

1. INTRODUCTION AND PURPOSE

The Kenya Lifesaving Federation (KLF) would not be an organisation without its Member Branches and values the significant contribution they make to the organisation and to lifesaving more generally.

KLF currently has five membership categories, which can broadly be defined as full- member branch, active member. Associate, Life, Honorary, Corporate, clubs.

The Membership Policy is designed to support Member Branches and potential Member Branches, clearly outlining the rights and responsibilities of Member Branches and the role KLF plays in supporting its Member Branches.

This document sets out criterion and procedures associated with:

- Obtaining Membership
- Retaining Membership
- Rights and Responsibilities of Member Branches
- Disciplinary Rights and Procedures

2. CRITERIA FOR MEMBERSHIP AS PER ARTICLE 3 of the KLF constitution

2.1 Membership Criteria

To be a member of KLF, potential applicants need to be:

- An aquatic-based Lifesaving Organisation in Kenya, county, regional area.¹
- An organisation which represents the national interests of the county/community from a lifesaving perspective
- An organisation that is active in promoting lifesaving and drowning prevention
- A non-profit organisation

KLF only accepts one full Member Branch per County in Kenya.

a. Applying for Membership

To apply to become a Member Branch of KLF, interested Lifesaving Organisations must complete the KLF Member Branch Application Form.

All Application Forms are reviewed against the Membership Criteria by KLF board. If the application meets the Membership Criteria the Membership Application is submitted to the KLF CONGRESS for review and approval.

3. BENEFITS OF MEMBERSHIP

Member Branches of KLF have been asked on many occasions what the benefits for membership to KLF are.

Their responses include:

- KLF Certification in:
 - Lifeguarding -National certified Pool, surf, Open water and inland Lifeguard.
 - Pool management-National certified pool operator.
 - Swimming instructor- National certified swimming instructor level 1 to level 3
 - Diploma- lifesaving diploma RLSS.
 - First Aid course/ basic life support- national certifies aquatic first aider.
 - SCUBA-National certified rescue diver.

- RLSS Bronze Medallion

The ability to use the lifesaving award 'The Bronze Medallion'; which was established by RLSS over 100 years ago

- Access to Lifesaving and Water Safety Standards

Member Branches can rely on the Standards in Life Saving and Water Safety Education, Training and Risk Management programmes developed by the leading Member Branches within KLF

- ILS-INTERNATIONAL LIFESAVING FEDERATION CERTIFICATION IN:

International pool, surf, open water, inland lifeguard. Junior lifesaver, instructor, rescue diver 1 to 3

- Fellowship

Ability to meet and network with like-minded and like-focused lifesaving organisations

- KLF National survival scheme from bronze, silver, gold and platinum.
- KLF National progressive swimming awards from tadpole one to level 10 swim distinction.
- KLF Distance Awards from 25 metres to 3,000 metres.
- Auditing of the aquatic facilities.
- Recruitment for jobs national and abroad.
- Recommendation for jobs, promotion.
- Mediation in work disputes.
- Social retreats.
- KLF welfare association.
- Free Consultations in all aquatic matters.
- Advancement in career and professional education.

- IFSTA- INTERNATIONAL FEDERATION OF SWIMMING TEACHER ASSOCIATION CERTIFICATION
- Credibility

Credibility gained from membership of an authority in Life Saving that has been saving lives for over 100 years

- Access to Commonwealth Events/ ILS,IFSTA Conferences

Ability to participate in international events and conferences such as the Commonwealth Quinquennial Conference

- Access to Commonwealth Lifesaving Sport and ILS World lifesaving championship

Ability to participate in the RLSS Commonwealth Lifesaving Championships which are sanctioned by the Commonwealth Games Federation and allows for the use of the CGF logo and medals.

Ability to participate in the ILS World lifesaving championships.

- Access to KLF programmes, resources, research and initiatives

KLF Member Branches have shown a strong willingness to share with other KLF Members their water safety programmes, products, services, research and resources

- Access to Government and Corporate Representatives

KLF, ILS, IFSTA and The Royal Life Saving name and reputation provides the credibility for Member Branches to contact and gain the support of Government and Corporate groups

- Common Language

The common language of KLF facilitates the exchange of information and the feeling of “family”

- Development Aid Support

Access to Life Saving Development Aid support facilitated through the KLF National Headquarters

- Access to KLF Honours

Access to the KLF Honours System to provide National-wide recognition of the contribution of Member Branch’s members

- Royal Connection and international connection.

Members value the connection to the Royal Family and the profile it gives the organisation. Some Member Branches also continue to use the ‘Royal’ names as part of their title.

International connection through the ILS which is recognised by the UNITED NATION-UNICEF,WHO

INTERNATIONAL MARITIME RESCUE FEDERATION-IMRF

- Credibility

Credibility gained from membership of an authority in Life Saving that has been saving lives for over many years

- Access to IMRF Events & Conferences

Ability to participate in international events and conferences such as the RESCUE Conference

- Access to IMRF Lifesaving Sport and IMRF lifesaving championship

- Access to KLF programmes, resources, research and initiatives

KLF Member Branches have shown a strong willingness to share with other KLF Members their water safety programmes, products, services, research and resources

- IMRF Connection and international connection.

Members value the connection to the IMRF and the profile it gives the organisation. Some Member Branches also continue to use the IMRF names as part of their title.

International connection through the IMRF which is recognised by the UNTIED NATION-UNICEF, WHO

CONF'ED'ERATION MONDIALE DES ACTIVITI'ES SUBAQUATIQUES- WORLD UNDER WATER FEDERATION- CMAS

- Credibility

Credibility gained from membership of an authority in Life Saving that has been saving lives for over many years

- Access to CMAS events and Conferences

Ability to participate in international events and conferences such as the scientific Conferences

- Access to CMAS Lifesaving Sports and CMAS World lifesaving championship

Ability to participate in the CMAS Lifesaving Championships which are sanctioned by the Commonwealth Games Federation and allows for the use of the CGF logo and medals.

Ability to participate in the CMAS World lifesaving championships.

- Access to KLF programmes, resources, research and initiatives through CMAS

CMAS have shown a strong willingness to share with other Members their water safety programmes, products, services, research and resources

- Development Aid Support

Access to Life Saving Development Aid support facilitated through the CMAS Headquarters

- Access to CMAS accreditation

Access to the CMAS accreditation System to provide National-wide recognition of the contribution of Member Branch's members

- CMAS Connection and international connection.

Members value the connection to the CMAS and the profile it gives the organisation. Some Member Branches also continue to use the 'CMAS' names as part of their title.

International connection through the CMAS which is recognised by the UNTIED NATION-UNICEF,WHO

4. RIGHTS OF MEMBER BRANCHES

Member Branches of KLF have the right to:

- Utilise the 'KLF' title as part of their organisation name
- Utilise the KLF Logo as part of their organisation logo
- Utilise the Bronze Medallion name, medallion and award

In accordance with their constitution a Member Branches has the right to form sub-branches within their respective county or region which may be branches, state branches, territory branches or provincial branches.

Provided that organisational integrity, quality and intellectual property rights are ensured a Member Branches has the right to authorise the use by sub-branches of the 'KLF' title, KLF logo and Bronze Medallion, as described above.

KLF National federation will hold the Member Branch responsible for the conduct of its sub-branches and adherence to membership principles and requirements.

5. REQUIREMENTS OF MEMBERSHIP

To maintain membership to KLF, Member Branches are required to:

- Abide by KLF values and the broader national values
- Adhere to the KLF Charter
- Respect and utilise appropriately the KLF Title, KLF Logo and Bronze Medallion
- Pay an annual Membership Fee.
- Submit an Annual Report to National Headquarters of the activities of the Member Branch
- Complete an Annual Member Branch Data Report Form

- Evidence that the organisation continues to be active in promoting lifesaving and drowning prevention, representing the National interests of the nation

6. MEMBERSHIP FEES

It was agreed at the National General Assembly in Nairobi, 2013 on membership category with a rates membership fees of KSH.1,000 INDIVIDUAL- 5,000 CORPORATE per annum be introduced to the membership process per category.

50% of the Annual Membership fee for Member Branches goes to KLF National office.

However, it is acknowledged that some of the newer developing Member Branches do not have the financial capacity to meet such a contribution.

Therefore, the principle of substantive equality is applied to these Member Branches². The principle maintains that all Member Branches are entitled to the same rights and are treated equally, but that financial contributions will be considered based on the current position of the organisation.

Where newer developing Member Branches believe they cannot meet the annual membership fee, they may apply to the National Management Committee, Congress for a revised negotiated fee. The KLF Congress will review requests on a case by case basis, acknowledging the principle of substantive equality to determine an appropriate Membership Fee for the year.

Newer developing Member Branches will need to apply to the National Management Committee on an annual basis for Membership Fee review.

7. COUNTY SUSPENSION FROM THE FEDERATION

In the event that the county Member Branch is suspended from the Federation, KLF, while supporting the Member Branch will also endeavour to be consistent with the federation. KLF will seek advice and guidance from the National Secretariat, in consultation with the Member Branch.

8. DISCIPLINARY RIGHTS OF KLF AND MEMBER BRANCHES

There may be cases where Member Branches and sub-branches abuse the privilege of being a member of KLF, and/or may conduct activities which are detrimental to the reputation, interests and/or activities of KLF.

This section outlines the disciplinary rights of KLF and its Member Branches in managing such situations.

7.1 *Disciplinary Rights of KLF*

If a Member Branch:

- Abuses the rights of a Member Branch
- Misuses the Federation name or logo
- Misuses the lifesaving certification ,Bronze Medallion
- Carries out activities that undermine the reputation, interests and/or activities of KLF

KLF has the right to apply disciplinary measures to the Member Branch.

All disciplinary matters will in the first instance be referred to a Membership Committee who will make a decision and inform the relevant Member Branch.

If the disciplinary measure is determined as Member Branch suspension, the relevant Lifesaving Organisation will receive notice in writing from the KLF Membership Committee of the cancellation of their membership and the suspension of their rights as a Member Branch.

An appeal period of two months will be granted to Member Branches facing suspension. Appeals should be in writing and addressed to the Deputy Commonwealth President, care of Commonwealth Headquarters.

The Commonwealth Management Committee will be responsible for reviewing and making a decision on appeals.

A decision on any appeals submitted will be made within 4 months of the date of receipt of the appeal.

The decision of the National Management Committee on appeal is final.³

² SUBSTANTIVE EQUALITY: Is about treating people differently in order to cater for their needs to achieve equal outcomes. Substantive Equality takes into account

- The effects of past discrimination and the differences in needs between groups and individuals to minimise unfair outcomes
- Recognises that rights, entitlements, opportunities and access are not equally distributed throughout society
- Recognises that equal or the same application of rules to unequal groups can have unequal results.

If following any appeal the suspension stands the suspended members must immediately cease trading as a Kenya Lifesaving Federation.

If the Lifesaving Organisation who has been suspended wishes to reapply for membership, they must follow the application procedures outlined and their membership application must also be supported by a letter from the county Officer of the relevant county in the Kenya, and a letter from the area Officer in their county, vouching for their credibility as an organisation.

If a Lifesaving Organisation who has had their membership suspended continues to utilise the 'KLF' title, KLF Logo, LIFESAVING CERTIFICATION or claims membership to KLF, further follow up action will be taken informing the respective government of the county/nation of the branch, and the respective Officers that the Lifesaving Organisation is no longer a Member Branch of KLF and has lost all rights associated with membership to KLF.

a. Disciplinary Rights of KLF Member Branches

If the sub-branch of a Member Branch:

- Abuses the rights of a Member Branch (refer to **Section 4**)
- Misuses the Society name or logo
- Misuses the LIFESAVING CERTIFICATION, Bronze Medallion
- Carries out activities that undermine the reputation, interests and/or activities of the Member Branch and/or KLF

The Member Branch has the right to apply disciplinary measures to sub-branches.

If the disciplinary measure is determined as sub-branch suspension, the relevant Member Branch must first inform KLF of their decision and grounds for their decision. The Member Branch should also have in place an agreed and established appeals mechanism and re-application process.

b. Non-fee payment

If the membership fee of a Member Branch has not been received by National Headquarters by the 30th April of each year, the relevant Lifesaving Organisation will receive a notification of non fee payment.

The Lifesaving Organisation will then be given a 6 month period to contact the KLF Management Committee through Headquarters to settle the outstanding account or discuss the circumstances surrounding non fee payment. If after the 6 month period there has been no contact made by the Lifesaving Organisation, the Lifesaving Organisation will immediately lose its rights as a KLF Member Branch.

The relevant Lifesaving Organisation will receive notice in writing from the KLF Management Committee of the cancellation of their membership and the suspension of their rights as a Member Branch.

If the Lifesaving Organisation who has failed to pay their membership fees wishes to reapply for membership, they must follow the application procedures outlined.

If a Lifesaving Organisation who has had their membership cancelled due to non-fee payment continues to utilise the 'KLF' title, KLF Logo, Bronze Medallion or claims membership to KLF, further follow up action will be taken informing the respective government of the country/nation of the branch, and the respective Officers that the Lifesaving Organisation is no longer a Member Branch of KLF and has lost all rights associated with membership to KLF.

9. ADDITIONAL MEMBERSHIP CATEGORIES

There are currently no other additional membership categories of KLF, If a need arise that will be considered on its own merit.

APPROVED BY KLF G.A JANUARY 2012

REVIEWED ON MAY 2015

BY JOB KANIA

PRESIDENT-KENYA LIFESAVING FEDERATION

³ Although the decision of the NEC is final, the NEC may review its decision upon new evidence being presented.