariat; and
 - 2.1.3 the establishment of authorisations to represent the SWAFF legally and the limits of financial authority.
 - 2.2 These regulations do not define the organisation of the judicial bodies. This is set out in the Disciplinary and Ethics Code.
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3 General powers

- 3.1 The Executive Board is authorised to approve regulations as set out in the SWAFF Statutes.
 - 3.2 The President, the General Secretary and the Committees may issue implementing directives, circular letters, manuals and similar documents in accordance with the SWAFF Statutes and these regulations.
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4 General conduct of members

- 4.1 During their work and as part of their functions, members of SWAFF bodies shall:
 - 4.1.1 do everything possible conducive to fulfilling SWAFF's objectives and refrain from any action that could be detrimental to those objectives.
 - 4.1.2 comply with the Regulations, as well as all applicable AFC and FIFA regulations.

5 The President

- 5.1 The duties, powers and responsibilities of the President are set out in the SWAFF Statutes.
- 5.2 In addition, the President has the following specific duties:
 - 5.2.1 proposing the appointment of the members of the Committees to the Executive Board;
 - 5.2.2 proposing the SWAFF strategic plan to the Executive Board;
 - 5.2.3 implementing the SWAFF strategic plan approved by the Executive Board;
 - 5.2.4 approving the key performance targets of the General Secretariat;
 - 5.2.5 proposing the appointment and/or dismissal of the General Secretary;
 - 5.2.6 appraising the performance of the General Secretary;
 - 5.2.7 approving any action proposed by the General Secretary for appraising and supporting the performances of the SWAFF employees;
 - 5.2.8 preparing the business, rulings and decisions of the Executive Board and the General Assembly, subject to the powers and duties of the General Secretariat;
 - 5.2.9 producing a report not less than once a year for the Executive Board and the General Assembly;
 - 5.2.10 approving the appointment of any senior management proposed by the General Secretary; and
 - 5.2.11 approving salary structures (including bonuses) and social benefits proposed by the General Secretary.
- 5.3 The President leads an Executive Office which is responsible for carrying out administrative work within his powers and duties.
- 5.4 The President represents the SWAFF legally and is entitled to sign for the SWAFF in accordance with the SWAFF Statutes and any relevant internal directives. The President is an authorised financial officer of the SWAFF.
- 5.5 The President may delegate certain duties, powers and responsibilities that have been assigned to him to the General Secretary or individual members of the Executive Board. In such cases, the General Secretary or the individual members of the Executive Board shall report to the President.

6 Authorised signatories

- 6.1 Authorised signatories entitled to legally bind or act as authorised financial officers of the SWAFF shall be set out in an internal directive approved by the Executive Board.
 - 6.2 Unless explicitly provided in the SWAFF Statutes or the required internal directive, no person other than the President or General Secretary is:
 - 6.2.1 authorised to legally bind the SWAFF; and
 - 6.2.2 an authorised financial officer of the SWAFF.
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7 The Executive Board

- 7.1 The Executive Board is the executive body of the SWAFF. Its powers and duties are set out in the SWAFF Statutes.
- 7.2 Unless otherwise stated in the SWAFF Statutes, the Executive Board has full authority governing executive matters of the SWAFF.
- 7.3 The Executive Board may delegate certain tasks arising out of its areas of authority to the President, other bodies of the SWAFF or third parties.

Meetings

- 7.4 As provided in the SWAFF Statutes:
 - 7.4.1 The Executive Board shall meet at least three (3) times a year.
 - 7.4.2 The President shall convene Executive Board meetings. If fifty percent (50%) of the Executive Board members request a meeting or if the President deems it necessary, the President shall convene it within twenty-one (21) days.
- 7.5 Members must be informed in writing of the convocation of meetings at least twelve (12) weeks in advance, except when the meeting is requested as stated in Article 7.4.2 above. This information shall include the proposed date, time and place of the meeting.
- 7.6 The President shall compile the agenda. The agenda shall include the required documents to enable the members to prepare properly and make informed decisions.
- 7.7 Each member is entitled to propose items for inclusion in the agenda. Such items must be submitted in writing to the General Secretariat at least six (6) weeks before the meeting.
- 7.8 The agenda must be sent to the members at least four (4) weeks before the meeting.

- 7.9 The quorum for a meeting shall be a simple majority of the members.
- 7.10 The President as chairperson of the Executive Board shall conduct all meetings in accordance with the SWAFF Statutes and these regulations. The President shall open and close the debates and give the floor to the members as appropriate. If the President is unable to attend, the Senior Vice-President shall chair the meeting.
- 7.11 The General Secretary shall take part in the meetings in a consultative role.
- 7.12 Meetings shall be confidential and are not open to the public. Documents classified as confidential must be kept carefully and, if requested by the General Secretariat, shall be returned on completion of a term of office.
- 7.13 The Executive Board may invite third parties to attend meetings. A simple majority of the Executive Board must approve the invitation of third parties. Those third parties shall not have voting rights and may only express an opinion with the permission of the chairperson.
- 7.14 Any member of the Executive Board that is absent without a properly accepted apology (by the Executive Board) for three (3) consecutive meetings or any five (5) meetings during their term shall be provisionally suspended from the Executive Board. A decision shall then be made on their membership at the next General Assembly which shall be final and binding and not appealable.

Decisions

- 7.15 Decisions shall be reached by a simple majority of the votes cast by the members present. In the event of a tied vote, the President shall have the casting vote. Voting by proxy or letter is not permitted. Voting shall be conducted openly.
- 7.16 Members must decline to participate in any discussion, debate, or decision and immediately leave the meeting room where there are grounds for questioning their impartiality or there is a possibility of any conflict of interest arising.
- 7.17 The decisions made shall be recorded in the minutes. Minutes of every meeting shall be recorded by the General Secretary or their designated deputy, as the secretary of the meeting. The minutes shall be signed by the President and the General Secretary.
- 7.18 The decisions made by the Executive Board shall come into effect immediately, unless the Executive Board decides otherwise.
- 7.19 If the circumstances so require, decisions may be made in writing by correspondence (including by email, facsimile or other form of electronic communication) using the applicable form. In such a case, the written resolutions, signed by a majority of the Executive Board members entitled to make a decision, shall be as if it had been passed at a meeting of the Executive Board duly convened and held. All such written resolutions shall be filed with the minutes of the subsequent meeting of the Executive Board.

Expenses

7.20 Expenses shall be reimbursed in accordance with the applicable internal policy.

8 Committees and ad-hoc committees

8.1 The SWAFF Statutes establish the following Committees:

8.1.1 Competitions Committee;

8.1.2 Finance Committee;

8.1.3 Development and Social Responsibility Committee;

8.1.4 Women's Football Committee; and

8.1.5 Legal Committee.

8.2 The Executive Board may create ad-hoc committees or task forces for special duties and a limited period in accordance with the SWAFF Statutes.

8.3 The matters contained within this section shall apply to all Committees and ad-hoc committees.

Function

8.4 The Committees and ad-hoc committees shall advise and assist the Executive Board in fulfilling its duties. They shall have an advisory function, unless these or any other Regulations grants decision making powers.

Relationship with the Executive Board

8.5 The Executive Board may delegate further duties to the Committees and ad-hoc committees at any time, in addition to the powers and duties set out in the SWAFF Statutes and these regulations.

8.6 The chairperson of each Committee shall regularly report Committee activities to the Executive Board and advise and assist the Executive Board in their respective fields of function.

8.7 The Committees may request the Executive Board to amend the parts of these regulations which directly relate to their function.

Composition

8.8 The following rules, consistent with the SWAFF Statutes, shall apply to the Committees:

8.8.1 the chairperson shall be a member of the Executive Board;

8.8.2 the members of each Committee shall be appointed by the Executive Board on the proposal of the Member Associations;

- 8.8.3 proposals by the Member Associations shall be made in writing to the President. The General Secretariat shall set an appropriate deadline for the submission of proposals;
 - 8.8.4 the Executive Board shall appoint the members for a term of office of four (4) years; and
 - 8.8.5 members may be reappointed or relieved of their duties at any time.
- 8.9 The Executive Board may define the composition of ad-hoc committees in each case.

Removal from office and replacement

- 8.10 If a seat on a Committee or ad-hoc committee becomes vacant for any reason, the Executive Board may appoint a replacement for the remaining period of the term of office.
- 8.11 A member of a Committee or ad-hoc committee may be removed from office and replaced for the remaining period of their term by the Executive Board in (without limitation) the following scenarios:
- 8.11.1 on a well-founded request from the Member Association concerned (e.g. when the member can no longer be considered as an official of their Member Association because they no longer hold an active office within the Member Association);
 - 8.11.2 where the member is deemed by the Executive Board to have committed a gross dereliction of duty or an act of improper conduct; or
 - 8.11.3 where the members are absent for three (3) consecutive meetings or any five (5) meetings during their term without a properly accepted apology.

Organisation

- 8.12 A Committee may work with other Committees to deal with special problems.
- 8.13 The Committees may set up a sub-committee at any time to settle any urgent business.
- 8.14 The sub-committee may not have members appointed or undertake its function until an approval has been received by the Executive Board. Any sub-committee shall answer, at first instance, to the Committee which created it.
- 8.15 The Committees and ad-hoc committees shall be assisted by staff from the General Secretariat to carry out their activities.
- 8.16 The Committees and ad-hoc committees may be supported in their activities by external experts.
- 8.17 Each chairperson shall represent their Committee at the Executive Board.

Meetings

- 8.18 The Committees and ad-hoc committees shall meet whenever required. The chairperson and the General Secretary shall draw up an annual plan to fix dates for meetings.
- 8.19 The chairperson shall draw up the agenda together with the General Secretary. Members may send written requests to the chairperson for items to be included in the agenda.
- 8.20 The agenda shall include the following items:
 - 8.20.1 roll call;
 - 8.20.2 welcome from the President;
 - 8.20.3 welcome from the chairperson;
 - 8.20.4 minutes of the previous meeting;
 - 8.20.5 matters for general information;
 - 8.20.6 activity reports;
 - 8.20.7 matters for discussion and decision; and,
 - 8.20.8 any other business.
- 8.21 The General Secretary or their appointed delegate shall sign the agenda. The agenda and any enclosures shall be sent to the members four (4) weeks before the meeting. The agenda may be altered if a majority of members present at a meeting agree.
- 8.22 The General Secretary or their appointed delegate shall open the meeting and give the floor to the President or to the chairperson. The chairperson shall conduct the meeting. The chairperson shall open and close the debates and give the floor to the members. If unable to attend, the deputy chairperson shall chair the meeting. If also unavailable, the longest-serving member shall chair the meeting.
- 8.23 Meetings shall be confidential and are not open to the public. Documents classified as confidential must be kept carefully and, if requested by the General Secretariat, shall be returned on completion of a term of office.
- 8.24 The Chairperson may invite third parties to attend meetings if they deem it necessary on account of the agenda.
- 8.25 In a force majeure situation, any member may, subject to the agreement of the chairperson and the General Secretary, attend a meeting by telephone conference, video conference, or any other similar method.
- 8.26 Minutes shall be recorded for every meeting. The minutes shall be signed by the chairperson and the General Secretary.
- 8.27 The frequency of meetings is determined by the chairperson according to the needs and the urgency of matters to be dealt with. Each Committee must hold at least one (1) meeting per year.

Decisions

- 8.28 Decisions shall be reached by a simple majority of the votes cast by the members present. In the event of a tied vote, the chairperson shall have the casting vote. Voting by proxy or letter is not permitted. Voting shall be conducted openly.
- 8.29 Members must decline to participate in any discussion, debate, or decision and immediately leave the meeting room where there are grounds for questioning their impartiality or there is a possibility of any conflict of interest arising.
- 8.30 The decisions made shall be recorded in the minutes. Minutes of every meeting shall be recorded by the General Secretary or their designated deputy, as the secretary of the meeting. The minutes shall be signed by the chairperson and the General Secretary.
- 8.31 Any decisions made by a Committee must be either in accordance with a delegation from the Executive Board or subsequently ratified by the Executive Board to have legal effect.
- 8.32 If the circumstances so require, decisions may be made in writing by correspondence (including by email, facsimile or other form of electronic communication) using the applicable form. In such a case, the written resolutions, signed by a majority of the members entitled to make a decision, shall be as if it had been passed at a meeting of the Committee duly convened and held. All such written resolutions shall be filed with the minutes of the subsequent meeting of the Committee.

Expenses

- 8.33 Expenses shall be reimbursed in accordance with the applicable internal policy.

Competitions Committee

- 8.34 The Competitions Committee shall:
- 8.34.1 organise and manage SWAFF competitions and matches, including making decisions on any matters related to these competitions and matches in accordance with the SWAFF Statutes and relevant Regulations;
 - 8.34.2 deal with general issues with regards to SWAFF competitions;
 - 8.34.3 manage the SWAFF Competitions Calendar, which shall be undertaken in the interests of the development of Football in the South West Asian region. This includes the pre-selection of hosts, venues and dates to stage and organise SWAFF competitions;
 - 8.34.4 identify the number of participating teams, establish the format and determine the duration of the SWAFF competitions;
 - 8.34.5 recommend policies, standards and guidelines related to various aspects of SWAFF competitions; and
 - 8.34.6 perform such additional tasks as may be assigned by the Executive Board.

Finance Committee

- 8.35 The Finance Committee shall advise and assist the Executive Board on all financial matters of the SWAFF, including without limitation:
- 8.35.1 monitoring the financial administration of the SWAFF and advising the Executive Board on financial matters and asset management;
 - 8.35.2 analysing the budget and financial statements prepared by the General Secretary for submission to the Executive Board and the General Assembly for approval;
 - 8.35.3 presenting the approved budget and approved annual statements to the Executive Board for approval; and
 - 8.35.4 dealing with other matters relating to SWAFF finances.
- 8.36 The Finance Committee shall cooperate in its duties with the independent external auditors.

Development and Social Responsibility Committee

- 8.37 The Development and Social Responsibility Committee shall:
- 8.37.1 be responsible for and supervise the implementation of development programmes;
 - 8.37.2 propose new development activities;
 - 8.37.3 draw up guidelines and regulations for all existing or new development programmes;
 - 8.37.4 ensure that social responsibilities are discharged consistently with SWAFF policies and objectives; and
 - 8.37.5 deal with all social and environmental responsibility matters in connection with the SWAFF and its activities.

Women's Football Committee

- 8.38 The Women's Football Committee shall:
- 8.38.1 deal with all matters related to women's football in accordance with the SWAFF Statutes and relevant Regulations;
 - 8.38.2 organise and manage women's football competitions;
 - 8.38.3 approve regulations for women's football competitions; and
 - 8.38.4 make recommendations and monitor the implementation of women's football development strategies and programmes in South West Asia.

Legal Committee

- 8.39 The members of the Legal Committee shall have legal qualifications.
- 8.40 The Legal Committee shall:
- 8.40.1 as requested by the Executive Board, the President, the General Secretary, or on its own initiative, consider and advise on the management of legal issues that relate to and might reasonably affect the interests of the SWAFF;
 - 8.40.2 report to the Executive Board on any legal issues identified as a matter requiring the attention of the Executive Board, the General Assembly or other SWAFF bodies; and
 - 8.40.3 monitor the evolution of the SWAFF Statutes and Regulations and propose suitable amendments to the Executive Board.
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9 The General Secretary

- 9.1 The powers and duties of the General Secretary are set out within the SWAFF Statutes and these regulations.
- 9.2 The General Secretary has the responsibility and authority to make decisions on all administrative matters that are not subject to the SWAFF Statutes or these or any other Regulations. The General Secretary shall report directly and regularly to the President and the Executive Board.
- 9.3 The General Secretary may represent the SWAFF legally and is entitled to sign for the SWAFF in accordance with the limits set by any relevant internal directive. The General Secretary is an authorised financial officer of the SWAFF in accordance with the limits set by any relevant internal directive.
- 9.4 Pursuant to the SWAFF Statutes, the General Secretary is authorised to sign decisions on behalf of any Committee as secretary.
- 9.5 The Executive Board shall appoint an Acting General Secretary in the absence of the General Secretary.
- 9.6 After consultation with the President, the General Secretary defines the organisational structure of the General Secretariat. Any significant changes shall be presented to the Executive Board.
- 9.7 The General Secretary shall implement special rules regarding conduct applicable to all employees of the General Secretariat.

10 Meeting location

- 10.1 Physical meetings of the Executive Board, Committees, or ad-hoc committees shall take place in Jeddah, Kingdom of Saudi Arabia, unless authorised to take place elsewhere by the President.
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11 Matters not provided for

- 11.1 All matters relating to the organisation of the SWAFF not covered by these regulations or the SWAFF Statutes shall be decided by the Executive Board. Such decisions are final and binding and not appealable.
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12 Enforcement

- 12.1 These regulations were first approved by the General Assembly when it convened on 12 August 2018 in Jeddah, Kingdom of Saudi Arabia and come into force immediately.

Appendix A: Organisation chart of the SWAFF

