

CONFIDENTIAL**AGENDA NO. 4****ORDINARY MANAGEMENT
COMMITTEE MEETING****ON****THURSDAY, 12 SEPTEMBER 2024****AT****08:00****CONTACT US:**

Telephone: +264 64 410 4206

Email: akahuika@swkmun.com.naWebsite: www.swakopmun.com**MUNICIPALITY OF SWAKOPMUND****CONTENTS:****9. *Personnel Matters***

9. PERSONNEL MATTERS

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M/C ADDENDUM NO: 9.1
(12 September 2024)

INVITATION TO THE 9TH REGIONAL PLATFORM CONFERENCE AND 8TH HIGH LEVEL MEETING ON DISASTER RISK REDUCTION 21-24 OCTOBER 2024, MERCURY HOTEL, WINDHOEK (5/5/1)

INTRODUCTION

The submission seeks Council's approval for the Mayor to attend the 9th Regional Platform Conference and 8th High Level meeting on disaster risk reduction scheduled to take place as from **21-24 October 2024**.

BACKGROUND

The Association for Local Authorities in Namibia (ALAN) invited the Mayor to attend the 9th Regional Platform Conference and 8th High Level meeting on disaster risk reduction scheduled to take place as from **21-24 October 2024**. The purpose of this conference is to evaluate the progress and solidify the commitment to fast-tracking the implementation of the Sendai Framework for Disaster Risk Reduction and the African Union's Programme of Action across our continent.

PROPOSAL

The Mayor has been nominated to attend and participate at this event. The organizers have indicated that they are responsible for the conference facilities and refreshments and have further requested that Council incurs the costs of traveling by the Mayor to attend this conference.

SUMMARY OF EXPENDITURE					
Item	Lunch Tarif (1x400, 00)	Overnight Allowance (5x1000,0)	Accommodat ion (5x1000,00)	Transport cost (N\$5.00/k m)	Total
Overnight allowance in Windhoek (N\$2000.00) x 2	N\$400.00	N\$5000.00	N\$5000.00	-	N\$10,400.00
Driver	N\$400.00	N\$5000.00	N\$5000.00	-	N\$10,400.00
TOTAL EXPENDITURE ON SUBSISTANCE AND EVENT COSTS					N\$20,800.00

It is therefore:

RECOMMENDED:

- (a) That the Mayor and Driver be permitted to attend the 9th Regional Platform Conference and 8th High Level meeting on disaster risk reduction scheduled to take place as from **21-24 October 2024**.
- (b) That the following estimated expenditure for travelling and subsistence expenses be defrayed from the Conference Expenses Vote 10-10-1-55-055-00 where N\$434,965.00 is available.

SUMMARY OF EXPENDITURE					
Item	Lunch Tarif (1x400,00)	Overnight Allowance (5x1000,0)	Accommodat ion (5x1000,00)	Transport cost (N\$5.00/km)	Total
Overnight allowance in Windhoek (N\$2000.00) x 2	N\$400.00	N\$5000.00	N\$5000.00	-	N\$10,400.00
Driver	N\$400.00	N\$5000.00	N\$5000.00		N\$10,400.00
TOTAL EXPENDITURE ON SUBSISTANCE AND EVENT COSTS				-	N\$20,800.00

"FOR CONSIDERATION"

Chief Executive Officer
/dh



The Association for Local Authorities in Namibia

No. 24 Corner of Johan Albrecht & Pasteur Street Windhoek - West,
Box 2721 Windhoek

Telephone: +264 61 240914/5; Fax: +264 61 240929; Email: alan@lwan.org.na; www.alan.org.na

Enquiries: Mrs. Joseline /Hewoses, SAO +264 (0) 812983136

Hon. Dina Namubes
The Mayor
Swakopmund Municipality
Swakopmund
Email: dnamubes@swkmun.com.na



Dear Hon. Namubes,

RE INVITATION TO THE 9TH AFRICA REGIONAL PLATFORM CONFERENCE & 8TH HIGH LEVEL MEETING ON DISASTER RISK REDUCTION 21 - 24 OCTOBER 2024, MERCURY HOTEL - WINDHOEK

The above subject matter bear reference.

The Office of the Prime Minister in collaboration with the Southern Africa Development Community (SADC) with support from the African Union Commission (AUC) and the United Nations Office for Disaster Risk Reduction has scheduled back-to-back meetings as per the subject matter.

The African Regional Platforms meets every three (3) years with the objective for all stakeholders to take stock of progress and agree on the way forward to accelerate the implementation of the Sendai Framework and the AU Programme of Action for its implementation in Africa.

It is based on the above brief background that the President of ALAN, Dr. Samuel IOt - Amseb has nominated you and extended the invitation for your participation at the conference.

The organisers will only be responsible for conference facilities and refreshments including luncheons' and thus we are submitting our humbly request for Council to cover the subsistence and travel costs. Kindly register on the following link:

Board of Directors: S. IOt-Amseb-President, Hilda Jesaja-Vice President, F.N. Kahungu, Job Amupanda, S. Nujoma, V. Shandjuuka, E. Googoses, J. Ndeutepo, O. Kavandje, R. IHOseb, D. Van Wyk, G. Kanyanga, E. Geriseb, B. Fredricks, N. Amuthenu, A. K. Liveve, S. Asino, B. Mensah, L. Shamalaza, L.

Reg: 21/2007/0245

<http://afrp.undrr.org/2024/register-afrp>. Please let us know as soon as possible if you can't make it, for us to find available person.

For any enquiries please don't hesitate to contact the ALAN secretariat.

Yours sincerely



MS. MAUREEN KAMBALA
CHIEF ADMINISTRATIVE OFFICER

Board of Directors: S. IOë-Amseb-President, Hilda Jesaja-Vice President, F.N. Kehungu, Job Amupanda, S. Nujoma, V. Shandjuuka, E. Goagoses, J. Ndeutepo, O. Kavandje, R. !Hoeab, D. Van Wyk, G. Kanyanga, E. Gariseb, B. Fredricks, N. Amuthenu, A. K. Liveve, S. Asino, B. Mensah, L. Shamalaza, L.
Reg: 21/2007/0245

Annalize Swart

From: Annalize Swart
Sent: Wednesday, August 14, 2024 5:24 PM
To: 'Alan'
Cc: mkambala@alan.org.na; jhowoses@alan.org.na
Subject: RE: Emailing: Disaster Risk Conference Invite - Swakopmund

Dear Sir/Madam

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,

From: Alan <alan@iway.na>
Sent: Wednesday, August 14, 2024 1:00 PM
To: Dina Namubes <@Namubes@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>
Cc: mkambala@alan.org.na; jhowoses@alan.org.na
Subject: Emailing: Disaster Risk Conference Invite - Swakopmund

Dear Hon. Namubes

Kindly find the attached invitation letter to the Disaster 8th Africa Regional Platform Conference & 8th High Level Meeting on Disaster Risk Reduction 21-24 October 2024 Meeuys Hotel Windhoek.

Regards
Willemina Mwandangi
ALAN Office

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This email has been checked for viruses by Avast antivirus software.
www.avast.com

Annalize Swart

From: Annalize Swart
Sent: Wednesday, August 14, 2024 5:32 PM
To: Delinda Henea
Subject: PW: Emailing: Disaster Risk Conference Invite - Swakopmund
Attachments: Disaster Risk Conference Invite - Swakopmund.pdf

Office of the Mayor

1. Correspondence for your kind attention, action, and response.
2. Correspondence acknowledged.
3. Correspondence recorded

Annalize Swart | Executive Assistant to the Chief Executive Officer | Chief Executive Office | +264 64 410 4100

From: Alan <alan@iway.na>
Sent: Wednesday, August 14, 2024 1:00 PM
To: Dina Namubes <DNamubes@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>
Cc: mkambala@alan.org.na; jhowoses@alan.org.na
Subject: Emailing: Disaster Risk Conference invite - Swakopmund

Dear Hon. Namubes

Kindly find the attached invitation letter to the Disaster 9th Africa Regional Platform Conference & 8th High Level Meeting on Disaster Risk Reduction 21-24 October 2024 Mercury Hotel Windhoek.

Regards
Willemina Mwandangi
ALAN Office

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This email has been checked for viruses by Avast antivirus software.
www.avast.com

M/C ADDENDUM NO:**9.2**

(12 September 2024)

FEEDBACK REPORT: PARTICIPATION AT NALASRA GAMES 2024, GOBABIS**(11/1/4/6)****1. Introduction**

This submission aims to provide feedback to Council on the participation of the Sport & Social Club at NALASRA games in Gobabis. The Swakopmund Municipality Sports and Social Club participated in the 13th edition of the NALASRA games which took place from the **27th - 31st of May 2024** in Gobabis under the theme of "Networking and Creating Wellness for Local Authority Employees through Sports".

A total of 43 Local Authorities and an estimated 1,800 employees took part in the Games.

2. Background

The games commenced after the opening ceremony, which was held on Monday, 27 May 2024, with a soccer match between Gobabis Municipality and City of Windhoek.

The Municipality of Swakopmund was represented by 55 employees who took part in the following sport codes:

- Soccer
- Volleyball Male, Female and Mix
- Ringboard
- Owela
- Pool
- Tug of War
- Marathon

The team was accompanied by Her Worship, the Mayor, Her Worship Dina Namubes, the Deputy Mayor, D !Amgabeb, Cllr H Hafeni, Cllr E Shitana and Cllr P Shimanda.

3. Outcome

Swakopmund Municipality was ranked second overall team and achieved the following accolades:

- Ringboard Single: Gold
- Ringboard Double: Gold
- Soccer: Silver
- Volleyball Male: Silver
- Volleyball Mix: Silver
- Pool: reached the semi-finals

4. Financial Obligation

The following costs were incurred for the team to participate in the games:

Participation Fee:	N\$ 10,000.00
Transport:	N\$ 65,000.00
Accommodation:	N\$ 75,000.00
Breakfast:	N\$ 10,000.00
T-Shirts:	<u>N\$ 6,000.00</u>
TOTAL:	<u>N\$166,000.00</u>

Council contributed **N\$ 130,000.00** and the Sport and Social Club contributed **N\$37,000.00** to ensure that the team's participation was a success. Sponsorships were also acquired from various businesses in Swakopmund to cover some of the expenses related to the trip.

Despite the above contributions, the players unfortunately had to cover costs related to meals out of their pockets.

5. Challenges

(a) Supply of meals to participants

The funds allocated toward the participation of the games did not cover the cost of all meals- only breakfast was paid for. This was a major setback for the participants, who ended up incurring unplanned expenses.

Most of the participants, fall under the lower salary bands, thus could not afford to buy decent lunch and dinner at their own cost. It was also noted that other Municipalities, including village councils ensured that the all the meals of their participants were catered for. This challenge demoralised most of the team members.

(b) Branding and sports apparel for the municipal team

The branding of the team was also a challenge. Each participant only travelled with one Municipal branded tracksuit and t-shirt. This meant that they had to wear the same shirt for most of the five days or wear non-branded shirts for the duration of the games. Wearing different t-shirts not having same outfits defeated the purpose of promoting team spirit and unity. Other branding equipment was not visible at the games. the team only went a branded gazebo and two shark fin banners.

6. Conclusion

Despite the challenges experienced at the NALSARA Games 2024, the team achieved its highest ranking at the Games- scooping the 2nd place after Rehoboth Municipality. The team would like to express its sincere gratitude to the Municipal Council of Swakopmund for its continued support in ensuring that the municipal employees participate at these games annually.

Council's contribution towards these games was last reviewed in 2004 where it was agreed that a provision of N\$150,000.00 should be budgeted for participation in NALASRA and SAIMSA Games annually. The cost of living has increased over the past 10 years, thus creating the challenges encountered by the participants.

Council's contribution towards the Games must thus be reviewed to cater for all costs related to participation. Additional funds must also be availed to ensure that the participants at these Games are always branded in Municipal branded attire which is also a marketing tool for the institution.

It is therefore: -

RECOMMENDED:

- (a) That the feedback report by the Swakopmund Municipal Sport & Social Club be noted.
- (b) That Council approves an additional N\$ 100,000.00 in the 2025/2026 financial year towards the Municipal Sport and Social Club for accommodation and travelling expenses incurred when representing Council in the NALASRA and SAIMSA games.
- (c) That it be noted that the allocation in (b) will ease the financial burden on the staff members and allow the Municipality of Swakopmund to be fully represented and compete equally with other Local Authorities at the games.
- (d) That a budget provision of N\$50,000.00 be annum be availed for branding materials/items for Municipal staff members participating at both the NALASRA and SAIMSA games.

"FOR RECOMMENDATION"

Chairperson: Municipal Sports and Social Club

M/C ADDENDUM NO: 9.3
(12 September 2024)

REQUEST FOR PERMISSION FOR SWAKOPMUND MUNICIPALITY TO PARTICIPATE IN SAIMSA GAMES 2024 - WALVIS BAY **(11/1/4/6)**

1. Introduction

The purpose of this submission is to obtain Council approval to participate in the upcoming Saimsa Games scheduled to take place 22-27 September 2024 in Walvis Bay. Swakopmund Municipality was invited to participate in the Saimsa Games (Annexure "A").

2. Background

Saimsa Games is an annual event that Local Authorities from SADC Region participate in. This year's 18th Edition Southern African Inter-Municipal Sport Association was launched under the theme "SADC Local Authority Employees Wellness Enhanced through Sports and Recreation". The games aims to enhance the wellness of approximately 2000 Local Authority employees from six Southern Africa countries, namely Namibia, Zambia, Eswatini, Lesotho, South Africa and Botswana.

- The opening ceremony will be held on 22 September 2024 at 13h00, the Opening Ceremony, shall be held at the Jan Wilkens Stadium, Walvis Bay, Namibia.
- The games will kick off on 22 September 2024 after the opening ceremony with the host Municipality playing against the 2023 Soccer Cup winners.
- The Closing Ceremony will be held on 27 September 2024 after the finals at the Jan Wilkens Stadium, Walvis Bay

Accreditation will commence on 21 September 2024 and collection of cards will be done thereafter. Therefore, all participating Municipalities are advised to arrive on the 21st of September 2024 to finalise accreditation.

3. Discussion

The event was launched on 05 August 2024 and among the delegates was the Minister of Urban and Rural Development, who in his speech underscored the importance of employers valuing their employees by unveiling platforms of this nature, which not only promotes economic development, productivity and healthy lifestyles but also acts as a catalyst for social cohesion, networking and learning from best practices and bilateral agreements among Southern African Councils.

Swakopmund Municipality Sport Club intends to participate in the following sport codes:

- **Volleyball- Male, Female and Mix**
- **Darts**
- **Pool**
- **Tug of War**
- **Netball**
- **Soccer**
- **Cycling**
- **Fishing**
- **Golf.**
- **Owela/Stone Games**

The final name list of participants will be made available after receipt of approval from supervisors.

It is therefore:

RECOMMENDED:

- (a) That permission be granted to members of the Swakopmund Municipal Sport & Social Club to participate in the 2024 SAIMSA Games, in Walvis Bay from 22 - 27 September 2024.
- (b) That permission be granted to the Swakopmund Municipal Sport and Social Club to proceed with preparations and organisation for this event.
- (c) That permission be granted for the Municipal minibus (N 3695 S) to be used by Municipal Sports Club members to travel to and from Walvis Bay for the SAIMSA 2024 Games from 22 - 27 September 2024.
- (d) That Council, *in principle*, grants approval for special leave as per conditions of Employment to the staff members (Club Members) to participate in the SAIMSA games, subject to the prior approval of leave by the respective Head of Departments.
- (e) That a Councillor accompanies the group to the SAIMSA Games.
- (f) That the subsistence and travelling allowances for the Councillor be defrayed from the Conference Expenses Vote 101015505500.
- (g) That the General Manager: Finance releases the available amount budgeted for the Swakopmund Municipal Sport club for expenses to attend the SAIMSA Games, to help off-set off transport meals and branding expenses as provided for in the Vote 101015563500 SAIMSA/NALASRA GAMES.

"FOR CONSIDERATION"

Chairperson: Municipal Sports and Social Club



NAMIBIAN LOCAL AUTHORITY SPORTS AND RECREATION ASSOCIATION (NALASRA)

P.O. BOX 69

WINDHOEK

TEL: +264 81 209 2816

CELL: +264 81 129 6322

OFFICE OF THE SECRETARY GENERAL

Enquiries: Secretary-General - Mr. G van Wyk 061 290 2616/0811296322-Gert.VanWyk@windhoekcc.org.na/ Deputy Secretary General - Cornelius Tjivahe 081 125 5458; tjivahe@Olijmun.org.na

**CHIEF EXECUTIVE OFFICERS
MANAGEMENT COMMITTEE CHAIRPERSONS
SPORTS AND RECREATION OFFICERS
INCUMBENT NATIONAL EXECUTIVE COMMITTEE MEMBERS (NALASRA)
ALL REGIONAL COORDINATORS
LOCAL AUTHORITIES
NAMIBIA**

Dear Sir/Madam

21 June 2024

**RE: INVITATION TO THE 18TH EDITION OF THE SOUTHERN AFRICAN
INTER MUNICIPAL SPORTS ASSOCIATION GAMES: 22 - 27 SEPTEMBER
2024 NAMIBIA, WALVIS BAY**

Reference is made to the attached invitation and participation from the Secretary General of SAIMSA.

It is the honor of my office to inform the entire NALASRA membership that approval has been received from the Municipality of Walvis Bay to host the 18th Edition of the SAIMSA Games at the coastal towns of Walvis Bay and Swakopmund from the 22 - 27 September 2024.

This letter serves to inform the Local Authorities in the Republic of Namibia that SAIMSA has issued an invitation to all country association to participate in the upcoming games during the period as indicated above.

All teams wishing to participate during these games are requested to arrive at the town of Walvis Bay not later than 21 September 2024 in order to finalize accreditation of their players.

It is important to note that the opening ceremony is scheduled for Sunday 22 September 2024 during which all teams should participate in the march.

President: Mr. Daniel A Mouton; Vice - President: Mr. Penda Kashihakumwa; Secretary General: Mr. Gert van Wyk;
Deputy Secretary - General: Mr. C Tjivahe Treasurer: Mr. Heinrich Mukuve; Deputy Treasurer: Ms. Loide Elago
Additional Members: Mr. Piet Andreki; Ms. Annalisa Korea - Jeremia; Ms. Theophiline Mack; Mr. Rachlious Gowaseb; Ms. H Kasele

ACCREDITATION:

Accreditation will commence once documentation as required are received on the SAIMSA 2024 portal and will close on the 21 September 2024 to ensure a smooth start of the games. Local Authorities are requested to prepare and forward the following documentation to the following e-mail address: saimsa2024@walvisbaycc.org.nu

- **A photo in JPEG**
- **Valid passport/identity document**
- **Pay slips (May/June, July and August 2024)**
- **Registration for participation in sports codes (one per Local Authority)**
- **Three (3) months bank statement (proof that your salary is paid by the respective Local Authority employed at)**

The submission of photos should not be later than 15 September 2024 to ensure smooth capturing of information in advance. For any challenges regarding accreditation kindly contact the Chairperson of Reception: Ms. Felicia Pritzlaff at e-mail provided for accreditation.

The venue for accreditation will be at the Civic Center of the Walvis Bay Municipality in Rudolf Mbumba Drive.

MEMBERSHIP FEE

Municipalities are expected to pay their affiliation and membership fees as indicated below not later than 31 August 2024 at 17:00. Only paid-up members and in good standing will be permitted to participate in the 2024 edition of the SAIMSA Games.

Membership and registration fees are as follows:

All Municipalities	N\$11,000.00
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NALASRA members are required to make payment into the following account and scan or e-mail their proof of payment to the Treasurer General: Ms. Sithembile Simelane, e-mail address: sthembile@stkcouncil.co.sz, the Secretary General of SAIMSA, e-mail address: luoanctangi@gmail.com as well as to the Treasurer of NALASRA Mr. Heinrich Mukuve at maganah28@yahoo.com.

Account name: Namibia Local Authorities Sports and Recreation Association
Account Type: Business cheque account
Account no.: 622 253 495 06
Bank: First National Bank
Branch: Ausspannplatz

ACCOMMODATION & CATERING:

For accommodation and catering services, please find the attached accommodation lists or contact the Chairperson of Hospitality: Ms. Florensia Ndjoze-Uanivi at fmutrifa@walvisbaycc.org.na or WhatsApp at +264-811 284 471 or alternatively call Mr. Immanuel Kaufulwa at ikaufilwa@swkmund.com.na **Watsapp +264 812 356 352 .**

For any further enquiries please contact the following committee members at:

Mr. Daniel A Mouton – NALASRA President
 E-mail: dmouton@walvisbaycc.org.na
 Cell no.: +264 811 296 322

Mr. Gert van Wyk – NALASRA Secretary General
 E-mail: Gert.VanWyk@windhoekccc.org.na
 Cell no.: +264 811 296 322

Mrs. Mamhpo Shale – SAIMSA Secretary General
 E-mail: tuoanetangi@gmail.com
 Cell no.: +266 588 683 99

TEAM MANAGERS MEETING

Local Authorities are hereby also informed that SAIMSA is planning a Team Managers Meeting which is scheduled for 26 July 2024 in the town of Walvis Bay at the Civic Centre of the Municipality of Walvis Bay. All Local Authorities, wishing to participate in the upcoming 18th Edition of the SAIMSA Games, are invited to attend this Team Managers meeting and will be allowed two (2) delegates per local Authority.

Trusting that you will find the above in order.


 Mr. Gert van Wyk
 Secretary General: NALASRA
 CC: NEC - NALASRA

President: Mr. Daniel A Mouton; Vice – President: Mr. Penda Kashihekumwa, Secretary General: Mr. Gert van Wyk;
 Deputy Secretary – General: Mr. C Tjvabe Treasurer: Mr. Heinrich Mukuve; Deputy Treasurer: Ms. Loide Elego
 Additional Members: Mr. Piet Andrek, Ms. Annalisa Korea – Jeremia; Ms. Theophiline Mack, Mr. Rachilous Gowaseb, Ms. H Kusola



OFFICE OF THE SECRETARY GENERAL
 P.O. Box 01
 Leribe District Council
 Contacts: (+266)58868399(+266)62068399
 Email: tuoanetanki@gmail.com



PARTICIPATION FORM FOR MUNICIPALITY PHYSICAL WELLNESS PROGRAM

.....representative of..... hereby would like my municipality to participate in the following codes as determined by SAIMSA.

I would like to indemnify SAIMSA and the Local Organizing Committee against any claims of whatever nature which may arise out of participating in SAIMG 2024 including any damage to property or injuries or deaths of persons while participating in SAIMG 2024 and shall in addition maintain all the necessary safety precautions to ensure the protection of individuals and property brought to MUNICIPALITY OF WALVIS BAY for the sole purpose of participating.

- Soccer (25)
- Netball (15)
- Volleyball (Female) (12)
- Volleyball (Male) (12)
- Volleyball (Mixed) (12)
- Snooker/Pool(6)
- Snooker/Pool (6)
- Darts single (6)
- Darts double (6)
- Table Tennis (Males Singles) (4)
- Table Tennis (Females Singles) (4)
- Tennis (Males Singles) (4)
- Lawn Tennis (Females Singles) (4)
- Lawn Tennis (Males Doubles) (4)
- Lawn Tennis (Females Doubles) (4)
- Lawn Tennis (Mixed) (4)
- Road Running (21km) Unlimited Medium
- 5/10 Km Fun Walk (Unlimited)
- Tug of War (12)
- Cycling (Males & Females)

Aerobathon (unlimited)

Contact numbers of Team Managers:

No.	Name	Surname	Contact details
1			
2			
3			
4			
5			
6			
7			
8			

Names of any Politicians/Councillors/Mayors/CEO's:

No.	Name	Surname	Title
1			
2			
3			
4			
5			

LOCAL AUTHORITIES ARE HEREBY KINDLY INFORMED THAT IF A PARTICULAR SPORTS CODE DOES NOT HAVE THREE (3) OR MORE PARTICIPATING LOCAL AUTHORITIES IT WILL BE DECLARED NONE CONTESTED AND WILL SERVE ONLY AS AN EXHIBITION MATCH. NO MEDALS WILL BE AWARDED.

SIGNATURE	CONTACT NUMBER	EMAIL ADDRESS