STANDARD OPERATING PROCEDURES

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ACCREDITATION

INTRODUCTION

Accreditation is the process of registering, producing, distributing, and validating the Khelo India Games accreditation card that will permit the holder access rights and other privileges at the Khelo India Games.

The purpose of the accreditation card is to identify people and their roles for the Khelo India Games and allow them necessary access to perform their roles. Accreditation Cards will limit the access of the Card holder to areas specified on the card and will prevent unauthorized personnel from entering secure zones.

It is the responsibility of the Functional Area head (Accreditation) to issue accreditation cards to every individual who will be present at the venue for the Khelo India Games– according to their zoning approved.

The Accreditation Card has following functions:

1. Once validated, the Accreditation Card is the official identity credential, granting the card holder access to certain venues and venue zones during Games time.
2. SAI is responsible to determine the persons entitled to an Accreditation Card and set the conditions for its granting and issuance.
3. SAI grants the right to an Accreditation Card to all people who have a recognized official Games function to perform during the Khelo India Games. It is the duty of SAI to produce and distribute the cards to the entitled persons through Event Management Agency (EMA).
4. An Accreditation Card is not to be granted in lieu of a "free pass" or "event ticket".
5. The Accreditation Card for the Khelo India Games will be valid only for the period of the Games.
6. An Accreditation Card will contain the following main information:
   - The official logo and name of the Khelo India Games; Accreditation category represented by capital English letter(s) against a colored background.
   - The Card shall carry a recent (not earlier than six months) colored photograph of the holder.
   - Both sides of the Card shall show relevant personal information of the holder (including name, Games function, and responsible organization, etc.).
   - Various codes verifying venue and zone access entitlements of the Card holder and transport services to which she/he is entitled.

Accreditations for the Khelo India Games will be printed for personnel across following verticals

S. No.	HEAD	NAME ON ACCREDITATION CARD
1	Athlete	Athlete
2	Team Official	Manager, Coach, USM, Support staff
3	Protocol	VVIP/VIP
4	Volunteer	Volunteer
5	Media	Media
6	Event Management Agency	EMA
7	Service Providers	SVP
8	Local Organizing Committee	LOC
9	Technical Officials (TOs)	Technical Official
10	Host Broadcaster	Host Broadcaster
11	Chef De Mission /University Contingent Manager	CDM, UCM
12	Medical	Medical
13	Sponsors	SP

SCOPE OF WORK

I. Registering all participants with an operational role at Khelo India Games

II. Assigning the access rights and privileges to which a participant is entitled

III. Production and distribution of the accreditation card

IV. Creation of clearly defined zoning plans for each venue management of accreditation Centre during the Games

V. Creation of clearly defined zoning plans for each venue

VI. Management of accreditation center during the games

ROLES AND RESPONSIBILITY MATRIX

ROLES AND RESPONSIBILITY MATRIX	SAI
	- Provide data from portal or through offline medium - Supervision of accreditation process - Verification of accreditations
HOST STATE	**EVENT MANAGEMENT AGENCY (EMA)**
- Provide space to setup the Main Accreditation Centre (MAC)	- Zoning plan and demarcation of zone access - Setup for accreditation Centre (all Furniture, Fixtures and Equipment (FFE), overlays) and smooth running of the Centre - Inventory Management - Printing, segregating, and distributing accreditation cards - Day to day operations

ACCREDITATION PROCESS

The Accreditation process will consist of the following steps:

I. Venue Zoning

II. Creation of the accreditation matrix and establishment of Main Accreditation Centre

III. Collecting data of athletes, technical officials, state officials, volunteers etc. for the purpose of accreditation

IV. Updating the Information required for accreditation on GMS Portal

V. Accreditation team will receive data from the Khelo India GMS Portal

VI. Accreditation team will prepare the data in an Accred Ready format

VII. Accreditation team will send the Accred Ready formatted data for approval to the SAI Accred FA HEAD prior to sending it for printing

VIII. Once approved by SAI Accred FA Head the format is shared with the Accreditation Printing team for printing of accreditations

IX. Printing of accreditations

X. Distribution of accreditation to the designated person

PROCESS FLOW CHART

The Accreditation FA holds responsibility in undergoing two different processes at the same time,

a. Collecting and refining data to printing accreditation cards

GMS PORTAL
- Data is uploaded on the Khelo India Portal and shortlisted by the authorised personnel
- SAI team receives data from Khelo India GMS portal

ACCREDITATION FORMAT
- Accreditation team converts the data in to accreditation format

APPROVAL
- Accreditation team sends the converted data to SAI Functional Area Head for approval

PRINTING
- The converted data is then shared with the accreditation printing team once approved by the SAI Functional Area Head for printing the accreditation cards

b. End to end operational process

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│  technical officials, volunteers, etc. on    │
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│       Distribution of accreditation cards    │
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OPERATIONAL PROCESS OF ACCREDITATION

The standard operating procedure for accreditation is as below:

1. VENUE ZONING

It is important that each of the sporting arenas should have zoning signage kept at the appropriate positions to indicate the correct access zones for players, visitors, media, VIP guests, workforce, etc.

It is the responsibility of the accreditation team in conjunction with the venue managers of each sporting arena to ensure that

    a. The correct signage is put up across defined areas at each sporting arena prior to the games starting at each arena

    b. Entry and exit points are respectively marked out

    c. Periodic Check is done for the correct placing of signage boards

➢ ACCESS ZONES

ZONES	DESCRIPTION
All	All competition and training venues
	VVIP lounge
	VIP lounge
FOP	Field of Play
1	Athletes' preparation area
2	Technical Officials Area
3	Press area, Media tribune/ lounge, Broadcast area
4	Operational area
5	VIP/ Games Family
T1	Dedicated car with driver
T2	On call fleet
T3	Athlete shuttle busses
T4	Technical Officials/ Media shuttle busses

A required amount of signage boards with Khelo India branding must be created and placed at each zone.

➢ VOLUNTEER CODES

Considering the large number of volunteers required, it is important to create a separate grid for the volunteers according to the different functional areas assigned to them for the purpose of accreditation as follows,

VOLUNTEER CATEGORY	VENUE		GENERAL DINING
	SPORT	ZONE	
Transportation	All	4	Yes
Accommodation	All	4	Yes
Protocol	All	FOP, 4, 5	Yes
Sports Presentation	All	FOP, 4	Yes
Medical and Anti-doping	All	FOP, 1, 2, 3, 4, 5	Yes
Spectator Management	All	4	Yes
Catering	All	1, 2, 3, 4, 5	Yes
Marketing, Branding and Activation	All	4	Yes
Accreditation	All	4	Yes
Volunteer Management	All	FOP, 1, 2, 3, 4, 5	Yes
Sports Facility	All	FOP, 1, 4	Yes
Sports Apparel	All	4	Yes
Gardening	All	4	Yes
Help Desk	All	4	Yes
Venue Operations	All	FOP, 1, 2, 3, 4, 5	Yes
Hardware Support	All	FOP, 1, 2, 3, 4, 5	Yes
Venue Branding	All	1, 2, 3, 4, 5	Yes
Broadcast Partner and Coordination	All	FOP, 3, 4	Yes
Media Volunteers	All	3, 4	Yes
State Coordination and GTCC	All	1, 2, 4	Yes
Sports Specific Volunteers (SSV)	SPT	FOP, 1, 4	Yes

VENUE CODES

Every sporting venue is assigned with a code, which is generally a 3-digit code for easy identification and zoning of the sporting venues.

Below is an example of Venue Codes used across different sporting venues during Khelo India Youth Games 2020, Guwahati.

S.NO.	DISCIPLINE	VENUE	VENUE CODE
1	Archery	LNIP, Sonapur	LNI
2	Athletics	Sarusajai Sports Complex (SSC)	SSC
3	Badminton	DTRP- Nehru Stadium, Ulubari	DTR
4	Basketball	Nabin Chandra Bordoloi Indoor Hall, SSC	NCB
5	Boxing	SAI Centre, Paltal Bazar	SCB
6	Cycling	LNIP, Sonapur	LNI
7	Football	LNIP, Sonapur	LNI
		SAI Centre, Paltal Bazar	SCB
		Sarusajai Sports Complex (SSC)	SAW
		Nehru Stadium, Ulubari	NSU
8	Gymnastics	Bogeshwari Phuknani Indoor Hall, Dispur	BPH
9	Hockey	Tayabulla Hockey Stadium	THS
10	Judo	SAI Centre, Paltal Bazar	SCB
11	Kabbadi	LNIP, Sonapur	LNI
12	Kho Kho	Sarusajai Sports Complex (SSC)	SSC
13	Shooting	Kahilipara Shooting Ranges	KSR
14	Swimming	Equatic Centre, SSC	ECS
15	Table Tennis	DTRP- Nehru Stadium, Ulubari	DTR
16	Tennis	Tennis Court, Chachal	TCC
17	Volley Ball	Nabin Chandra Bordoloi Indoor Hall, SSC	NCB
18	Weightlifting	Bogeshwari Phuknani Indoor Hall, Dispur	BPH
19	Wrestling	LNIP, Sonapur	LNI
20	Lawn Bowl	Sarusajai Sports Complex (SSC)	SSC

2. CREATION OF ACCREDITATION MATRIX

The accreditation matrix is a complete grid of the various categories of cards to be created for the different sets of people visiting the Khelo India Games venue. The matrix clearly defines the zones that each person is permitted to access. The matrix created as below is accompanied by the access zones. This will help each person to understand the designated zones he or she has access to.

S.No.	Category		Designation/Role	Venue		VVIP	VIP	Transport
				Sport	Zone			
1	Indian Olympic Association	IOA	President	All	1,2,3,4,5	Yes		T1
			Sr. Vice-President	All	1,2,3,4,5	Yes		T1
			Vice-President	All	1,2,3,4,5	Yes		T1
			Joint Secretary	All	1,2,3,4,5	Yes		T1
			Executive Member	All	1,2,3,4,5	Yes		T1
2	OC-KIYG, Assam	OC-KIYG	MOS ,(IC),YAS	All	FOP, 1,2,3,4,5	Yes		T1
			Secretary Sports	All	1,2,3,4,5	Yes		T1
			Director General-SAI	All	1,2,3,4,5	Yes		T1
			Secretary SAI	All	1,2,3,4,5	Yes		T1
			Joint Secretary-MYAS	All	1,2,3,4,5	Yes		T1
			Regional Director/Sr. Director SAI	All	1,2,3,4,5	Yes		T1
			Director MYAS/SAI	All	1,2,3,4,5	Yes		T1
			DD/AD-SAI	All	1,2,3,4,5	Yes		T1
			State Coordinator	All	1,2,3,4,5	Yes		T1
			FA Head	All	1,2,3,4,5	Yes		T1
			FA-Member	All	1,2,3,4,5	Yes		T2
			Officer-MYAS/SAI	All	1,2,3,4,5	Yes		T2
			Sr. Consultant/ Jr. Consultant/Young Professional	All	1,2,3,4,5	Yes		T2
		VVIP	Guest	All	1,2,3,4,5	Yes		T1
		VIP	Guest	All	1,2,3,4,5		Yes	T2
3	Chef-De-Mission	CDM	Chef-De-Mission	All	1,2,3,4,5	Yes		T1
4	SGFI	SGFI	President	All	1,2,3,4,5	Yes		T1
			Secretary General	All	1,2,3,4,5	Yes		T1
			Member	All	1,2,3,4,5	Yes		T1
5	Games Technical Conduct Committee	GTCC	Chairman	All	1,2,3,4,5	Yes		T1
			Member	All	1,2,3,4,5	Yes		T2
6	National Sports Federation	NSF	President	All	1,2,3,4,5	Yes		T1
			Secretary General	All	1,2,3,4,5	Yes		T1
7	Competition Manager	Competition Manager	Competition Manager	All	FOP,1,2,3,4,5		Yes	T1
8	Media Partner	Media Partner	Media Partner Executive & Sr. Officials	All	FOP,1,2,3,4,5	Yes		T2
9	Sponsors and Partners	SPs	Executive of Official Sponsor	All	1,2,3,4,5	Yes		T2
			Executive of Program partner	All	1,2,3,4,5	Yes		T2
			Executive of major Supplier	All	1,2,3,4,5	Yes		T2
10	Athlete	Athlete	Athletes	SPT	FOP,1,3,4			T3
11	Team Officials	Team Officials	Team Managers	SPT	FOP,1,3,4			T3
			Coach	All	FOP,1,3,4			T3
			Medical professionals	All	FOP,1,3,4			T3
			Extra Officials	SPT	1,3			T3
12	Technical Officials	Technical Officials	NTO	SPT	FOP,2,4			T4
			ITO	SPT	FOP,2,4			T4
			Referee	SPT	FOP,2,4			T4
			Jury member	SPT	FOP,2,4			T4
			Timer/Scorer	SPT	FOP,2,4			T4
13	Talent Scout	Talent Scout	Observer	All	1,3,4,5	Yes		T2
14	Media Partner	Media Partner	Host Broadcaster	All	FOP,3,4			
15	Media	Media	Journalist	All	3,4,5		Yes	
			Photographer	All	3,4,5		Yes	
16	Volunteers	Volunteers	Volunteer		Role Specific			
17	LOC Work KIYG	LOC-KIYG	OC Members	All	1,2,3,4,5	Yes		T1
			EC Members	All	1,2,3,4,5	Yes		T1
			CC Members	All	1,2,3,4,5	Yes		T1
			FA Heads	All	1,2,3,4,5	Yes		T1
			FA Members		Role Specific		Yes	
			State Officials				Yes	
18	Event Management Agency	EMA	EMA , Sr. Management	All				
			Accommodation	All	FOP,1,2,3,4,5			
			Accreditation	All	FOP,1,2,3,4,5			
			Ceremonies	All	FOP,1,2,3,4,5			
			Communication	All	FOP,1,2,3,4,5			
			Medical & Dope Control	All	FOP,1,2,3,4,5			
			Technology	All	FOP,1,2,3,4,5			
			Venue Development & Overlays	All	FOP,1,2,3,4,5			
			Transport	All	FOP,1,2,3,4,5			
19	Service Providers	Service Providers	Accommodation	All	4			
			Accreditation	All	4			
			Ceremonies	All	FOP,4			
			Communication	All	FOP,3,4			
			Medical & Dope Control	All	FOP,1,2,3,4,5			
			Technology	All	FOP,1,2,3,4,5			
			Venue Development & Overlays	All	FOP,1,2,3,4,5			
			Transport	All	4			
20			Security	All	As per Operational Need			

The accreditation matrix of the KIYG 2020 is created keeping in mind the different personnel likely to visit the venue – right from the VVIPs to the Service Providers. Each section of people is given a color code which will be reflected on their accreditation making it easier to identify the category of people.

3. RESPONSIBILITIES OF PROVIDING ACCREDITATION LIST

FA Head FA head, Accreditation will receive the list of people for whom accreditations are needed to be prepared. The responsibility for providing this list for different Heads is as follows:

S. No	HEAD	To be Received From
1.	Players	GTCC
2.	Support Staff	State Coordination
3.	Technical Officials	GTCC
4.	Volunteers	Host State
5.	VIPs & VVIPSs	Protocol Team (State & Govt. of India)
6.	Talent Scouting Committee (TSC) & talent Identification & Development Committee (TIDC)	KITD
7.	Workforce	EMA / Host State
8.	Media	Media Team
9	Broadcast	Media Partner
10	Local Organizing Committee	Host State

4. Registering on GMS Portal

a. Everyone including athletes, officials, workforce, media, volunteers, etc. should be registered on the Khelo India – GMS portal.

b. The portal requires all information to be uploaded along with a photograph of the said person.

c. Data uploaded for the athletes, team officials and technical officials is required to be nominated by the State/University and National Sports Federation (NSF) and only then the data will be made available for printing.

d. The shortlisting of entries submitted on the portal will be done by the accreditation team on receiving a list of the shortlisted people from the concerned verticals.

5. ACCREDITATION DISTRIBUTION

The accreditation distribution responsibility is as follows,

S. No	HEAD	RESPONSIBILITY OF DISTRIBUTION
1.	Players	CDM
2.	Support Staff	CDM
3.	Technical Officials	GTCC
4.	Volunteers	FA Head 'Volunteers'
5.	VIPs & VVIPSs	Protocol Team (State & Central)
6.	TSC & TIDC	TSC Committee / SAI
7.	Workforce	EMA / Host State
8.	Media	Media Team

➢ **PROCESS TO BE FOLLOWED FOR COLLECTION AND DISTRIBUTION OF ACCREDITATION CARDS IS AS FOLLOWS**

   a. The responsible person/entity should reach the accreditation room.

   b. The responsible person/entity should show his/her proof of identity

   c. He or she should proceed to the concerned person from the accreditation team for collection of the accreditations for his or her state.

   d. The responsible person/entity will be handed over the designated accreditations along with two documents (2 copies)

      i. Instruction Sheet

      ii. Declaration confirming the receipt of the accreditations

   e. The responsible person/entity should sign off each document and must keep one copy of the document and the second copy should be kept by the accreditation team

TIMELINE

PARTICULARS	DEADLINE
Registration starts on portal	T-40
Expected date of receiving data	T-20
Handover to Event Management Agency	T-20
Accreditation Print	T-10
Distribution	T-6

MAIN ACCREDITATION CENTRE (MAC)

I. At Main Accreditation Centre (MAC) services to be provided includes General Accreditation Access Information, Replacement of lost/stolen/damaged Accreditation, Issuing and Printing of Day Passes and Issuing, Printing of Upgrade Passes and distribution of cards

II. The Main Accreditation Centre (MAC) should be fully functional at the venue by 10 days prior to the Start of the event and will be functional till the end of the Games

ACCESS CONTROL MANAGEMENT

I. Access into games venues is only permitted with a valid accreditation pass or spectator ticket

II. Access privileges are assigned to each accreditation pass determining the restricting access at the venue

III. In case of problem, the concerned individual needs to be directed to the Main Accreditation Centre (MAC)

IV. Venue Managers, Volunteers and Security will be responsible for access control inside the venue

LOST/ STOLEN/ DAMAGED/ WRONGLY PRINTED ACCREDITATION CARDS

I. In case of Loss, Stolen, Damaged or Wrongly Printed Accreditation Cards (LSDW), the accreditation card holder is required to report the loss to their respective FA/Organization

II. An LSDW Accreditation Declaration Form needs to be filled up with the signature and stamp of respective FA/Organization

III. The form needs to be submitted to the MAC prior to any accreditation pass being reissued.

IV. The old accreditation card will be cancelled and a new one to be issued

V. If the accreditation pass is lost at the venue, the pass holder needs to submit a declaration witnessed by their respective FA Head to MAC who will issue a new pass

VI.   If an athlete or team official loses their Accreditation Card, the Chef de Mission or his proxy must report the missing accreditation card and complete a LSDW Accreditation declaration form

ACCOMMODATION, CATERING AND TRANSPORTATION

INTRODUCTION

Accommodation, Catering and Transportation are the key pillars for any type of games wherein these three elements are very essential to make the whole experience comfortable for all the key people involved in terms of Dignitaries, Athletes, Coaches, Support staff and many more. To ensure the smooth functioning of the event, an Event Management Agency (EMA) is being hired for the successful functioning of the games.

ACCOMMODATION

As a part of the Accommodation FA, we need to ensure the proper accommodation structure for the key people involved in games:

- Athletes – Total count of all the players coming from all States & UTs nominated by respective federations
- Chef de Mission (CDM) – Representatives from all the respective 29 States & 8 Union Territories
- Competition Manager (CM) – This count is as per the number of sports planned to be held during the games. For example, if there are 20 disciplines in the upcoming edition of the games, so the number of CM's will be 20
- Technical Officials – Accommodation to the technical officials is being provided on double occupancy basis in a deluxe hotel
- Support Staff – Accommodation must be managed for the Support staff which is approximately the 30% count of the total athlete from the complete contingent
- Dignitaries – VVIP/VIP's, Sports Authority of India officials, officials from Ministry of Sports, Other States & UTs Delegates, School Games Federation of India (SGFI), National Sports Federations (NSF), National Anti-Doping Agency (NADA), Eminent Coaches/Players, Talent Identification Scouting Committee (TISC)
- A helpline number Is being provided by EMA, so that is case of any urgency/exigencies the players/support staff can reach out on the concerned numbers

CATERING

Catering is the most essential item as they rightly say that "healthy food leads to a healthy mind". To ensure proper catering arrangements these are the fundamentals to abide by:

- Initial recce of all the sporting venues to assess the space availability for setting-up live kitchens and other requirements
- Live kitchens at the venue and to make sure that fresh ingredients are being used for meal preparation. Hygiene and cleanliness factors should be kept at the highest priority to ensure that the quality is not compromised
- Food to be provided in a buffet system

- To ensure uniformity of food across all venues and hotels, menu should be designed in consultation with an experienced nutritionist
- Both Vegetarian & Non-vegetarian food should be served to ensure that people eat as per their preference
- Breakfast is served at the hotel/venue depending on the game schedule
- Lunch is served at the venue during the games time and at the respective hotel before the scheduled event date
- Evening snack is served at venue during the games time and at the hotel before the scheduled event date
- Dinner is served at the hotel as "events" usually finished by 7pm
- The food count that is to be prepared at Venue kitchens must be collected and confirmed from representative of participating contingents one day in advance
- The EMA ACT management must avoid duplication of food count in hotels and venue kitchen
- A helpline number is being provided by EMA, so that incase of any urgency/exigencies the players/support staff can reach out on the concerned numbers

TRANSPORTATION

The transportation sector is vital to the success of any event. To maintain the uniformity and smooth functioning of the commutation of athletes and other stakeholders, the fundamentals to abide by are

- Adequate number of vehicles is deployed to provide pick and drop services from arrival in the city till the departure – post the games
- A welcome help desk along with the volunteers should be in place at every airport/railway station/bus stand as well as the sporting venues to rule out any type of miscommunication and hassles for the guests
- Vehicle details such as drivers name, contact number and vehicle number are to be provided to the representatives at all help desk
- All vehicle and driver detail are to be verified through local police before getting deployed
- A schedule should be ready well before the arrival of guests provided by the EMA and the same should be communicated to the helpdesk so that the guests do not face any difficulty in reaching their respective venues
- A helpline number is being provided by EMA, so that in case of any urgency/exigencies the players/support staff can reach out on the concerned numbers
- EMA ACT must keep some back up provision for few early arrivals happening before the scheduled team arrival bus deployment

FUNCTIONAL AREA STRUCTURE FOR ACT
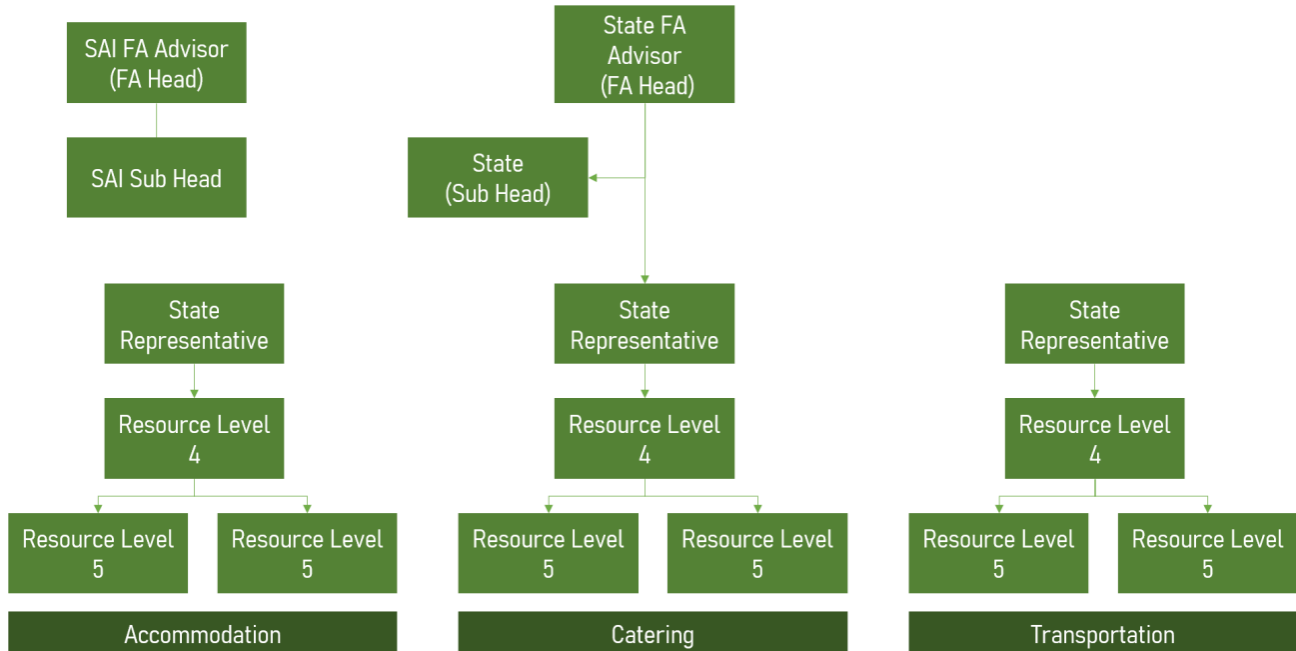
ROLES AND RESPONSIBILITIES

FA Advisor (OC) – Resource Level 1	FA Head (State) – Resource Level 1	Sub- FA head (State) – Resource Level 2
• Supervise the planning and execution of each step in the respective FA • Liaison between State and Aggregators on challenges and issues	• Delegating work to the aggregators • Approval of funds for expenses related to FA • Coordination with other FA heads for information	• Assist the FA head in supervising the aggregators • Coordinate with the representative of all three department i.e. Accommodation, Catering, Transportation

State Representative – Resource Level 3	Resource Level 4	Resource Level 5
• Manage the planning process of three departments independently. • Attend meetings with FA Head, EMA, Aggregators during the planning	• Assist the accommodation, catering and transportation representatives in planning. • Guide interns and aggregators on the execution. • Inspection of arrangements. • Ensure the deliverables of the planning phase. • Ensure that the athlete query is resolved in time.	• Coordinate with aggregator to execute the deliverables. • Act as a bridge between the state coordination team and aggregator. • Accommodation interns – upload athlete accommodation details on portal. • Catering interns – overlook the catering arrangements at venues and hotels. • Transportation – Coordinate with aggregators and ensure allocated vehicles reach on time.

SCOPE OF WORK

Accommodation Catering Transportation (ACT) is a broad spectrum that encompasses these following work responsibilities:

- Management of Accommodation, Catering & Transportation (ACT) for athletes, Chef de Mission (CDM), Competition Manager (CM), Technical Officials, Support Staff and other Dignitaries and officials representing SAI, MOS, IOA, SGFI, NSF, NADA, TISC, Eminent Sports Person/ Coaches, etc.
- ACT Team is expected to conduct a survey of the various sporting venues taking into consideration the distance venue matrix to form clusters based upon the proximity within the venues
- Collect details regarding the travel plan of CDM via State Liaison Officer (SLO) for their respective state. (Wherein SLO is allocated to every CDM for their respective states)
- Collect travel details of CM and TO's from the state coordination team to prepare one master sheet wherein the details are mentioned starting from Arrival, Departure details, Vehicle details (i.e., Driver Name, Driver number, Vehicle numbers along with guest arrival & departure details, concerned SLO attached with CDM with respect to the state)

➢ ACCOMMODATION

- Based on previous year games, it is decided that the accommodation should be done discipline wise. (Athletes from same sport/ discipline will stay in same or nearby hotels to ensure the transport convenience).
- To ensure smooth flow of events, work should be done in close coordination with the state government for receiving timely information about athlete's arrival and departure so the same can be shared with the ACT team and further the information can be communicated with the EMA.
- Making proper accommodation arrangements as per the itinerary of athletes and ensuring proper food arrangements at the hotel & venue (stadiums).
- ACT team shall monitor the flow of work and ensure the smooth functioning of the event.
- Once the final athlete count is being received by Games Technical Conduct Committee (GTCC) team, the segregation of male and female athletes, Support staff and TO's is to be done.
- EMA ACT to deploy one Single Point of Contact (SPOC) for each hotel and the same information to be shared with every contingent representative.

IMPORTANT POINTERS IN CONSIDERATION PRETAINING TO ACCOMMODATION

Accommodation (Single/ Double/ Triple Occupancy) shall be well-furnished and shall mandatorily have these facilities, namely:

- Air conditioning,
- Free Wi-Fi connection,
- Cable TV/DTH connection,
- Water cooler for drinking water,
- 24-hour hot water and cold-water facility,
- 24x7 power supply, arrangement for First Aid,
- Cleaned pressed bed sheets, blankets,
- Bath towels and hand towels must be provided to the occupants,
- Toiletries (2 soaps, toothbrush, toothpaste, 1 shampoo sachet) and
- Mineral water bottles,
- Laundry facilities (2 pieces per person per day) shall also have to be provided,
- Mosquito repellents,
- Dustbin,
- Cupboards,
- Refrigerator
- Sufficient space for 45-seater bus pick-up and drop-off area close to main entrance & exit of hotel.

➢ CATERING

- EMA must ensure that the catering arrangements are made for all stakeholders at the hotel and at the venue
- EMA should ensure provisions are made for the lunch at the venue for players, support staff and all the other officials, etc.
- All the meals for the athletes, support staff, volunteers, workforce, TO's to be served from the live kitchen prepared at the sporting venue or from the proposed cluster catering areas
- Breakfast and dinner for officials and athletes will be served at the hotels
- Sport specific request for early breakfast and late dinner for athletes & TO's can be arranged in the proposed cluster
- Snacks for Athletes & TO's will be served near the field of play (FOP) areas to ensure smooth conduct of games
- Running snacks during the game times for VIP and Media to be provisioned at respective venues

- EMA ACT to ensure all required hygiene is maintained in the Kitchen and especially at the storage area

IMPORTANT POINTERS IN CONSIDERATION PRETAINING TO CATERING

It is the responsibility of the EMA that all these things are kept in consideration before planning the catering/kitchen area:

- Arrangement of Hangar/Pandals with chairs, table, and other setup arrangements
- Water Arrangements
- Proper Drainage System
- Safe and proper electrical connection to the kitchen area considering the usage of kitchen equipment's such as deep freezers, big masala grinders, etc.
- Placement of fire extinguishers as per prescribed norms must be followed
- Food/waste disposal arrangements
- Waste Management – proper understanding to be made with the local municipal authority for garbage pick-up
- Fumigation
- Gas supply and gas cylinder storage area
- Generator setting area
- Allocated area for cleaning utensils

➢ TRANSPORTATION

A help desk is to be installed at the respective places (airport/railway station/bus stands) for providing the relevant details to officials/players pertaining to their mode of transport from their arrival point till the hotel.

- Transportation to be provided to all the Officials/Athletes/Chef De Mission /Competition Managers/Support Staff /Technical officials coming for the event. Respective pick & drop facility from Airport/Railway station/Bus stand to be provided as well as travel arrangements to be taken care from starting till the end of the games
- Transportation to be provided to athletes/support staff/technical officials to take them to the respective game venues as per the fixtures.
- Dedicated vehicles to be provided to all the Officials/CDM/CM from their respective hotels to game venue.
- There is no provision for pick-up & drop facility for technical officials from Airport/Railway Station/Bus Station.

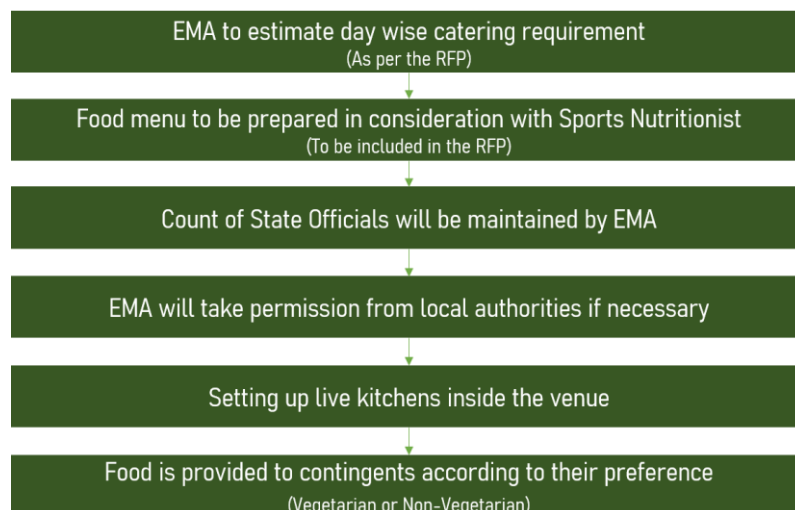- Luggage vehicle to be provided to cycling athletes for shifting from one venue to another cycling venue.
- Transportation services also to be taken care of throughout for distribution of Kits & Accreditation cards.

PROCESS FLOWCHART

> ### ACCOMODATION FLOWCHART

```
┌─────────────────────────────────────────────────────────────┐
│ Mapping the Host State                                       │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Identifying the venues where the Games would be held         │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Divide the venues in to clusters based on the proximity      │
│ between each other                                           │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Identifying hotels around each cluster                       │
│ (should meet the requirements/standards)                     │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ EMA and ACT representative to conduct recee                  │
│ (Quality, security and hygiene to be considered)             │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Room allocation to be done discipline wise and ACT team to   │
│ ensure it                                                    │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Assigning coordinators                                       │
│ (One each from EMA and Hotel)                                │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Arrival and departure shall be handled by the Hotel in       │
│ coordination with the ACT team                               │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Accommodation details to be shared with all FAs for smooth   │
│ coordination                                                 │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Reconfirmation of booking on the day of check-in             │
└─────────────────────────────────────────────────────────────┘
```

> ### CATERING FLOWCHART

```
┌─────────────────────────────────────────────────────────────┐
│ EMA to estimate day wise catering requirement                │
│ (As per the RFP)                                             │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Food menu to be prepared in consideration with Sports        │
│ Nutritionist                                                 │
│ (To be included in the RFP)                                  │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Count of State Officials will be maintained by EMA           │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ EMA will take permission from local authorities if necessary │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Setting up live kitchens inside the venue                    │
└─────────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────────┐
│ Food is provided to contingents according to their preference│
│ (Vegetarian or Non-Vegetarian)                               │
└─────────────────────────────────────────────────────────────┘
```

> ➤ TRANSPORTATION FLOWCHART

```
┌──────────────────────────────────────────┐
│ Information to be collected by EMA in      │
│ coordination with State Coordination FA and│
│ Transport Department                       │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Travel details to be shared with EMA to    │
│ prepare travel plan                        │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ EMA collects and collates information to   │
│ process further details                    │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────┐    ┌──────────────────────────────┐
│ Estimate the count of vehicles│──→│ Host State to verify the      │
│ (Sedan, SUV, Mini buses,      │    │ vehicles                      │
│ buses, etc.)                  │    │                               │
└──────────────────────────────┘    └──────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Allot required number of vehicles after    │
│ verification                               │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Update vehicle details                     │
│ (Driver's name, number, etc.)              │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Vehicle inspection to be done by EMA/ACT   │
│ team before allocation of vehicles to guests│
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Vehicle details to be provided to guests a │
│ day prior of their arrival                 │
└──────────────────────────────────────────┘
                    │
┌──────────────────────────────────────────┐
│ Vehicle to reach the airport well ahead of │
│ time (one hour prior) to avoid last minute │
│ hassle                                     │
└──────────────────────────────────────────┘
```

WELCOME DESK

Welcome desk should be arranged by the EMA at:

- Purpose of the help desk is to provide guidance to the athletes and support staff in case of any queries. EMA representative/volunteer are supposed to guide them about their hotel and transport facility and ensure that they should reach allotted hotel safely, and timely coordinating with Hotel Team.
- Volunteer appointed at hotel should have details of all the vehicles allotted at the hotel. Back-Up vehicle should be handled only with the permission of the supervisor so that it can't be misused.
- Volunteers at each welcome desk should be placed around the clock (working in 2 shifts) to guide/provide information to athletes, support staff and officials.

ROLES AND RESPONSIBILITIES

➢ ACCOMMODATION

Athlete data is to be duly collected from the GTCC team and the same is to be shared with the ACT team and further with the EMA to formulate the matrix of accommodation in terms of the total number of male and female in each sport so the same discipline athlete can be accommodated in nearby hotels to ensure convenience in reaching the venue.

Format of Stay arrangement for each category

- Transit Accommodation – In case of an early arrival and late departure.
- Accommodation – Accommodation as per the actual itinerary i.e., Expected arrival & departure plan as per the decided game schedule.
- Athletes – Accommodation is provided 2 days prior to the game date and 1 day after the game date on triple occupancy basis.
- Support Staff – Accommodation is provided 2 days prior to the game date and 1 day after the game date on triple occupancy basis.
- CDM – Accommodation is provided 2 days prior to the game date and 1 day after the game date on single occupancy basis.
- CM – Accommodation is provided 4-7 days prior to the game date and 1 day after the game date on single occupancy basis.
- Technical Officials – Accommodation is provided 2 days prior to the game date and 1 day after the game date on double occupancy basis.

➢ CATERING

- The EMA Volunteer shall be permanently stationed at each hotel to collect and collate information from the coaches/ managers/ team leaders of the teams in their respective hotels 1 day prior as to know where (hotel/venue) the athlete will be having breakfast/ lunch/evening Snacks/ dinner.
- The information for food requirement for the athletes staying at the hotel can be collected in the following suggestive format for the players who will be staying the hotel:
- The information shall be collected by the EMA volunteer and shall be shared with the hotel daily to ensure necessary arrangements are made accordingly.

DETAILS OF FOOD REQUIREMENTS AT THE ACCOMMODATION

Hotel Name: - _____   Contact Person: - _____

Caretaker Name:- _____   Contact Details :-_____

Advance Information of the food arrangements required for BREAKFAST / LUNCH / EVENING SNACKS & DINNER AT Hotels. (Information should be submit in advance one day prior /within 24 Hrs)

SN	DATE	BF	LUNCH	EVE SNACKS	DINNER	STATE	GAME TYPE	AGE GROUP	INFORMATION BY	DESGN	SIGN	REMARKS
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Cluster Details _____   Cluster Manager Name _____

Designation _____   Contact / Sign _____

- Similarly, information of headcount for meal requirement at Venue/ hotel collected by the EMA volunteer stationed at each hotel will be passed on to the Accommodation Manager and subsequently to the Catering head of each cluster who will further inform the respective Venue Catering managers.
- Coupons for all categories (as per ACT RFP) shall be distributed by EMA team to respective state SLO's /CDM's/ competent authorities with their countersign which can further be utilized at the hotel or venue for their food requirements strictly.
- The athletes and support staff will be instructed by their CDM's to give their preference of venue (hotel/game venue) for the meal to the EMA's volunteer in their respective hotels daily during the specified time slot.
- Lunch will be provided at the venue or hotel as per the prescribed menu according to the actual count which will be collected daily in advance.
- A feedback form should be distributed on a random basis at each hotel/ game venue to know the response and improve accordingly.
- Proper and timely arrangement of F&B for officials should be done at the respective venues.
- Variety of food needs to be provided to the athletes. It is recommended that Catering FA should always guide catering agency to scope what all should be encompassed keeping in mind the nutritional requirements for the athletes. The menu should be decided in accordance with official sports nutritionist for serving variety of foods

MEAL	TIMING	REMARKS
BREAKFAST	6:00 – 9:00	Ensure that the players & officials have their breakfast in the hotel itself.
LUNCH	12.00– 15.00	Lunch to be provided at the venue or at the hotel depending upon the situation
EVENING SNACKS	16.00– 18.00	To be provided in the venue
DINNER	20.00 – 22.30	To be provided in the hotel

*Tentative time; can be changed according to the game schedule

➤ TRANSPORTATION

- Athletes– Vehicles shall be provided to all the athletes from their respective arrival points.
- CDM should be provided with the dedicated vehicle before the games to all the CDM throughout the games as per their schedules till their departure post the games.
- CM should be provided with the dedicated vehicles from their arrival before the game date till their departure post the games.
- Officials/Dignitaries should be allocated respective dedicated vehicles as per the schedule received by the ACT Team.
- Upon arrival of the athletes and support staff, they should reach at the welcome desk at each arrival venue.
- It is advisable to have backup vehicles (Minibus/SUVs/Sedan at each arrival point such as Airport, Railway Station, and Bus stand).
- Adequate vehicles shall be allocated to pick up the Athlete/Support Staff/CDM/CM/Officials 2 days prior to their arrivals.
- Vehicle details such as drivers name, contact number and vehicle number shall be provided to the representatives at all help desks.
- Once the athletes reach their hotel, they shall be provided with room keys and there will be 1 coordinator/volunteer from EMA and respective hotel, who will give all the necessary information.
- Transportation of Athletes/Support Staff/TOs from hotel to event location will be done through Minibuses/Buses.
- Schedule for Transport for Athlete – Buses should be parked at the respective hotels 2.5 hours before the game time, so players reach the match venue minimum 1.5hrs early. Once the athletes reach the venue, volunteers should

escort the players to the match area and back to the parking area after the game. The buses should then take them back to the respective hotel.

- The buses should reach the hotel from their respective hub, cluster wise which will be controlled by EMA's representative.
- At venue the teams shall be received by the EMAs help desk representative in coordination with volunteers and subsequently the teams/players shall be guided to the venue

OTHER ELEMENTS OF ACCOMMODATION, CATERING AND TRANSPORTATION

➢ Accommodation – Room Segmentation

Athletes and Support Staff

I. Allot Triple occupancy room for athletes and for support staff
II. Segregation of athletes and support staff data into male & female
III. Estimate Room count for Male & Female Athletes separately
IV. Ensure that adequate number of rooms in each hotel are blocked well in advance as per the tentative count

For Chef de Mission

I. CDM are to be provided with 5/4-star hotel or equivalent facilities as per the availability
II. Allot Single Occupancy Room for CDM
III. SLO will accompany the CDMs during the games

For Competition Manager

I. CM are to be provided with 3/4-star hotel or equivalent facilities as per the availability
II. Allot Single Occupancy Room for Competition Manager

For Technical Officials/Support Staff

I. Allot Double Occupancy rooms for the TOs & Triple Occupancy rooms for the Support Staffs at a deluxe hotel
II. Segregation of the Support staff & Technical officials' data into Male & Female
III. Estimate Room count for Male & Female officials and support staff separately
IV. Ensure that adequate number of rooms in each hotel are blocked well in advance as per the tentative count

Dignitaries

I. All dignitaries VVIP/VIP/officials from MOS/NADA/SGFI/NSF/Senior level guests from other States & UTs hotel arrangement should be done in 4/5-star property

II. All the arrangements shall be done on single occupancy

Coaches/Managers

I. Arrangement should be done on Double occupancy basis

II. The stay shall be provided at a deluxe hotel

➢ CATERING

- Catering can either be a central venue or at separate venue depending upon the proximity of the stadiums.
- Preferred location is to have the kitchen at the event venue.
- Every Athletes/Support Staff/Technical Officials/Officials are allowed to have meals at a designated area as per the classification of the accreditation cards.
- Few officials are allowed to have "All Access" mentioned on the accreditation cards to have access to all dining area/VIP area whereas other people are limited to specific designated area for having the Lunch/Evening Snacks.

➢ TRANSPORTATION

S. No.	TYPE	VEHICLE TYPE
1	Athlete	Minibus/Big Bus
2	Support Staff	Minibus/Big Bus
3	CDM	SUV
4	CM	Sedan
5	Technical Officials	Bus/ Minibus
6	Dignitaries	SUV/Sedan

Please Note:

- Dedicated Vehicle – SUV/Sedan should be allocated to all the dignitaries as per the scheduled plan received by the ACT Team from their arrival till the departure.
- A dedicated vehicle (SUV) should be provided to every CDM of the state i.e., 2 days before the game date till the game completion and 1 day post the games.
- A dedicated vehicle (Sedan) should be provided to every CM of the state i.e., 4- 7 days before the game date till the game completion and 1 day post the Games

IMPACT MATRIX

➢ ACCOMMODATION

CHALLENGES	RECOMMENDATION	ACTION	RESPONSIBILITY
In case of early arrivals, the permutation and combination of room allocation gets disturbed, this further disturbs the transportation as well as the catering plan	In such scenarios if any athlete is coming early the same should be communicated to the ACT team well in advance to avoid transit accommodation and make other prior arrangements. GTCC shall communicate effectively to the federations that if the team members are reaching before the allocated date and time, they must make their own arrangements. The same should be communicated repeatedly to avoid any confusion.	This needs to be part of online registration T&C and needs to be communicated repeatedly	GTCC & Respective Federations
Help Desk not stationed at hotels, with proper standee and table.	Clear communication is to be done with the hotel at the time of booking so Help Desk can be placed at every hotel venue to avoid any kind of miscommunication.	EMA is expected to do a recce to ensure that the help desk is in place before the arrival.	EMA & Accommodation FA
Room allocation to be made according to the Team	While planning for Accommodation, Team contingent should be accommodated at the same place and mix up of teams should be avoided	Teams and their officials should be accommodated in the same hotel or same place.	EMA, Accommodation FA Coordination FA

CHALLENGES	RECOMMENDATION	ACTION	RESPONSIBILITY
Hotel Rooms not up to standards	EMA should inspect all the hotels/rooms to ensure all the services are well in place.	An inspection should be done in advance to ensure that the teams/players are comfortable.	EMA

➢ CATERING

CHALLENGES	RECOMMENDATION	ACTION	RESPONSIBILITY
Food not served on timely basis affecting the routine of the athlete	It is imperative that the hotel follow strict timelines to ensure timely service of the buffet.	EMA should Strictly advise hotels to follow the timelines.	EMA
A lot of times water bottles are found to be tampered or not sealed.	Strict food safety to be ensured by EMA i.e., water bottle needs to be checked.	EMA should Strictly advise hotels to use sealed water bottles.	EMA
Proper and timely arrangement of F&B for officials at their respective venues Variation in food menu for athletes	GTCC may give the requirement if officials of any discipline cannot come to central dining area during the event or if the venue is bit far and food needs to be delivered Menu should be made in accordance with the nutritionist to serve Variety of Foods keeping in mind the nutritional values.	GTCC needs to give requirement in advance and concerned stakeholder needs to make sure timely delivery of F&B. Nutritionist to make the menu according to the athlete's requirements.	GTCC & Catering FA

➢ TRANSPORTATION

CHALLENGES	RECOMMENDATION FOR IMPLEMENTATION	ACTION NEEDS TO BE TAKEN	RESPONSIBILITY
Since buses are provided to Athletes, if 2-3 athletes are travelling for their event, they would have to wait until all seats get filled.	Buses movement/Roaster should be placed in every hotel a day prior so that everyone can match their timings with the vehicle movement. Transport FA should always keep contingencies vehicle standby in each cluster so that if any Athlete, Team, or official wants to leave for their event can travel via that vehicle.	Volunteer appointed by EMA at every Hotel should have details of all the vehicles allotted at the hotel and backup provision in such scenarios.	Transportation FA & Coordination FA
Driver details at times are not available before time which delays the departure time for reaching the venue timely.	Date-wise travel sheet for athletes and support staff should be made with vehicle number and driver details and should be communicated to the respective state SLO's one day prior to arrival.	EMA to provide all the necessary details in 2 days advance. Volunteer to ensure the same is communicated to all the athletes.	Transportation FA & Coordination FA

BRANDING

INTRODUCTION

Branding is an integral part of Khelo India Games. The significance of Khelo India's brand name and logo are key assets around which Khelo India tries to build strong relationships with the public and participating entities. Branding elevates the look and feel for the entire game and charges the atmosphere by implementing the design language of branding elements for Khelo India across all venues and Host city.

FUNCTIONAL AREA STRUCTURE
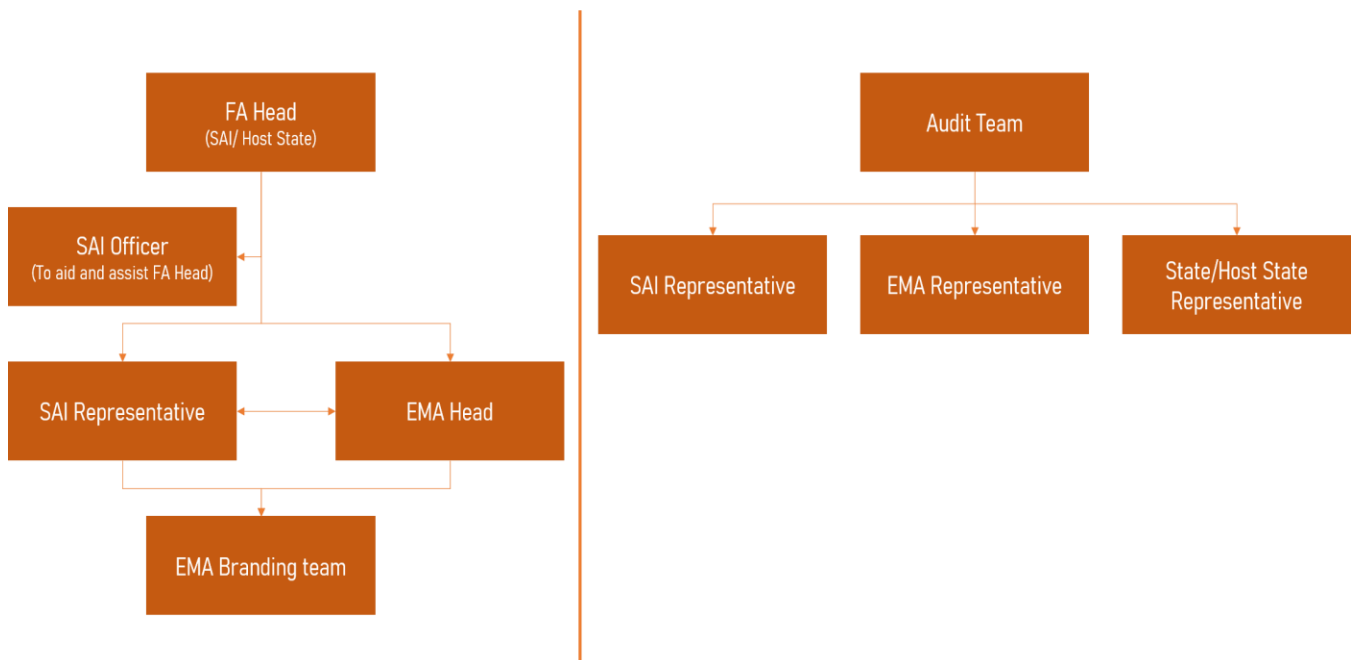
SCOPE OF WORK

- Indoor and outdoor stadium FOP branding including at entry points, seating area, scroll downs, banners, and specific areas.
- Venue directional signage (1 km radius)
- Archways (entry, exit and pathway arch)
- Façade branding
- Standees
- Area signage
- Sports Equipment
- Vehicle branding
- Backdrops and champion's board
- LED panels
- Broadcast logo

BRANDING JUNCTION

Games Secretariat

OC – KI offices – SAI office (Delhi and games venue), State sports department, other important offices in host State, host state Secretariat building.

In stadia Branding

In and around the stadium except the Field of Play (FOP).

Example – Tier branding, drop downs, spectator stand branding, tear drops etc.

Vehicle Branding

Vehicles like Innova's, Sedans, Hatchbacks, buses, and other transportation vehicles used for Khelo India Games purposes

FOP Branding

Branding that happens in the Field of Play (FOP) Example – A boards and T boards around the FOP, Player's entry point arch / square gates.

Venue Branding

Branding elements in the respective stadiums of the venue.

Example – Gate arches, pole branding, walkway standees etc around the equipment & TSR branding

Sports Equipment

All equipment and elements needed for the respective sport. EMA to take GTCC approval before and after branding of any equipment

LIST OF AREAS WHERE BRANDING IS NEEDED

- Indoor FOPs
- Outdoor FOPs
- Directional signage boards
- Venue entry/exit arch
- Police post
- Medical venues
- Press conference room
- Catering lounges
- Mixed zones
- OC– KIUG/KIYG Offices
- Help desks

- Hotels
- Hostels
- Vehicles
- Equipment
- Athletes' rooms
- Coaches' rooms
- Gyms
- Storerooms
- Sports presentation areas
- VIP areas
- Warehouse
- Accreditation and Sports apparel distribution centers
- Washrooms

GENERAL INSTRUCTIONS

- Removal/ superimposing of other events branding wherever required. EMA to ensure that branding is done in the finest manner possible.
- The venue entry and exit gate/arch should be placed/branded at all sporting venues for all sports as specified by SAI.
- All entry points to the stadium seating arrangements and other specific areas e.g., Police post, medical room, press Conference area, catering lounges, playing arena, mixed zones or any other area identified should have adequate branding.
- All player's room, gym, coaches' room, stores etc., and any other specified area/room thereon
- shall be adequately branded.
- The player entry and exit gate/arch should be placed at all venues (all sports) as specified by SAI.
- The venue/players' entry should be aesthetically and thematically designed with color theme
- and palette approved by SAI.
- Event logo to appear with the host broadcaster credit and event/sponsors logos as a standard template. The creative designs for such structures will be approved by SAI.
- Any branding element which has any implication on technical conduct of the Games should be timely addressed by EMA for sorting out the issue in consultation with GTCC.
- The vinyl requirements include but are not limited to branding space on buses, outside of the Stadia and any other space as may be required.
- EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice
- Opening Ceremony for the event is not included in the scope of work of EMA, however, the successful bidder of the opening ceremony and EMA should work in tandem.
- Branding of cars to be done for the LOC officials and SAI officials. The calculation of size of stickers for car branding should be differentiated with bus branding (For E.g., the size of the stickering to be used for branding must be kept in mind for car & Bus). Timelines for Vehicle branding should be planned by EMA in close coordination with Transport aggregator (for providing Vehicles).
- Sticking of Khelo India logo on all equipment to be done in a manner that the logo is clearly seen for media coverage.
- Branding at the airport to include the logo of the official airline partner of Khelo India Games (if any).
- Fabrication and installation of design elements to be as per scope of work and approved Bill of Quantities (BOQ)
- Inspection of different elements of branding work to be done daily to know the gaps requiring attention and flag off issues that need immediate attention.

AMBUSH MARKETING

Ambush marketing is when an organization that is not associated with Khelo India Games in official capacity undergoes a promotional campaign to imply an association with Khelo India under false pretenses.

FALSE ASSOCIATION AKA "AMBUSH MARKETING"

➤ Distribution of any kind of merchandise/bags by vendors should not have Vendor's logo on it.

➤ Direct ambushing: the unauthorized use of protected symbols, logos, words, or designs

➤ Ambushing the event: deliberately gaining exposure for a product or service by creating an unauthorized link or association with an event

➤ Ambushing a sponsor: deliberately undermining the marketing strategy of an official sponsor

PROCESS

TOP TO BOTTOM	TOP TO BOTTOM
1. Preliminary inspection of the venues by EMA/(s), SAI and State Government.	6. Award of work contract to EMA.
2. Finalization of scope of work & BOQ for branding.	7. A joint recce/inspection of the site including all stakeholders- SAI, EMA (selected) and State Government for approvals of the branding elements.
3. Presentation on location-wise display of designs and elements by EMA to SAI.	8. EMA to submit a detailed plan of execution with the sample of flex, vinyl, sun boards etc. to be used in branding throughout the Game.
4. All creative templates and designs for branding elements are to be approved in advance by SAI and the timelines should be adhered to.	9. EMA to execute the branding work by keeping in view the venue, location, and the date of start of the competition. Camera positions in case of live events need to be considered during placement of the elements.
5. Approval of location-wise display of approved designs by SAI.	10. All branding work to be done within the approved ceiling cost/quantity.

PAYMENT PROCEDURE

- Measurement, verification, and certification of installed branding elements: The concerned Regional Centre (RC) will carry out the work of measurement of all elements of branding work along with authorized representatives of EMA and SAI.
- Representative EMA to be present at the time of measurement.
- At least two volunteers to be attached with the Engineer to assist them in taking measurement and notes.
- Certification of bills by a three-member committee consisting of Junior Engineer [SAI, RC (for Host State], representative of EMA and SAI and the overall Master sheet to be signed by Junior Engineer [SAI, RC (for Host State], Representative of EMA, SAI, and FA Head (Branding) and submission to competent authority for further payment process.

BRANDING ELEMENT	MEASUREMENT SIZE/UNIT	QUANTITY AS PER BOQ

Payments will be made on an actual basis depending upon the work done on the quantity of promised goods/services as specified in the work order.

a. All approvals regarding different elements of branding to be on record
b. All approvals regarding different designs duly signed by the Competent Authority to be on record
c. Photographs and videos
d. Detailed report from the engineers.

S.NO.	TASK	DEADLINE (IN DAYS)
1	Preparation of scope of work	T-90
2	Preparation of BOQ item wise and locations for various branding elements	T- 80
3	Approval of item wise BOQ and locations	T- 80
4	Floating of tender	T- 75
5	Identification of EMA and award of work contract	T- 60
6	Meeting of stakeholders	T-55
7	Survey of locations and measurements, decision on various placements of branding elements	T- 50
8	Preparation of designs for various branding elements	T- 45
9	Approval of designs for various branding elements	T- 40
10	Collation of all approved branding structures, mock-ups, and templates into a program manual	T- 30
11	Submission of detailed plan of execution	T- 20
12	Installation of branding elements in approved locations after removal or by superimposing on ISL and South Asian Games branding	T-10
13	Inspection, measurement, and certification of installed branding works	T-5
14	Certification of bills by members of committee	After verification of report by FA Head
15	Payments on actual basis	After Games

COORDINATION

INTRODUCTION

Coordination is the function of a management which ensures that different functional areas and stakeholders are in sync and adhere to the timelines

To ensure Smooth coordination & execution of events, all the Functional Areas are to be assisted by Subject Matter Experts (SMEs) of the Event Management Agency. It is the responsibility of the Coordination Functional area to escalate every information for better clarity.

STRUCTURE

```
                    Sr. Executive Director
                   (Competition and Events)
                             │
                             ▼
                    Competition and Events ──────▶  YP
                          (AD/DD)        
                             │           ──────▶  DEO
        ┌────────────────────┼────────────────────┐
        ▼                    ▼                    ▼
  Technical Conduct        Events            Secretariat
        │                    │                    │
        ▼                    ▼                    ▼
        JC                   JC                   JC
        │                    │                    │
        ▼                    ▼                    ▼
```

Technical Conduct	Events	Secretariat
• GTCC Norms • Nomination Process • FOP readiness • NSF Coordination • IOA/SGFI/AIU Coordination	• Coordination with FAs • Minor events • Any other work related to events • Sponsorship and Marketing • Sports for Women	• Files closure • Budget • Approvals (DPAC) • Impact of other two components (SFW and Indigenous) • Analysis • Sports for Women
YP DEO	YP YP	YP DEO AA

COMPONENTS OF KHELO INDIA GAMES

COMPONENTS OF "KHELO INDIA GAMES"

Event Operations

1. Coordination
2. Marketing & Branding
3. Accreditation
4. Design Agency
5. Media and Communication
6. Sports Kits
7. Anti Doping, NADA Seminar
8. Talent Identification
9. Venue Operations
10. Venue Overlays
11. Information, Communication and Technology (ICT)

12. Accommodation and Catering
13. Transportation
14. State Coordination
15. Volunteers
16. Spectator Engagement
17. Sports Equipment
18. Sports Presentations
19. Opening Ceremony
20. Protocol
21. Medical
22. Security

Technical Conduct

1. Games Technical Conduct Committee (GTCC)
2. Sports Disciplines & Events
3. Selection & Eligibility Criteria
4. Nominations with details
5. Fixtures & Broadcast Schedule
6. Field of Play (FOP) readiness and Sports Equipment
7. Technical Officials, Competition Managers and Sports Specific Volunteers
8. Timing, Scoring and Results (TSR)

Finalization of BOQ For ALL FAs → Identification of Event Management Agency → Notification to all Functional Area Heads

SCOPE OF WORK

1. Inviting Expression of Interest from different States/UT and universities and evaluation of the same with available facilities and requirements to conduct the games.
2. Assigning roles and responsibilities to host state and host university and continue monitoring of the workflow. Finalize the requirement for BOQ and float the request for proposal for tender process.
3. Identification of the event management agency for the games and opening ceremony.
4. Records Management consisting of delivery Receipts, Inventory Records, Movement of equipment/ Stationary/Furniture Fixture and Equipment, and any other item under the scope of work of EMA, to record all operations and activities with relevant photo/documentary evidence to ensure smooth vendor payments.
5. Reporting is an important aspect of Event Management. EMA is expected to create & maintain detailed reports for each functional area. This includes but is not limited to Production reports, Overlays Reporting, Branding Reports, Inventory reports, Variance Analysis, Workforce Planning & Deployment, Photo- Books of the event.
6. Preparation and implementation of Organization Chart with workflow & detailed timelines for delivery.
7. Aid & assistance in delivering services within the scope defined under each functional area
8. Supervision by Senior Management of EMA for overall functions and end-to-end coordination of the following Functional Areas (collectively called ACT) in respect of the participants (taking travel plans of various stakeholders, room allotment, creation of counters at Railway Station & Airport, vehicle management etc.). It is clarified that arrangements for hotel accommodation, vehicles & catering for players, tech officials & volunteers, other dignitaries will be made by the state:
   a. Accommodation
   b. Catering
   c. Transport
9. Planning and Execution of VIP Management Plan – Create & Collate a list of Dignitaries, send out the invitations, follow up on arrival confirmation & dates, Coordination to ensure travel & itinerary plans are accounted for, arrival, accommodation & transport as per stature of guest. Detailed VIP Movement Plan. Expected VIPs are appx. 500 for Opening Ceremony and appx. 200 during the Games.
   a. Athlete & Technical Official Movement Plan: Coordination to ensure arrival planning, transport, accommodation & movement planning as per the Schedule. Expected persons are approx. 1200 Technical Officials & 7000 athletes, 2000 support staff.
   b. Venue Management Plan
   c. Crowd management plan for the spectators at designated venues.
   d. Vehicle Movement & Management Plan within the designated venues.
   e. Identify spaces for parking facilities at designated venues.
10. Coordination with & support to:
    a. The Broadcast partners
    b. Coordination with Host State, SAI, and other stakeholders to capture a complete overview of the Games.
    c. Security Functional Area

11. Housekeeping and Cleanliness Briefing, Deployment, Management & Reporting Plan– House– keeping Staff will be recruited & provided to the EMA by the State.
12. Host State shall provide base shell space for the office premises in Guwahati. All the basic setups including Furniture, Fixtures, Equipment, Internet connectivity or any other requirement to keep functional efficiencies shall be managed by the EMA for their own work force.

PRE-GAMES FLOW OF ACTIVITIES (ADMINISTRATIVE)

PRE-GAMES FLOW OF ACTIVITIES-ON SITE

Movement of Khelo India team to the Host City

Setting Up of Khelo India Secretariat Office

Event Operations

- Overall Coordination
- Regular joint review meetings of all FAs
- Opening Ceremony
- Creation of checkpoints for all the FA's through EMA and Service Providers
- Coordination of FAs with SAI (Accreditation, Media Ops, Sports Kit, Designs)

Technical Conduct (GTCC)

- Equipment availability
- FOP and overlays readiness
- TSR functionality
- Fixtures finalization in consultation with Star
- Equipment branding
- **Set up of Games Operation Centre (GOC)**

State/ University Coordination

- Coordination with CDMs/UCMs
- Travel itinerary of Contingents
- State/University Liaisoning Officer
- Point of Contact for providing Information

Dissemination of Information for On-ground Activation

DURING GAMES FLOW OF ACTIVITIES

Activation of self sustainable processes for flow of information for all FAs

Event Operations
- Overall Coordination
- Regular meetings with CDMs/UCMs
- Protocol for Opening, Closing and Presentation Ceremonies.
- NADA Coordination.
- Execution of FAs with SAI
- (Accreditation, Media Ops, Sports Kit, Designs).
- Action on any issues arising in any FA.

Technical Conduct (GTCC)
- Technical Conduct as per schedule and fixture
- FoP Readiness at the start of the day.
- Equipment availability
- FoP Changeover

Games Operational Centre (GOC)
- Coordination for Live Broadcast
- Live Results-Manually as well as through TSR.
- Live Updates Medal Tally
- Data for printing Merit Certificates.
- New National Records

Dissemination of Information for On-ground Activation

POST- GAMES FLOW OF ACTIVITIES

Submission of Reports by FA Heads and EMA

Inventory assessment

Upgradation of Standard Operating Procedures (SOP) & Post Games Report (PGR)

Payment to Stakeholders

Utilization Certificate from Host State/NSF/Regional centres/Participating States

Settlement of Accounts

TIMELINES

S.NO.	DESCRIPTION	TIMELINE (MONTHS)
1	Inviting Expression of Interest from State/UT and Evaluation	T – 5 Months
2	Distribution of Roles and Responsibilities	T – 4 Months
3	Finalization of BOQ For ALL FAs	T – 4 Months
4	Identification of EMA for Games and Opening Ceremony	T – 2 Months
5	Notification to all Functional Area Heads	T – 2 Months
6	Funds Disbursement to State	T – 2 Months
8	Setting up of Games Secretariat	T – 1 Month
9	Local Activation / City Activation	T – 1 Month

DESIGN AGENCY

Backdrop

Invites

Schedule

Day- Wise Schedule

Letterhead

INTRODUCTION

Design agency is much more than creating one-of-a-kind marketing materials for the Khelo India Games. A strong design can drive the experience, make a statement about the look and feel of the games village to cater and enhance the experience of the athletes and various stakeholders. It is important to create designs for advertisements, graphics and all other branding collaterals used for calls to action that are not only aesthetically appealing, but also clear and concise of that message that needs to be delivered. While creating a design it should be precise and appealing to the stakeholders/athletes that delivers the Khelo India brand value effectively. Basic design principles such as contrast, repetition, alignment, proximity etc. should be investigated carefully. Design agency focuses mainly on creatives, print designing, marketing collaterals etc.

FUNCTIONAL AREA STRUCTURE
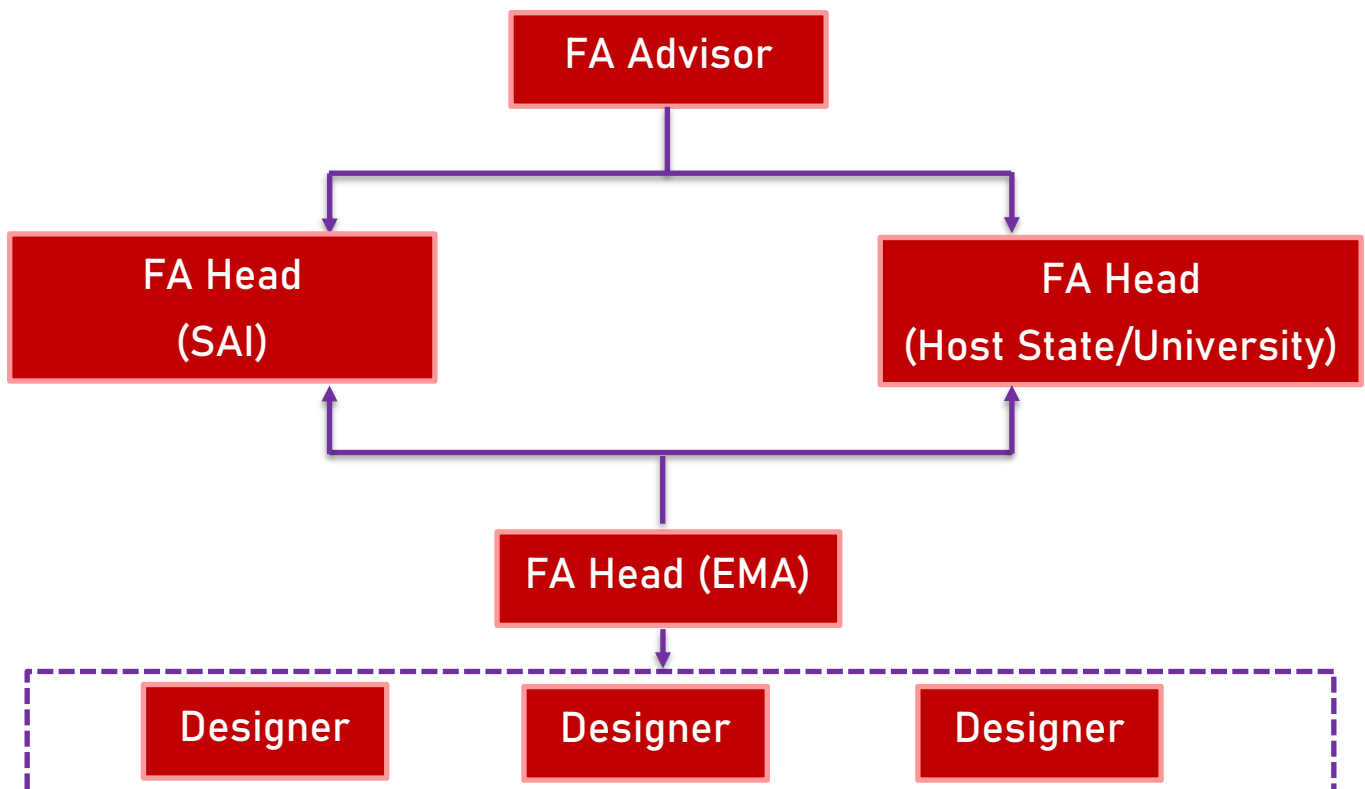
ROLES & RESPONSIBILITIES

- Conduct a recce of the games venue and plan the in stadia and out stadia branding accordingly.
- Create a comprehensive deck of designs for the games and present it to the organizing committee at the time of pitch presentation.
- Provide options for games logo, communication and design language options integrating the Khelo India Logo and other stakeholders
- Post finalization of logo and design by the organizing committee, prepare a deck of venue morphing to showcase the look and feel of the venue.
- Post finalization of logo, design, and communication by the organizing committee, prepare a comprehensive deck of game collaterals like – stationary, outdoor branding, leaflets, posters, and other marketing materials.
- Prepare options for FOP branding and TSR templates to be approved by the organizing committee.

SCOPE OF WORK

I. To design all collaterals and branding in English, Hindi & Regional language for Khelo India Games as defined by Khelo India Secretariat.

II. Indicative list of design required is as follows:

- Composite logo (original Khelo India Logo & previous year's designs for look and feel of the event will be provided by SAI, EMA to build upon and enhance the same)
- Designing of Official Mascot for the Event
- Invitations
- Stationary
- Posters
- Hoardings
- Flyers
- Leaflets
- Newspaper advertisements
- Accreditation template
- In stadia Branding
- Drop-downs
- Building brandings
- Bus Branding

- Equipment Branding
- Running Board Branding
- LED Branding content
- TSR Templates
- E-Fixtures
- Any other design requirement related to Event
- Audio Visual (AV) of duration 3 Minutes for
- Volunteer Manual
- Accreditation Manual
- Chef de Mission Manual
- Any other as required
- Games Schedule
- Launch Ceremony creatives
- Media invite
- Media Folder
- Accreditation form
- Medals with lanyards
- Medal Box
- Lapel pins
- Trophies
- Canter Design
- CDM Meeting Creatives
- Certificates
- Parking Stickers
- Aircraft Branding
- E-invites
- FOP Boards
- Ceremony passes
- Travel desk + standees
- Sport wise fixtures
- Information Manual
- Backdrops
- NADA Standees & Banners
- Sports Kit Instructions

- Directional Signages
- Champions Board

III. Ensure that all marketing communication, adverts, collateral & Templates will carry Khelo India Games logo, Khelo India marks, all logos of government stakeholders in the collaterals.

IV. Design to be vibrant, colourful, and inspirational in visual design reflecting event colour scheme.

V. All designs to be approved by SAI

PROCESS FLOW CHART

- Designer should be operational from the secretariat for close coordination with SAI and host State
- Delay in the delivery of designs, which leads to delay in production for branding, marketing, sports presentations, collaterals & advertising
- The design of branding and collateral should be fixed after considering logo and other elements from all the stakeholders
- Logos and all elements of all the stakeholders to be collected well in advance for avoiding last minute change
- The percentage division of branding between SAI, MYAS, Khelo India, Fit India, Host State, and sponsors to be decided well in advance
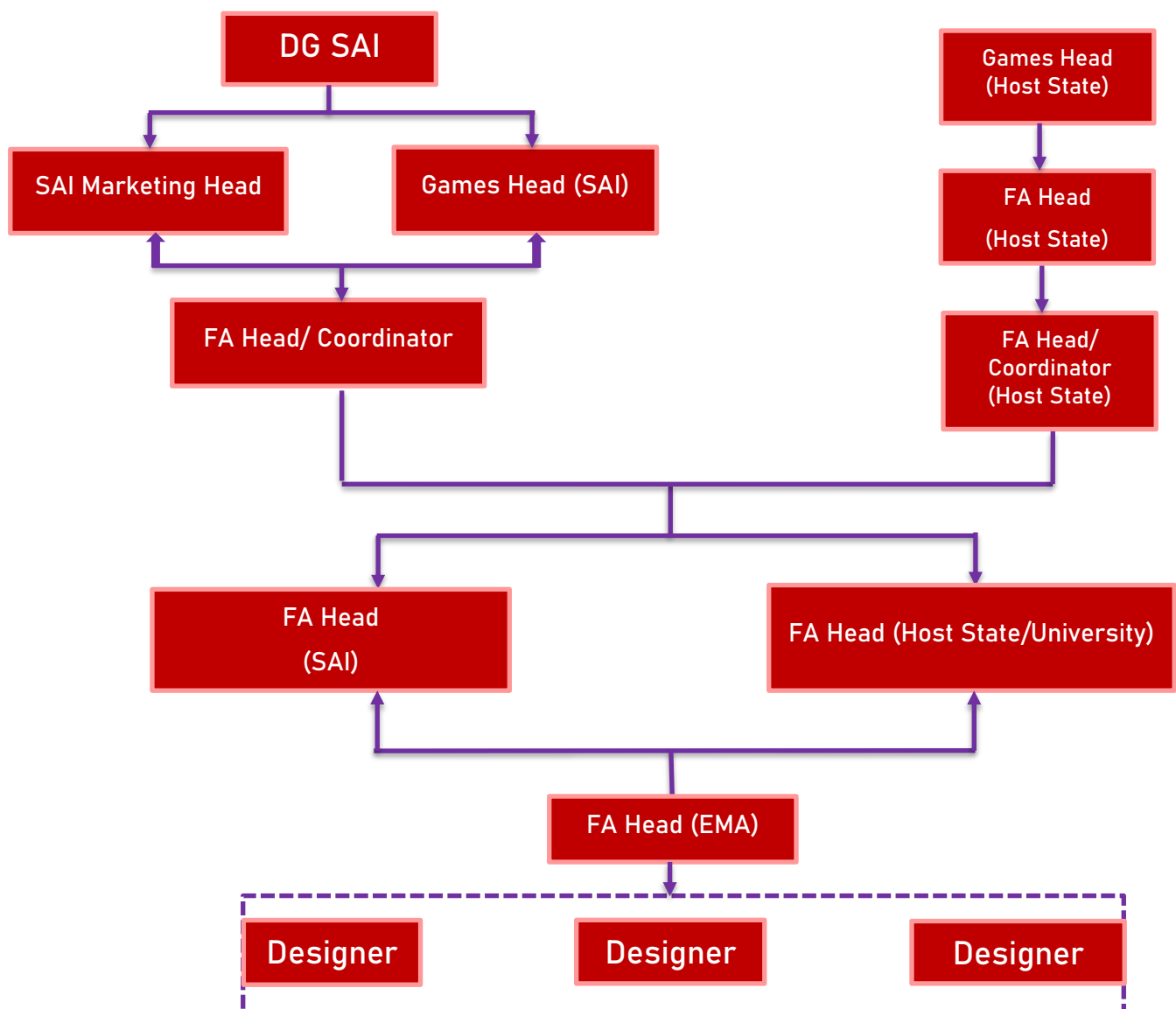
TIMELINES

S. No.	DESCRIPTION	TIMELINE
1	EMA On-board	T – 60
2	Recce of Venues along with Host State	T – 60
3	Samples of Designs & Creatives	T – 60
4	Designs as per Measurement of Selected Branding Areas	T – 60
5	Designs & Creatives from EMA	T – 60
6	Design for all Branding Collaterals	T – 60
7	Design & Creative Approval	T – 30
8	Certificates Approvals	T – 30
9	Printing Process to begin	T – 15

GAMES TECHNICAL CONDUCT COMMITTEE

Review Meeting for
Khelo India University Games, 2020

INTRODUCTION

❖ **Games Technical Conduct Committee (GTCC)**

GTCC is the core body which is responsible for overseeing and executing the competition management of each sport during the games. The GTCC worked closely with the NSF/ Universities/ Host State and their representatives for the successful conduct of the technical aspects of each sport for the games. The GTCC acts as a point of contact between the local organizing committee–Khelo India Games, the Competition Management, and the National Sporting Federations/Universities/ AIU for the Games.

❖ **Constitution of Games Technical Conduct Committee (GTCC)**

GTCC is considered the most important committee to host any Khelo India Games and is constituted to make decisions regarding technical conduct of the Games in consultation with varied stakeholders, namely, IOA, SGFI, AIU, CBSE, and NSFs for each respective sports discipline. GTCC ensures evaluation and short-listing of Host Venue, nomination of Athletes, technical Officials, venue allocation plan, readiness of all Field of Play (FOP) at par with Olympic standards, equipment of highest quality, sanctions to all National Sports Federations (NSF's), rulebooks & guidelines to host respective disciplines, Schedule, Fixtures & Results update, medals tally, Jury for appeals and any other aspect related to the technical conduct of the games.

ORGANISATION STRUCTURE
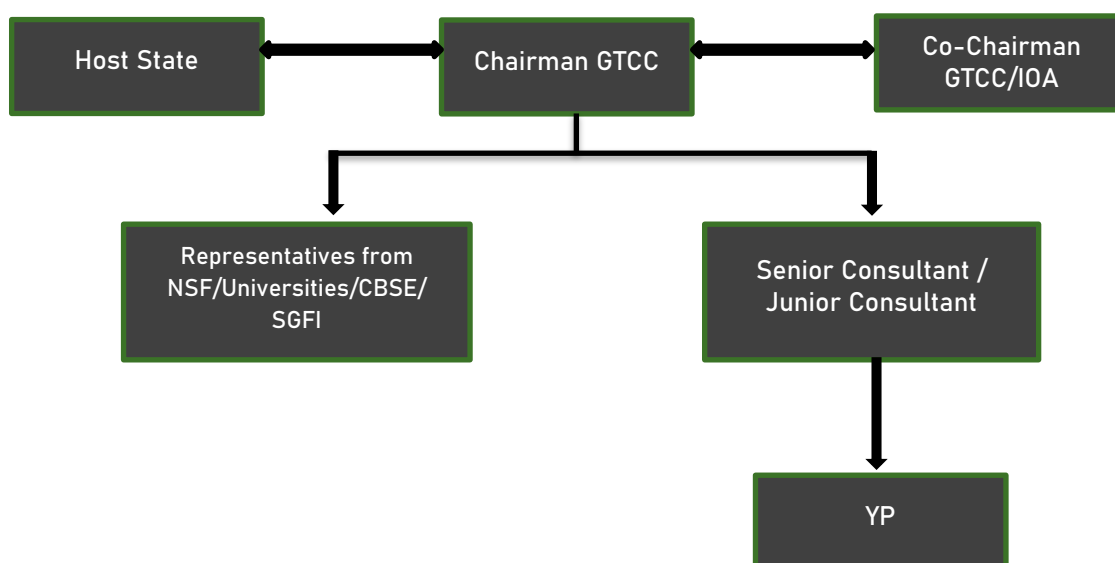
FLOW CHART

The flow chart that defines the process of GTCC is as under

```
                    ┌──────────────────────────────┐
                    │  Constitution of GTCC Committee │
                    └──────────────────────────────┘
                                  │
                                  ▼
                    ┌──────────────────────────────┐
                    │  Finalization of Venues, Dates of the
                    │  conduct of Sports & Number of Events, and
                    │  Sports Equipment's/TSR        │
                    └──────────────────────────────┘
                                  │
                                  ▼
```

Grants/ Funds shall be released to be concerned Stakeholder for

1. Release of Grant to NSF/RD for the travel of Athletes, TO, CM, CDM/UCM, Coaches, Managers & Support Staff
2. Release of Grant to NSF for Stationery, Hiring of TSR, Competition fee for SSV, CM & TO

⟷ **Finalization of Eligibility Criteria for the nomination of Athletes, CDM/UCM, SSV, GV, Coaches/ Manager & Support Staff** ⟷ **Arrangements of Kits for TO, Athletes, SSV, GV**

```
                                  │
                                  ▼
                    ┌──────────────────────────────┐
                    │  Nomination of Athletes, TO, CM, Nodal
                    │  Officers, CDM/UCM, SSV, GV, Coaches/
                    │  Manager & Support Staff       │
                    └──────────────────────────────┘
                                  │
                                  ▼
                    ┌──────────────────────────────┐
                    │  Arrival of State Contingency to the Host
                    │  State/ Host University        │
                    └──────────────────────────────┘
                                  │
                                  ▼
                    ┌──────────────────────────────┐
                    │  Conduct of the Games          │
                    └──────────────────────────────┘
                                  │
                                  ▼
                    ┌──────────────────────────────┐
                    │  Departure of State Contingents │
                    └──────────────────────────────┘
```

TO- Technical Official

CM- Competition Manager

CDM/UCM- Chef De Mission/ University Contingent Manager

SSV- Sports Specific Volunteer

GV- General Volunteer

TSR- Time Scoring & Results

SCOPE OF WORK

➢ FINALIZATION OF GAMES SCHEDULE

GAMES SCHEDULE

I. A schedule is a plan that gives a list of sports and the times at which each one should happen.
II. Ensuring dates of Khelo India Games do not clash with Schedule of sports Calendar of SGFI/NSF/AIU/CBSE.
III. Involvement of Star Sports in preparing schedule for Live telecast
IV. Signing off Schedule in consultation with other stakeholders.
V. Based on schedule, preparation of detail date& time wise fixtures of all the disciplines.
VI. To ensure the team (GTCC/Host State / University) entrusted for recce in the initial stages of planning, should report the actual conditions of the Venues

➢ PROCESS FLOW

Venue inspection by SAI Officials, Broadcaster & Host State Representatives

⬇

Drafting of Schedule as per feasibility to conduct event at the venue and identification of athlete's practice area

⬇

Finalization of Schedule and Venue Allocation to be done in 1st GTCC meeting in consultation with all Stakeholders
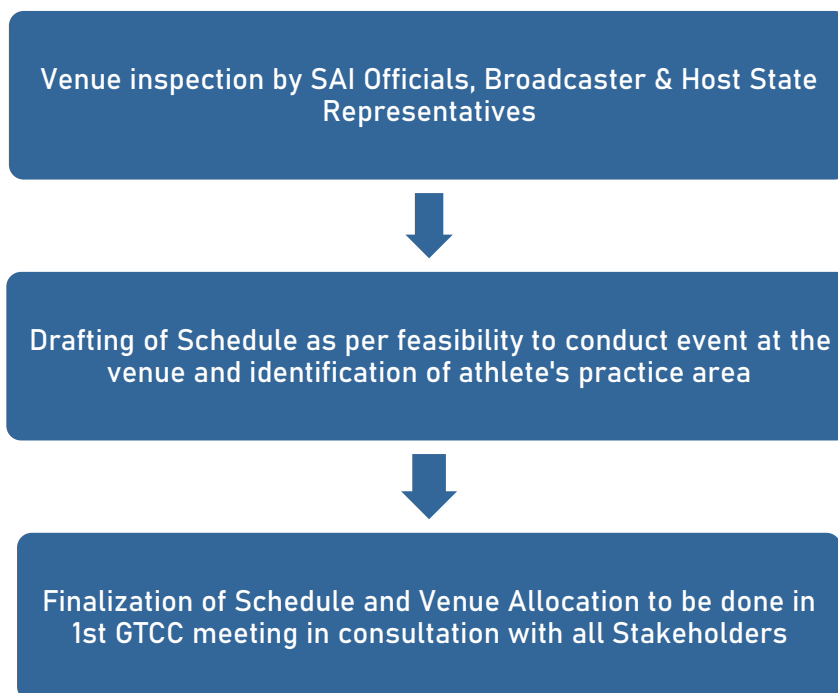
➢ FINALIZATION OF GAMES FIXTURES

FIXTURES

Number of matches will be held for the tournaments with number of teams participating.
I. Ensuring details of participating team matches should have team's jersey colour combination

| Team A | V | Team B |

II. Should have Team arrival timing, event start timing, event end timing, Medal Ceremony timing & Duration of matches

❖ FINALIZATION OF EVENTS AND MEDAL AT STAKE

EVENTS
Number of events in different sports are finalised in GTCC meeting in consultation with all stake holders based on the feasibility to conduct the events at the Host State /University.
The events are to be incorporated in the games must be listed in Olympic and Asian Games / Commonwealth Games/NSF Championships /AIU Championships

❖ PROCESS FLOW

Finalisation of Sports

⬇

Drafting of number of events
Note : Events Must be listed in Olympics & Asian Games/ Commonwealth Games/ NSF Competitions / AIU Competitions

⬇

Finalization of Events in GTCC in consultation with all Stakeholders

❖ MEDALS AT STAKE

Once the events are finalized, the medal at Stake will also be finalized in GTCC meeting in consultation with all stake holders at par with international rules.

S.NO.	SPORTS DISCIPLINE	BOYS			GIRLS			CONSOLIDATED		
MEDALS AT STAKE										
UNDER 17 YEARS										
		GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE
1	Archery	2	2	2	2	2	2	4	4	4
2	Athletics	17	17	17	15	15	15	32	32	32
3	Badminton	2	2	2	2	2	2	4	4	4
4	Boxing	10	10	20	10	10	20	20	20	40
5	Cycling	7	7	7	7	7	7	14	14	14
6	Gymnastics	7	7	7	10	10	10	17	17	17
7	Judo	7	7	14	7	7	14	14	14	28
8	Shooting	2	2	2	2	2	2	4	4	4
9	Swimming	19	19	19	19	19	19	38	38	38
10	Table Tennis	2	2	2	2	2	2	4	4	4
11	Tennis	2	2	2	2	2	2	4	4	4
12	Weightlifting	10	10	10	10	10	10	20	20	20
13	Wrestling (freestyle)	7	7	14	7	7	14	14	14	28
	Wrestling (Greco Roman)	7	7	14	0	0	0	7	7	14
14	Basketball	1	1	1	1	1	1	2	2	2
15	Football	1	1	1	1	1	1	2	2	2
16	Hockey	1	1	1	1	1	1	2	2	2
17	Kabaddi	1	1	2	1	1	2	2	2	4
18	Kho Kho	1	1	2	1	1	2	2	2	4
19	Volleyball	1	1	1	1	1	1	2	2	2
Totals		107	107	140	101	101	127	208	208	267

S.NO.	SPORTS DISCIPLINE	MEDALS AT STAKE								
		UNDER 21 YEARS								
		BOYS			GIRLS			CONSOLIDATED		
		GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE
1	Archery	2	2	2	2	2	2	4	4	4
2	Athletics	19	19	19	19	19	19	38	38	38
3	Badminton	2	2	2	2	2	2	4	4	4
4	Boxing	10	10	20	8	8	16	18	18	36
5	Cycling	9	9	7	9	9	9	18	18	18
6	Gymnastics	7	7	7	10	10	10	17	17	17
7	Judo	8	8	16	8	8	16	16	16	32
8	Lawn Bowl	4	4	8	4	4	8	10	10	20
9	Shooting	6	6	6	6	6	2	15	15	15
10	Swimming	19	19	19	19	19	19	38	38	38
11	Table Tennis	2	2	2	2	2	2	4	4	4
12	Tennis	2	2	2	2	2	2	4	4	4
13	Weightlifting	10	10	10	10	10	10	20	20	20
14	Wrestling (freestyle)	7	7	14	7	7	14	14	14	28
	Wrestling (Greco Roman)	7	7	14	0	0	0	7	7	14
15	Basketball	1	1	1	1	1	1	2	2	2
16	Football	1	1	1	1	1	1	2	2	2
17	Hockey	1	1	1	1	1	1	2	2	2
18	Kabaddi	1	1	2	1	1	2	2	2	4
19	Kho Kho	1	1	2	1	1	2	2	2	4
20	Volleyball	1	1	1	1	1	1	2	2	2
Totals		120	120	158	114	114	143	239	239	308

➢ FINALIZATION OF ELIGIBILITY AND NOMINATION CRITERIA FOR THE ATHLETES

ELIGIBILITY CRITERIA
The Khelo India Games is being conducted in U-17, U-21, & U-25 Age categories.
❖ Age Eligibility for U-17

The players enrolled in schools and age is less or equal to 17 Years will be eligible to participate in U-17 age group (KIYG)
❖ Age Eligibility for U-21

Players age less or equal to 21 Years will be eligible to participate in U-21 age group. It is not mandatory to be enrolled in any College/ University. (KIYG)
❖ Age Eligibility for U-25

The players enrolled in college and age is less or equal to 25 Years will be eligible to participate in U-25 age group. (KIUG)

NOMINATION CRITERIA
Nomination Criteria for the games is finalised in the GTCC meeting. The Nomination Criteria can be seen at Annexure A
I) Nomination Process of Athletes on Portal
Athletes can register of Khelo India Portal. The Nomination Athletes is done Liaisoning with all Stakeholders i.e., NSF, SGFI, CBSE, AIU, States as per eligibility and Selection criteria. GTCC must ensure stakeholders (NSF / Host State/University) to be sensitized to curb replacement of athletes at the last moment

NOMINATION FLOW

```
┌──────────────────────────────────────────┐
│        Athlete Registration (Open)        │
│     (This will serve for master Dashboard) │
└──────────────────────────────────────────┘
                    │
                    ▼
┌──────────────────────────────────────────┐
│                 Bucketing                  │
│   (These are probable entries which might be │
│         nominated for KIG)                 │
└──────────────────────────────────────────┘
          │                      │
          ▼                      ▼
┌──────────────────┐   ┌──────────────────────────┐
│  Kit Ready Check │   │  Accreditation Ready Check │
└──────────────────┘   └──────────────────────────┘
          │                      │
          └──────────┬───────────┘
                     ▼
          ┌────────────────────┐
          │     Nominations     │
          └────────────────────┘
       │                │                 │
       ▼                ▼                 ▼
┌──────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ Export       │ │ Export eligible  │ │ Export eligible  │
│ eligible     │ │ candidates' data │ │ candidates' data │
│ candidates'  │ │ for certificate  │ │ for accreditation │
│ data to TSR  │ │ printing         │ │                  │
└──────────────┘ └──────────────────┘ └──────────────────┘
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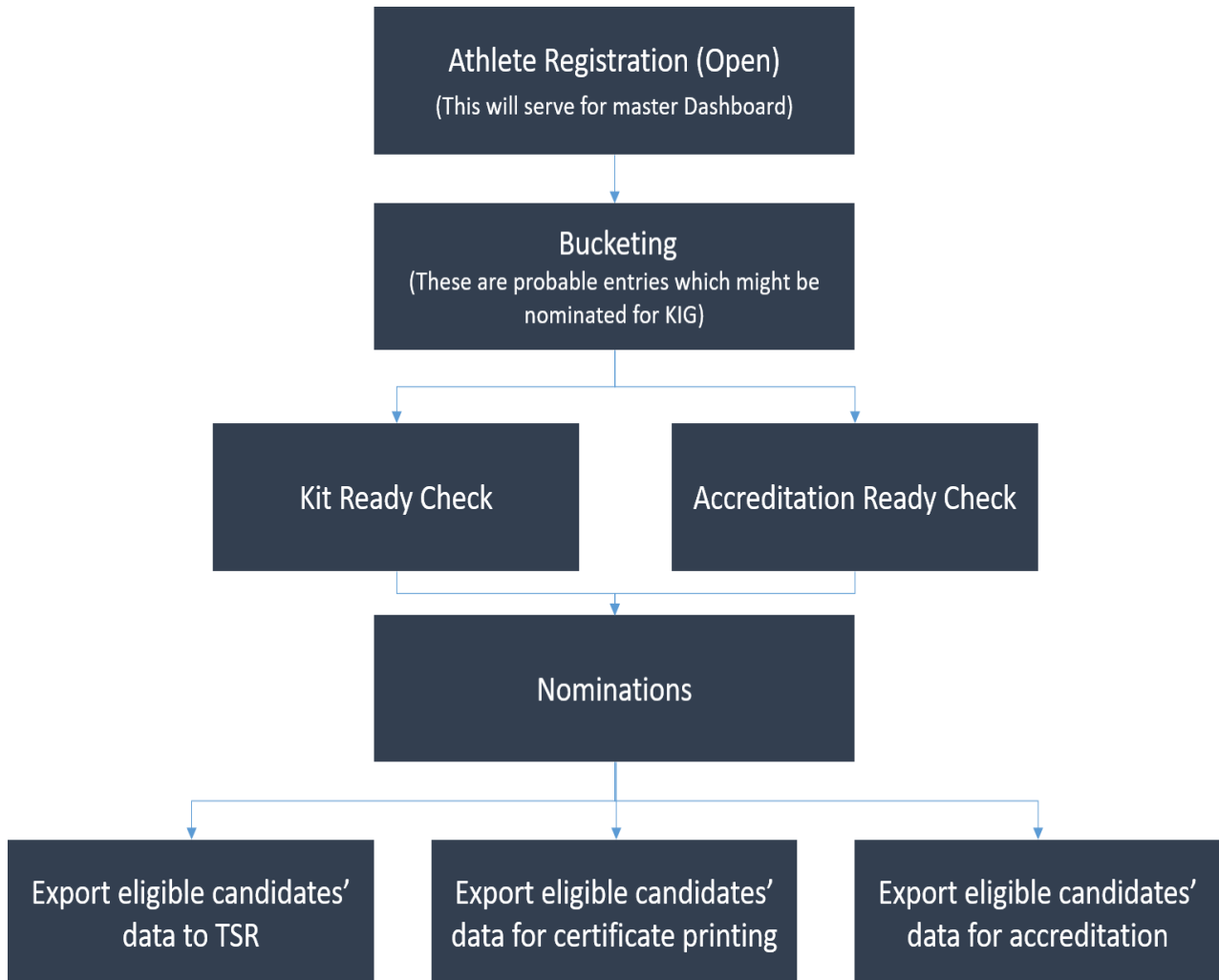
➢ **KHELO INDIA ATHLETES DASHBOARD**
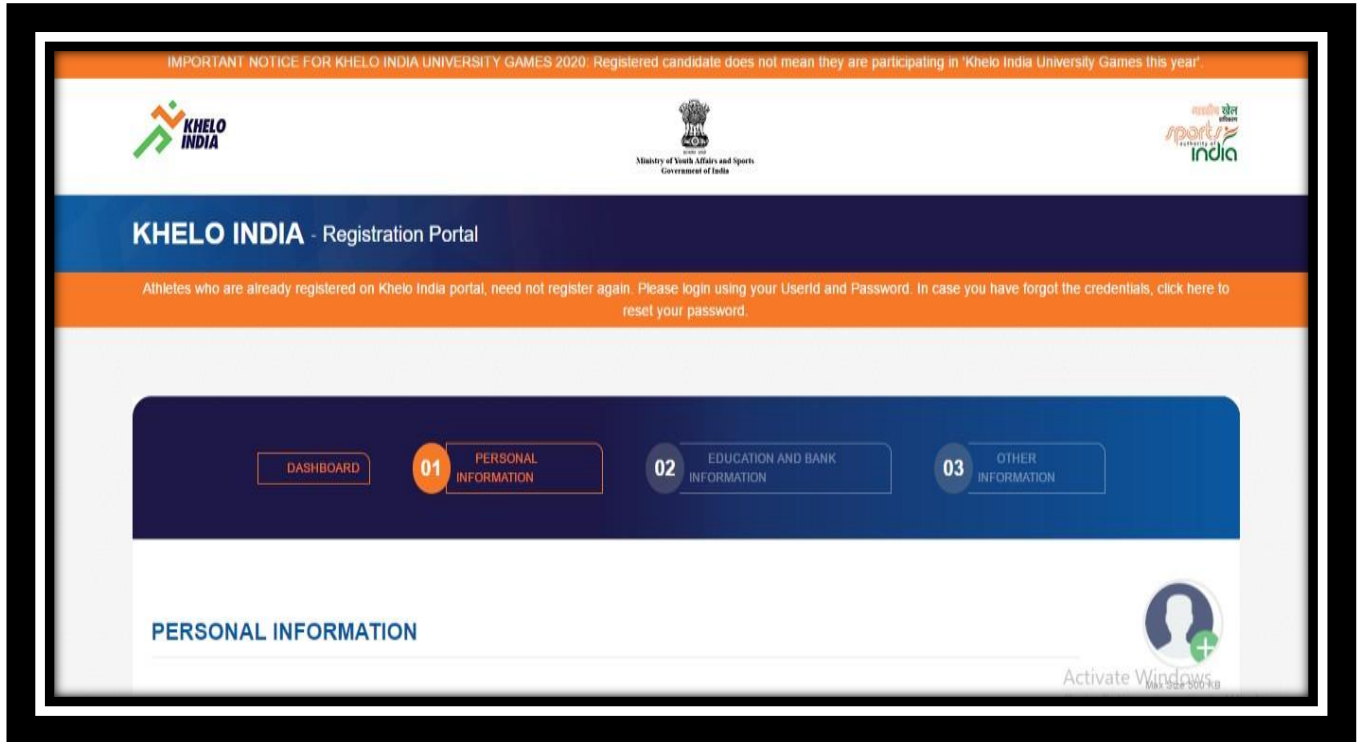
➢ **ASCERTAINMENT OF KITS SIZES OF ALL ATHLETES/TECHNICAL OFFICIALS**

For the Games Sports Kit/ Uniform is provided by Organizing Committee and the ascertainment of kit/ Uniform sizes is done with the data of athletes/ Technical Official nominated by respective federation/ Universities/ State on Khelo India Portal. GTCC must ensure.

Stakeholders (NSF / State/University) to be sensitized to curb replacement of athletes/ Technical Officials at the last moment

Stakeholder (NSF / State/University) to be sensitized to fill the data correctly

KITTING DETAILS OPTION ON KHELO INDIA PORTAL

PROCESS FLOW

Players/Technical Officials Nomination on Portal
Note: All stakeholders must ensure the mentioned kits sizes on portal must be correct

Sports Kits data ready

Data Shared with EMA for procurements Kits for Athletes

NSF export the data for the procurements uniform for Technical Officials
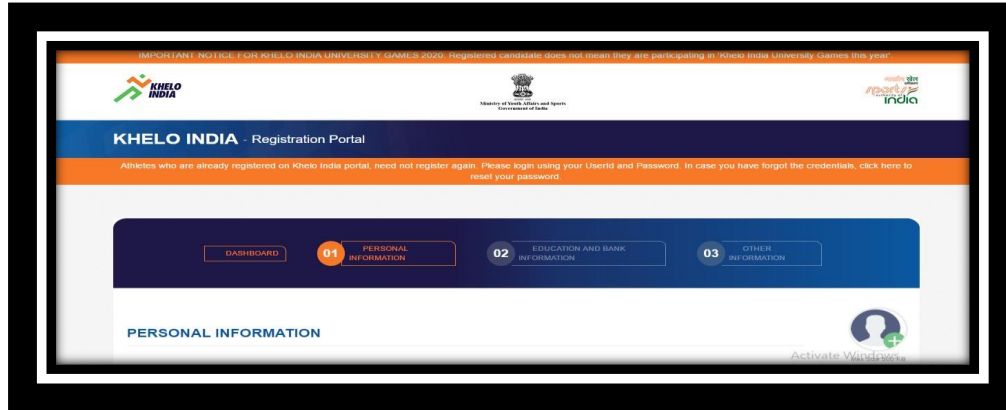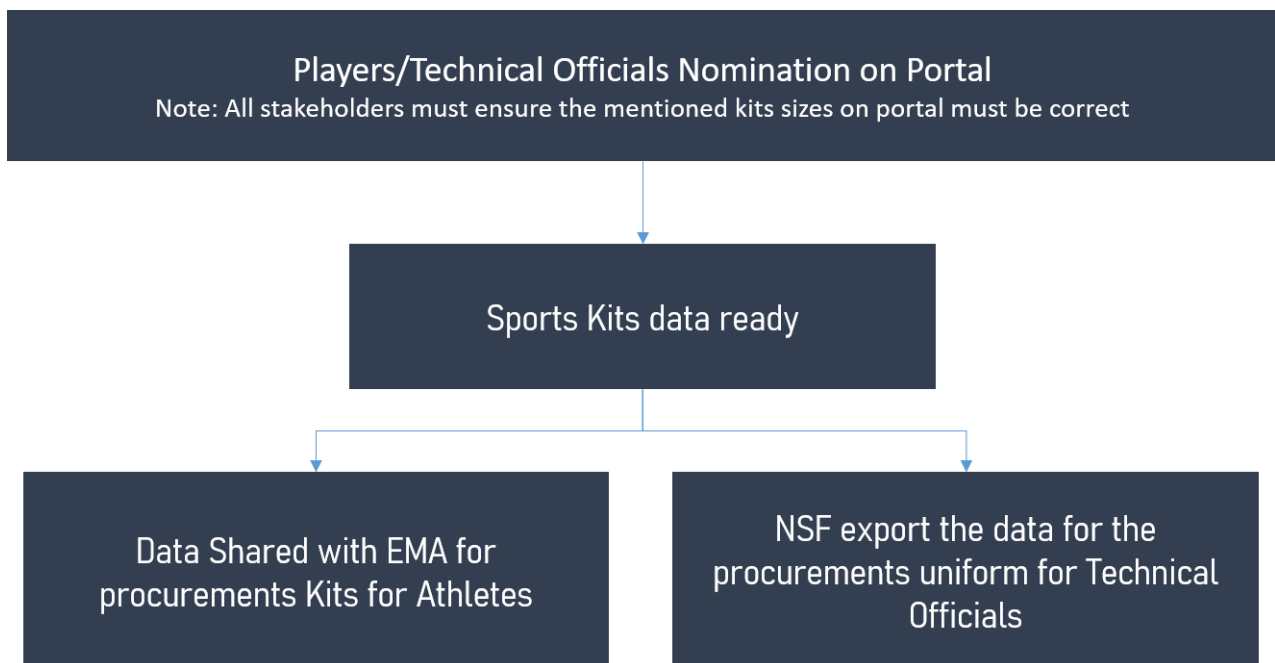
➢ **EARMARKING AND NOMINATION OF TECHNICAL OFFICIALS**
TECHNICAL OFFICIALS
A Technical Official is defined as any person who controls the play of a competition by applying the rules and regulations of the sport to make judgments on rule infringement, performance, time or ranking. A Technical Official act as an impartial judge of sporting competition. This involves an obligation to perform with accuracy, consistency, objectivity, and the highest sense of integrity. Technical officials are segregated into two categories i.e., ITO (International Technical Officials) & NTO (National Technical Officials)

COMPETITION MANAGER

A representative of the National Sports Federation (NSF) who assists GTCC (being a member of GTCC) for taking needful decisions which may be required for the smooth conduct of the Games. The representative is nominated by National Sports Federation

Earmarking of Number of Technical of officials (NTO/ITO) is done at GTCC meeting which is based on the requirement of services of technical officials on the field of Play (FOP) during games.

SPORTS	KHELO INDIA GAMES		TOTAL
	INTERNATIONAL TECHNICAL OFFICIAL (ITO) 20%	NATIONAL TECHNICAL OFFICIAL (NTO) 80%	
Archery	5	20	25
Athletics	25	100	125
Badminton	13	54	67
Basketball	11	43	54
Boxing	11	44	55
Cycling	0	35	35
Football	8	32	40
Gymnastic	17	67	84
Hockey	6	24	30
Judo	8	31	39
Kabaddi	8	32	40
Kho Kho	9	34	43
Lawn Bowl	5	26	31
Shooting	9	36	45
Swimming	25	100	125
Table Tennis	6	25	31

Tennis	9	37	46
Volleyball	15	61	76
Weightlifting	9	38	47
Wrestling	5	20	25
Total	204	859	1063

RESPONSIBILITIES OF TECHNICAL OFFICIALS

I. To officiate the conduct of the event at the FOP during Games
II. To ensure Technical Conduct of International Standard as per norms applied internationally
III. To ensure that the field of play (the Competition area which includes the Warm-up area etc) is safe for competitors and officials
IV. To know the Rules with absolute assurance. To apply (not interpret) the Rules without fear or favour.
V. To use a degree of 'common sense' when confronted by non-technical issues.

COMPETITION MANAGER

I. Representative of NSF Cum Member of GTCC
II. Finalise Games schedule and Fixtures of the Games
III. To project the requirement of technical officials and SSVs
IV. Nomination of entries of the athletes/Technical officials/SSVs
V. Inspection of Venues and Sports Equipment's
VI. To project overlays requirements
VII. Finalisation of TSR System
VIII. Entrusted to attend all GTCC meeting and give their suggestions for any essential requirement for the smooth conduct of the games
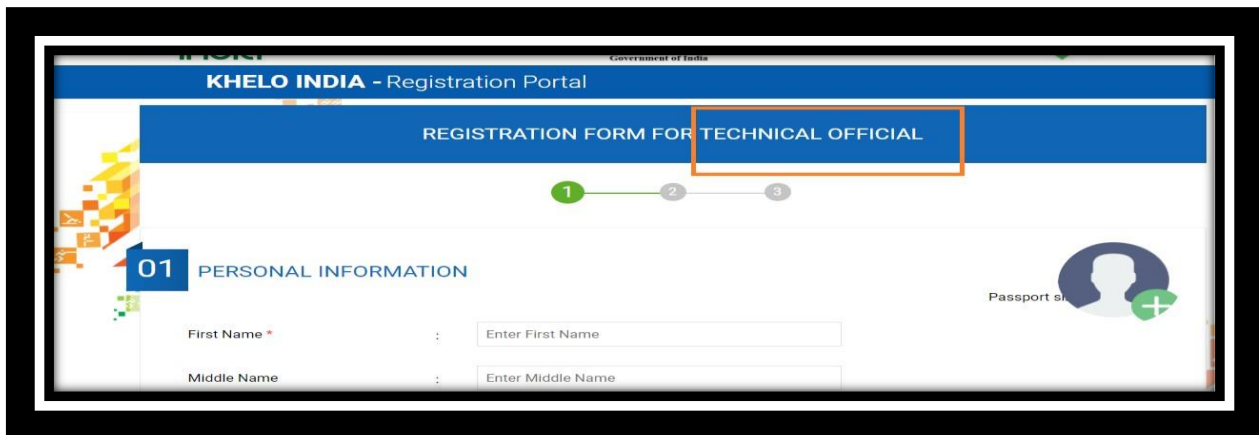
NOMINATION OF TECHNICAL OFFICIALS & COMPETITION MANAGERS

I.   Technical Official can register of Khelo India Portal. The Technical Officials is nominated by Respective Federation as per earmarked number

II.   These technical Officials will be either of National or International Level, named as National Technical Official (NTO) & International Technical Officials (ITO)

III. Stakeholder (NSF/University) to be sensitized to curb replacement of athletes at the last moment

IV.   Competition managers should be required to provide role/duty wise division of officials when providing the numbers required

V.   Strict deadline should be set for online registrations and nominations as late entries may not be entertained

PROCESS FLOW

Technical Official Registration (Open)
This will serve for master DB

↓

TO nomination for KIG by respective Federation

↓

Accreditation Ready

↓

Export data for Accreditation and Certificate Printing

↓

TO deployment across event

KHELO INDIA TECHNICAL OFFICIAL DASHBOARD

➢ **EARMARKING OF NUMBER/ CRITERIA OF SPORTS SPECIFIC VOLUNTEERS (SSV)/ GENERAL VOLUNTEERS (GV)**

General Volunteers (GVs)

I. General volunteers (GVs) play a diversified role across various functional areas such as ACT, Medical, Sports Kits, Sports Presentation, etc.

II. They form a supporting web around the core technical conduct of the Games. Essential to their functioning is communication with multiple stakeholders and their presence stretches beyond a set time.

Sports Specific Volunteers (SSVs)

I. Sport specific volunteers (SSVs) are inherent to the technical conduct of the Games and requires for the individuals to be well versed with the technical aspects of the allocated sport.

II. They are usually sportspersons from a particular sport registered with the respective Federation/Association. They report to the nominated competition managers of the respective sports discipline.

Earmarking of Number of Volunteers (SSV/GV) is done at GTCC meeting which is based on the requirement of services of volunteers on the field of Play (FOP). GTCC must ensure.

I. Stakeholder (NSF/Host State/ University) to be sensitized to curb replacement of Volunteers at last the last moment

II. Strict deadline should be set for online registrations and nominations as late entries may not be entertained (GTCC/AIU/CM/State/ University)

III. NSF / University /State must be sensitised to get bank details from volunteers

SPORTS	KHELO INDIA GAMES		TOTAL
	GV	SSV	
Archery	15	20	35
Athletics	40	40	80
Badminton	10	5	15
Basketball	6	12	18
Boxing	10	10	20
Cycling	0	15	15
Football	10	20	30
Gymnastic	0	23	23
Hockey	0	30	30
Judo	10	10	20
Kabaddi	25	15	40
Kho Kho	15	20	35
Lawn Bowl	25	5	30
Shooting	0	20	20
Swimming	25	25	50
Table Tennis	10	10	20
Tennis	20	30	50
Volleyball	10	24	34
Weightlifting	10	15	25
Wrestling	15	10	25
Total	256	359	615

RESPONSIBILITIES

I. SSV and GV are to assist Competition Manager for the smooth conduct of the Games
II. Volunteers offer event organizers a wide knowledge base and a range of skills to assist with tasks such as running competitions, liaising with visiting teams, working with media and security organizations, and providing services for athletes, sponsors, spectators, and other organizations associated with the sport event
III. If required may handle Sports Equipment's during Competition.

CRITERIA FOR THE NOMINATION OF GV AND SSV

The criteria for the nomination SSV for respective sports is given below.

I.   Should be residing and belonging to Host City/University.
II.   Age should not be more than 40 Years.
III. Should be aware of the rules and regulation of respective sport.
IV.   Should be physically and mentally fit.
V.   Should have personal bank account number.
VI.   Should be willing to worker and if possible, worked as volunteers earlier.
VII. Should be willing to work in uniform provided to SSV.

The criteria for the nomination GV for respective sports is given below.

I.   Should be residing and belonging to Host City/ University.
II.   Age should not be more than 25 Years.
III. Should be physically and mentally fit.
IV.   Should have personal bank account number.
V.   Should be willing to work in uniform provided to GV

NOMINATION FLOW

KHELO INDIA PORTAL GENERAL VOLUNTEERS DASHBOARD

➢ **TO ENSURE NOMINATION OF COACHES AND MANAGERS, SUPPORT STAFF, & CDM/UCM ON KHELO INDIA PORTAL**

Nomination of Coaches & Managers

Coach

A coach is a person involved in the direction, instruction, and training of the operations of a sports team or of individual sports people

He/ She must hold a NIS Diploma or should be an International Medallist.

(Or)

He/ She must hold a M. P. Ed Degree or should be a National Medallist.

(Or)

He / She must be a State Government Sports Teacher and must have been a state coach for at least 2 years at the SGFI / NSFs National championships

Responsibilities

I.   Structured and planned training sessions.
II.   Preparation of the players for playing games
III.   Development and structure of the team game plan.
IV.   Communicating the game plan to the players.
V.   Developing each player potential.
VI.   Encouraging excellence in execution.
VII.   Providing positive feedback and post-games analysis to the players.
VIII.   Adherence to player selection guidelines.
IX.   Communication with players when moved between teams. (Both up and down)
X.   Building and maintaining team morale.

Manager

A Manager is a person who is responsible for managing athletes /Team as well as taking care of the day-to-day operation of athletes / team as a coordinator.

He/ She must be a Group-B employee within the Central or State Government.

And

He /she must have management experience of at least 2 years in government in field of Sports.
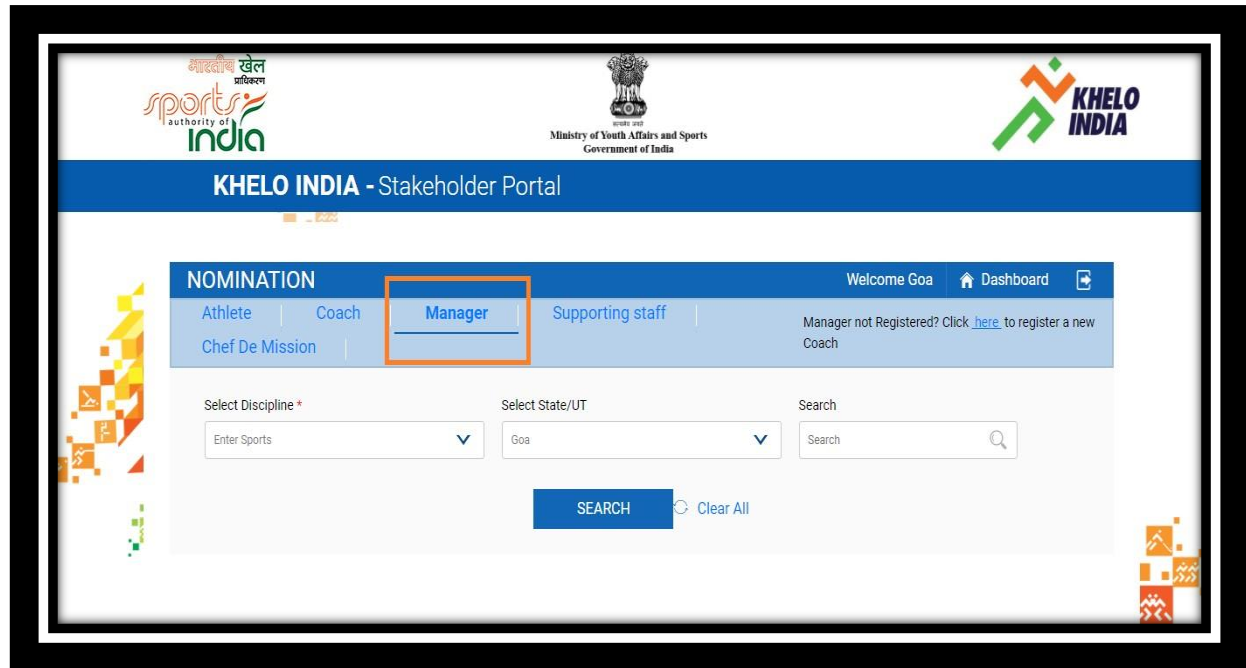
Responsibilities

      I.   To accompany players

     II.   Organizing necessary team support to ensure the smooth running of the team.

    III.   Support the coach in matters relating to players welfare.

    IV.   Active participation in team meetings.

     V.   Advising coaches if any players are known to be unavailable for training or game

    VI.   Ensuring players are aware of game daytime and location

Nomination Flow

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┌─────────────────────────────┐
│   Coaches and Manager       │
│   Registration (Open)       │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Nomination of Coaches and │
│   Manager by Respective State│
└─────────────────────────────┘
              │
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┌─────────────────────────────┐
│   Accreditation Ready       │
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│  Export Accreditation ready data│
│  for printing of Accreditation │
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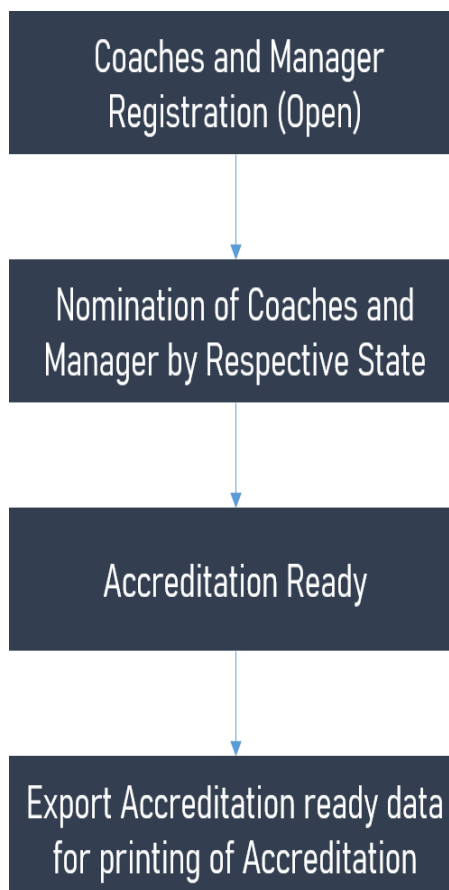
KHELO INDIA PORTAL MANAGER - DASHBOARD

Nomination of Support Staff

Support Staff

A coach is usually supported by one or more assistant coaches and specialist support staff. The staff may include coordinators, strength and fitness specialists, and trainers. In elite sport, the role of nutritionists, masseur physiotherapists will all become critical to the overall long-term success of a coach and athlete. They work on the overall responsibility of their athletes.

Supports Staff is nominated by respective state and should not exceed 30 % of the total no. of athletes of the respective state/university

Responsibilities

I.   Physiotherapist is indispensable as he/she run onto the field with their kits to provide relief to the players (If player is in pain) and help players to recover from injuries sustained

II. Physiotherapists educate players in taking necessary precautions to prevent serious injuries

III. To advice players regarding physical and endurance training, facilitating the latter's quest towards better fitness and maximum output against strong oppositions.

IV. A masseur, or massage therapist, performs specialized techniques that help relax and manipulate muscles. Masseurs work in a variety of fields, and they include sports medicine, reflexology, and aromatherapy

V.   The nutritionists are responsible for preparing balanced diet charts according to each player's body requirements, along with monitoring the health effects of the same on them.

NOMINATION FLOW
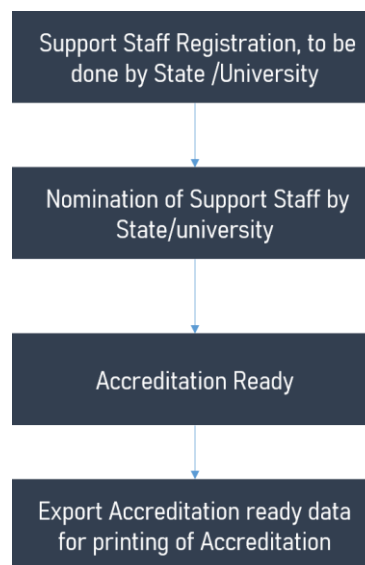
Nomination of CDM/UCM

The CDM/UCM is the head of the state's/University's contingent and is nominated by State/ University The CDM//UCM is responsible to ensure that all the athletes are registered on the portal and verification of these athletes is also complete. The CDM/UCM is the medium through which the athletes and state coordination team could interact and share grievances and feedback.

Responsibilities

I.   Overall, in charge of the state contingent

II.   Finalization of entries of the athletes

III.   Submission of travel plan as per the game schedule

IV.   Single point of contact for receiving of kits, accreditation

V.   Caretaker of the athletes in the games

VI.   To make sure that athletes report on time at the venues as per the schedule of the games

VII.   To ensure that players of the proper age group represent their state

VIII.   Total no. of support staff should not exceed 30 % of the total no. of athletes of the respective state

IX. Women coaches and managers compulsorily must accompany female athletes.

NOMINATION FLOW

CDM/UCM is nominated by State/University

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CDM/UCM can register on Khelo India Portal

↓

Accreditation Ready

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Export Accreditation ready data for printing of Accreditation
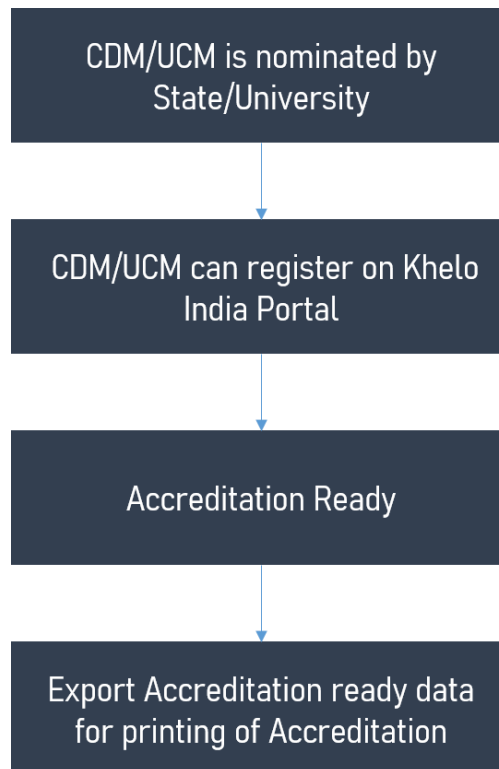
Khelo India Portal CDM/UCM- Dashboard
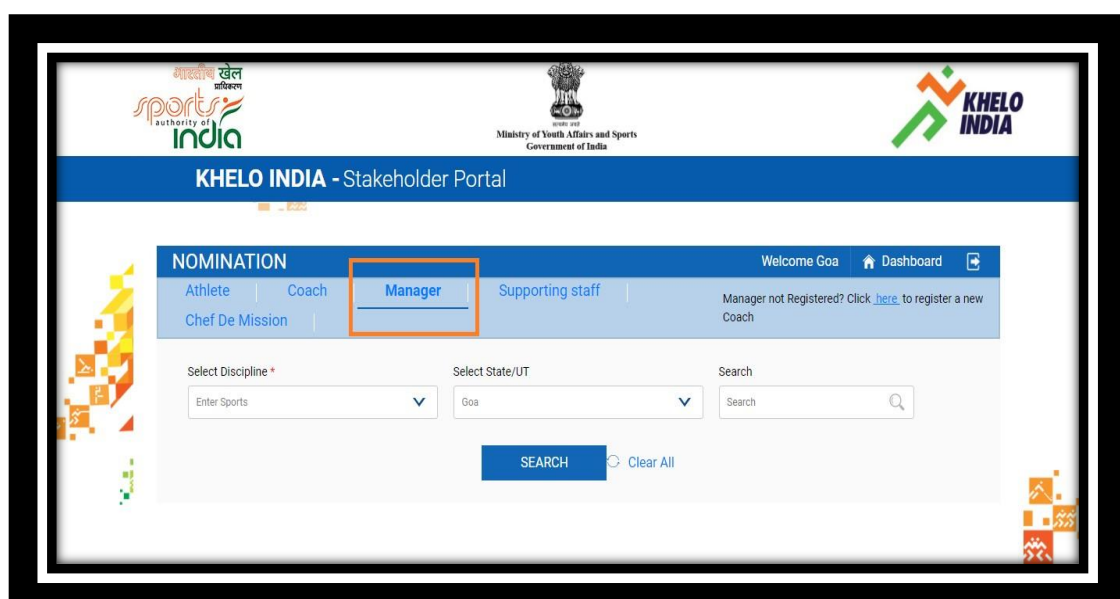
➤ **ENSURING AVAILABILITY OF SPORTS EQUIPMENT**

Sports Equipment
Equipment needed to participate in a particular sport.

    I.   Ensured all other technical sports equipment required by the respective individual sports is available at the venue for the Games. The availability of Sports equipment is being checked by GTCC and State representatives.

    II.   To ensure the available equipment's are of International Standards
         a. Requirement for Sports equipment for the conduct of the games is to be submitted to Host Sate /University.

    III.   Equipment with the quality specifications (International Standard) required for each sport must be recommended by the concerned sports Federations and same must be forwarded to Host State.

    IV.   Equipment shall be procured well in advance for branding and checking purposes

    V.   Equipment branding should be scoped in the RFP

Inspection of Sports Equipment	Inspection Report
(by GTCC & State/University representative) Availability of the equipment Quality of the equipment Additional requirement	Equipment Inspection report is submitted to Host State /University for further necessary action
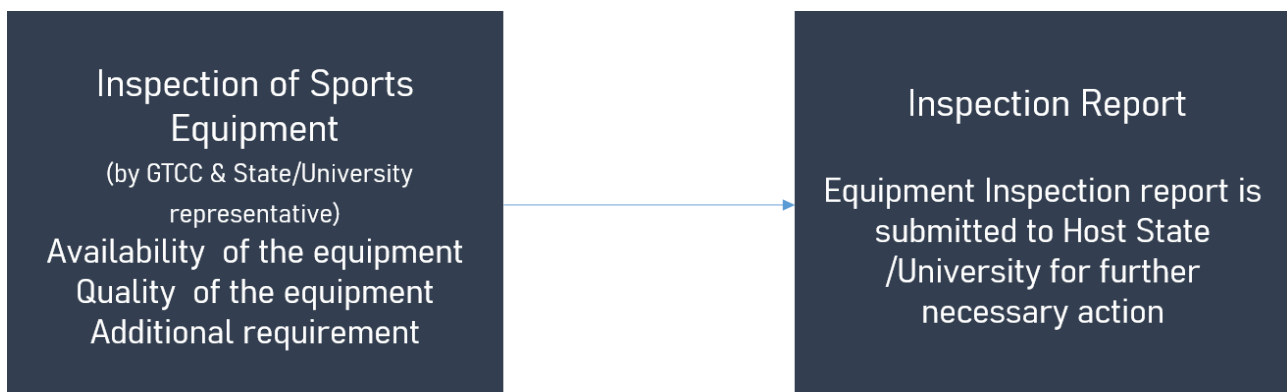
➤ **ENSURING AVAILABILITY OF TSR SYSTEM**

TSR
A system that is designed to show the results/Score on the led screen and sharing the results/Scores to the TV broadcaster and to the other digital platform without any delay just after the completion of event.

    I.   Time Scoring and Result (TSR) required for the Technical Conduct and various requirements is recommended by the concerned National Sports Federations (NSF) is of International Standard, as NSFs are entrusted to provide TSR System for the Games

    II.   To ensure proper synchronisation of TSR System with T V broadcaster and Khelo India Portal.

III.   A letter can be taken from all the NSFs to make sure that TSR is of international standard. Anything that NSF wants from Host or SAI should be communicated in writing at least 20 days prior to the games

➢ **RESPONSIBILITY OF FOP READINESS AND FINALIZATION OF VENUE**
  I.   Fop readiness will be the responsibility of Host State
  II.   Ensuring Proper Field of Play for each Sports Discipline on recommendations of NSFs.
  III.   Signing of FOP by respective NSF

➢ **RESPONSIBILITY FOR TECHNICAL CONDUCT**
  I.   Minimum Benchmark as qualifying standard will be recommended for each sports discipline by the respective Sports Federations to the GTCC.
  II.   Compilation of data received from NSFs and Publishing it as a Technical Booklet.
  III.   Technical Conduct of the Sports will be done through Technical Officials of Sports Federations.

➢ **RELEASE OF FUNDS/GRANTS TO NSF AND STATE IN CONNECTION TO TECHNICAL CONDUCT**
  For the smooth conduct of the games Grants are to relate to RDs and NSF for various purpose which are as follows
  I.   Release of Grant to NSF for Stationary, Travelling Allowance to Technical Officials and Competition Manager, Hiring of TSR, Uniform to Technical Officials
  II.   Release of Grant to NSF for the Competition fee to SSV, TO & CM
  III.   Grant Release to RD for the travel of State contingent

➢ **CRITERIA FOR WILD CARD ENTRY**
  The states /Universities which has less participation in previous Games are eligible to participate under wild card entry.
  I.   Wild card Quota is applicable only in Individual Sports Disciplines.
  II.   States/ University with less than 90 participants in the previous of Khelo India Games to be provided with Wild Card Entry Quota to support potential athletes and increase participation from these States.
  III.   The benchmark may change as per the requirement Wild Card Nomination Committee of KIG is decide the final allocation of wild cards for each sport.

➤ FINALIZATION AND SUBMISSION OF DAY WISE TRAFFIC FOR TRANSPORTATION, ACCOMMODATION TO HOST STATE/ UNIVERSITY

After finalizing number of Sports, number of events & number of Participants in each event, number of Technical Officials, Number of UCM/CDM, Number of Support Staff, a maximum participation for the Games as well as Day wise traffic will be calculated and will be shared with Host/University for Transportation and Accommodation arrangements

➤ RESPONSIBILITY OF SHARING FIXTURES AND DAILY SCHEDULE OF RESULTS AND MAINTAINING MEDAL TALLY BASED ON THE RESULTS

- Sharing Fixtures and daily schedule
- GTCC shares day wise fixture and daily schedule to CDM/UCM/ Coaches /ACT Team via any android messenger and as well as upload it on Khelo India Portal. All players get the information from respective CDM/UCM/ Coaches or directly from Khelo India Portal. Any changes on day wise fixture and daily schedule are communicated by GTCC only.
- Maintaining Medal tally
- GTCC is also entrusted to maintain Medal Tally based on the results received after the completion of respective events by Competition Manager. The medal tally is shared with TV Broad caster, SAI social media, & Khelo India Website Handler

➤ DISTRIBUTION OF CERTIFICATES FOR TECHNICAL OFFICIALS, COMPETITION MANAGER, SSV & ATHLETES

After the completion of the respective sports GTCC will issue certificates to Technical Officials, SSV, & Athletes. Technical Officials & Competition manager certificates will be handed over to Competition Manager, Sports Specific volunteers' certificate will be handed over to SSV In charge, & Athletes Certificate will be handed over to CDM/UCM.

I. To ensure Certificate number must be present on Athlete's merit and participation certificates

II. To ensure athletes merit and participation certificates should be signed by GTCC member and Competition Manager

III. All NSFs/AIU should be sensitised to check the registered name of the Athlete /TO/CM/SSV on Khelo India Portal before nominating, as registered name will be printed on the certificate

IV. AIU should be sensitised to share correct name and abbreviation of the Universities

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┌─────────────────────────────────────────────┐
│  Athletes/TO/CM/SSV nomination of the Portal  │
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┌─────────────────────────────────────────────┐
│  Export Athletes /TO/CM/SSV ready data for    │
│           printing of Certificate             │
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┌─────────────────────────────────────────────┐
│  Data shared with EMA for printing of the     │
│                Certificates                   │
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│   Printed certificates received by GTCC       │
└─────────────────────────────────────────────┘
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Technical Officials & Competition manager Certificates	Athletes Certificates	SSVs Certificates
Handed Over to Competition Manager	Handed Over to UCM/CDM	Handed Over to SSV In charge

➢ LETTER TO ALL STAKEHOLDERS

    I. Letter for Constitution of Various Committees for Conduct Of KIG

    II. Letter to State/University for the about the conduct of the Games

    III. Letter to NSF for the Nomination of Competition Manager and Technical Officials

    IV. Letter to NSF for the Nomination of Sports Specific volunteers.

    V. Letter to NSF for the Nomination of General volunteers.

    VI. Letter to State for the Nomination of Nodal Officer and CDM

    VII. Letter to State for the Nomination of coach /manager and Sports staff

    VIII. Letter to State/ University for Submitting Wild card Entry

➢ SETTLEMENT OF ACCOUNTS
GTCC will ensure the timely clearance of all amounts disbursed through it, broadly.

    I. Settlement of bills against travel of States contingents.

II.   Settlement of bills against TOs Kits, DA of SSV, travel & TA/DA, Hiring of TSR, Stationary

III.   Travel & expenditure related to GTCC members & Meetings.

IV.   Ascertain approval of DPAC for over and above expenditure on above Head

➢ **SUBMISSION OF GTCC REPORT**

A final post event report is prepared by every sport's specific coordinator of their respective sport in connection with the competition management and is signed off by the competition manager and the GTCC sports coordinator before being submitted to the sports authority of India and the local organizing committee of the Khelo India Games

The report included the following:

I.   Final List of Entries

II.   Verified List of Entries post verification

III. Daily Start Lists of every category

IV. Daily Result Sheets on every day of the competition

V.   Results sheets of the sport

VI. Final Medal Tally of the sport after conclusion of the event

Roles and Responsibilities

For the successful conduct of the games conduct the Khelo India Games all stakeholders are work together, hence their roles and responsibilities are to be defined prior to the commencement of the games, the existing roles and Responsibilities are as follows.

S. NO.	ROLES & RESPONSIBILITIES	IMPLEMENTING AGENCY
1	Preparation of Games Schedule for the Khelo India Games	GTCC
2	Preparation of Games fixtures for the Khelo India Games	NSF/CM
3	Finalization of Events and medal at Stake	GTCC/ NSF/ AIU
4	Eligibility and Nomination Criteria for the athletes	NSF/AIU/GTCC
5	Nomination of athletes participating during the Khelo India Games.	NSF/University
6	Ascertainment of kits sizes of all Athletes/Technical Officials/Competition Managers. (However, Submission of Sizes of Sports Kits & Generic Kit to EMA done by GTCC)	NSF

S. NO.	ROLES AND RESPONSIBILITIES	IMPLEMENTING AGENCY
7	Provisioning of Technical Officials and Competition Managers and conduct of the Games. (*However, earmarking is done in GTCC*)	NSF
8	Provisioning of Sports specific volunteers and management thereof. (*However, earmarking is done in GTCC*)	NSF
9	Provisioning of General volunteers and management thereof. (*However, earmarking is done in GTCC*)	Host State / University
10	Nomination of a Coach / Manager & CDM/UCM (*However, GTCC shall issue the Guidelines for nomination*)	Host State/ University
11	Readiness Sports Equipment	Host State
12	Timing, Scoring and Results (TSR)	NSF
13	Readiness of FOP & Finalization of Venues (However, GTCC give its requirement to Host *State/University*)	Host State/ University
14	Responsibility for Technical Conduct	GTCC
15	(Release of Funds/Grants to NSF and State in Connection to Technical Conduct)	GTCC
16	Finalization of the Criteria for Wild Card Entry	GTCC
17	Finalization and Submission of day wise traffic for Transportation, Accommodation to Host State/ University	GTCC
18	Responsibility of sharing Fixtures and daily schedules to Participants. Collection of results and maintaining medal tally based on the results.	GTCC/NSF
19	Distribution of certificates for Technical Officials, SSV & Athletes	GTCC
20	Letter to all Stakeholders	GTCC
21	Settlement of Accounts	GTCC
22	Post Games Reports	GTCC

TIMELINES

S.NO	PARTICULARS	TIMELINE
1	Constitution of Games Technical Conduct Committee	Aug(T-5)
2	Finalization of Dates for the Games	Aug(T-5)

3	Letter for Formation of Teams (U – 17 & 21) to States/ Universities as Per Nomination Received from NSFs/ Universities	Aug(T–5)
4	Finalization of Player Qualification Criteria & Eligibility Criteria for U – 17, U 21 & U–25 Years	Sep(T–4)
5	Intimation of Stakeholder Roles and Responsibilities	Sep(T–4)
6	Nomination criteria and Earmarking of Number of Technical Officials, Sports Specific Volunteers, & General Volunteers	Sep(T–4)
7	Finalization Number of Events, Number of Participants, & Medal at Stake – all sports (U – 17, 21 & 25)	Sep(T–4)
8	Finalization of Schedule for Khelo India Games and competition Venue	Sep(T–4)
9	Preparation of Games fixtures for the Khelo India Games	Sep(T–4)
10	Guidelines For Appointment of a Coach / Manager, CDM/UCM, & Nodal Officers	Sep(T–4)
11	Letter To All States About Conduct of Khelo Youth Games	Sep(T–4)
12	Submission of Day Wise Traffic for Accommodation and Transportation	Sep(T–4)
13	Finalization of TSR and Sports Equipment's	Sep(T–4)
14	Travel Grant Technical Officials and Competition Managers (Through NSFs), Travel Grant to Participants to Regional Directors; Grants to NSF for Stationary, Uniform for TO, Competition fee for TO, CM & SSV	Oct (T–3)
15	Finalization of Wild Card Entry Norms & Intimation to States/ universities, Finalization of Wild Cards States/ University Entries	Oct (T–3)
16	Submission of Sizes of Sports Kits & Generic Kit	Oct (T–3)
17	Registration and Nomination of CDM/UCM, Coaches/Manager, & Support Staff on Khelo India Portal as per criteria laid down by GTCC	Oct (T–3)
18	Registration and Nomination of Technical Officials, Sports Specific Volunteers, & General Volunteers on Khelo India Portal as per criteria laid down by GTCC	Oct (T–3)
19	Finalizations of Nomination of Athlete	Nov(T–2)

COMPARISON BETWEEN KIYG AND KIUG

S.NO	PARTICULARS	KIYG	KIUG
COMPARISON BETWEEN KIYG AND KIUG			
1	GTCC Composition	Chairman–SAI	Chairman–SAI
		Co– Chairman –SAI/AIU	Co–Chairman –SAI/AIU
		One Representative / Competition Manager from each NSF	One Representative / Competition Manager from each NSF
		Representative from SGFI	3 Representatives from AIU
		Member Secretary	Member Secretary
2	Finalization of Games Schedule	GTCC	GTCC
3	Finalization of Games Fixtures	GTCC	GTCC
4	Finalization of Events and medal at Stake	GTCC	GTCC
5	Finalization of Eligibility and Nomination Criteria for the Athletes	GTCC (U–17, U–21)	GTCC (U–25)
6	Nomination of athletes participating during the Khelo India Games.	NSF and States/UTs	AIU/ Universities
7	Ascertainment of kits sizes of all Athletes/Technical Officials	NSF and States/UTs	AIU/ Universities
8	Earmarking of number of Technical Officials	GTCC	GTCC
9	Nomination of Technical Officials & Competition Managers:	NSF	NSF
10	Competition Fee for Competition Manager	3500	3500
11	Competition Fee for ITO	3000	3000
12	Competition Fee for NTO	2000	2000
13	Earmarking Of Number of Sports Specific Volunteers (SSV)/ General Volunteers (GV).	GTCC	GTCC
14	Criteria for the Nomination of GV and SSV	GTCC	GTCC

15	Nomination of SSV	NSF	NSF
16	Nomination of GV	Host State	Host University
17	Competition fee for SSV	750	250
18	Criteria for the nomination of Coaches and Managers, Support Staff, & CDM	GTCC	NA
19	Criteria for the nomination of Coaches and Managers, Support Staff, & UDM	NA	GTCC
20	Nomination Of Coaches and Managers, Support Staff, & CDM on Khelo India Portal	NSF and States/UTs	NA
21	Nomination Of Coaches and Managers, Support Staff, & UCM on Khelo India Portal	NA	AIU/ Universities
22	Availability of Sports Equipment	Provided by Host State	Provided by Host University
23	Availability of TSR System	Provided by NSF	Provided by NSF
24	FoP Readiness	Host State	Host University
25	Finalization of Venue	GTCC/Host State	GTCC/Host University
26	Release of Funds to RD for the travel of State Contingent	Regional Director	Nil
27	Release of Funds to NSF for the travel Technical Officials& Competition Manager, Stationary, Hiring Of TSR, Competition Fee to SSV, TO, & CM	NSF	NSF
28	Funds to NSF for the travel National Technical Officials (NTO)	8000(Approx.)	8000(Approx.)
29	Funds to NSF for the travel International Technical Officials (ITO)	12000(Approx.)	12000(Approx.)
30	Funds to NSF for the travel Competition Manager	8000(Approx.)	8000(Approx.)
31	Funds to NSF for the stationary	40000	40000
32	Criteria for Wild Card Entry	GTCC	GTCC

33	Finalization and Submission of day wise traffic for Transportation, Accommodation to Host State/ University	GTCC	GTCC
34	Responsibility of sharing Fixtures and daily schedule of results and maintaining medal tally based on the results.	GTCC	GTCC

KIUG U-17 YEARS

CATEGORY OF NOMINATION INEACH EVENT	INDIVIDUAL SPORTS				TEAM SPORTS	
	ARCHERY, ATHLETICS, BADMINTON JUDO, SHOOTING, SWIMMING, WRESTLING, TABLE-TENNIS TENNIS	BOXING	WEIGHTLIFING	CYCLING	BASKETBALL, FOOTBALL, HOCKEY,KABADDI, KHO-KHO, VOLLEYBALL	
				Cycling Road/ Track Individual	Track Team	
Participants in eachevent /To be Nominated by	*16*	*12*	*13*	10	12	*8 Teams*
SGFI	6	4	5	4	5	4 Teams
NSF	6	4	5	4	5	3 Teams
CBSE	1	1	1	0	0	-
Host State	1	1	1	1	1	1 Team
Wild Card	2	2	1	1	1	-
In Case of Common Entries/Teams from stakeholders	*In Case of Common Entries from SGFI and NSFs – Priority will be given to SGFI to fill the vacant place*				a. In Case of Common Entries from SGFI and NSFs – NSF shallgive the additional / replacement entry in that case. b. Further, if Host State qualifies as per the nomination received either	

	from SGFI/NSFs, NSF shall give the additional / replacement entry in that case.

**In the Athletics Relay, Swimming Relay and Cycling Team Events there will be no fresh entries. The athletes of Individual events shall be participating in the Relay /Team Events
*Since the federation of Gymnastics is derecognized, hence the nomination of Athletes for U-17 will be done as under

Category of Nomination in each event	Gymnastic in U-17			
	Artistic Events		Rhythmic Events (Only in Girls)	
	Individual All Around	Individual Apparatus	Individual All Around	Individual Apparatus
Participation Per Event /To be nominated by	20	12	16	8
SGFI	16	8	12	5
CBSE	1	1	1	1
Host State	1	1	1	1
Wild card	2	2	2	1

KIYG U– 21 YEARS

CATEGORY OF NOMINATION IN EACH EVENT	INDIVIDUAL SPORTS							TEAM SPORTS
	ARCHERY, BADMINTON SHOOTING, TABLE-TENNIS	BOXING, JUDO, SWIMMING WRESTLING	WEIGHTLIFTING	ATHLETICS		CYCLING		BASKETBALL, FOOTBALL, HOCKEY, KABADDI, KHO-KHO, VOLLEYBALL
				TRACK	FIELD	CYCLING ROAD/ TRACK INDIVIDUAL	TEAM TRACK	
Participants in each event/ To be nominated by	16	8	7	16	12	10	12	8 Teams
NSF	12	6	5	12	9	8	10	7 Teams
Host State	1	1	1	1	1	1	1	1 Team
Wild card	3	1	1	3	2	1	1	-
	a. If Host State qualifies as per the nominations received, NSFs shall give the additional/replacement entry in that case.							a. If Host State qualifies as per the nominations received, NSFs shall give the additional/replacement entry in that case.

**In the Athletic Relay, Swimming Relay & Cycling team Events there will be no fresh entries. The athletes of Individual events shall be participating in the Relay/Team events.

*Since the federation of Gymnastics is derecognized, hence the nomination of Athletes for U–21 will be done as under

Category of Nomination in each event	Gymnastic U–21			
	Artistic Events		Rhythmic Events (Only in Girls)	
	Individual All Around	*Individual Apparatus*	*Individual All Around*	*Individual Apparatus*
Participation Per Event /To be nominated by	16	8	12	8
SGFI	14	6	10	6
Host State	1	1	1	1
Wild card	1	1	1	1

Nomination for Criteria for Lawn bowl 5 Boys and 5 Girls will be participating as individual sport from different States.

KIUG U–25 YEARS

CATEGORY OF NOMINATIONS IN EACH EVENT	INDIVIDUAL SPORTS (MEN & WOMEN)	BOTH INDIVIDUAL AND TEAM SPORTS (MEN & WOMEN)	TEAM SPORTS (MEN & WOMEN)	TEAM SPORTS (MEN & WOMEN)
	ATHLETICS, BOXING, JUDO, SWIMMING, WEIGHTLIFTING, WRESTLING	ARCHERY, FENCING	BADMINTON, TABLE TENNIS, TENNIS	BASKETBALL, FOOTBALL, HOCKEY, KABADDI, RUGBY, VOLLEYBALL
Participants in each event / to be nominated by AIU	8	8	16 teams	8 teams

OPENING CEREMONY
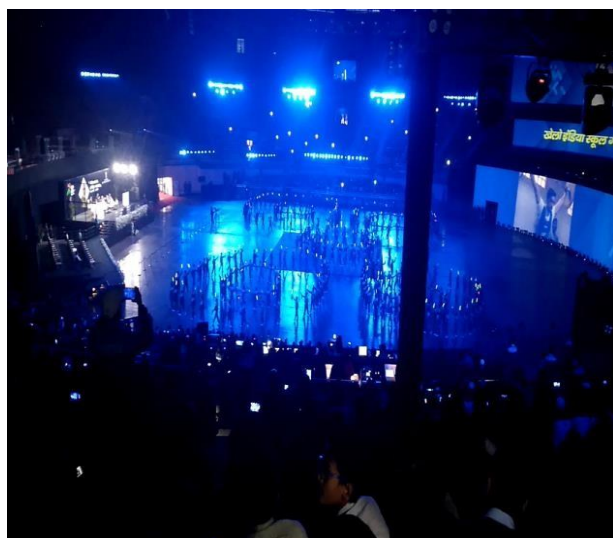
INTRODUCTION

- The Opening Ceremony marks the beginning of the of the "Khelo India Games", events comprising of information about the Host City, Talent Identification, Training component, and eminent sportspersons who brought laurel to the Country through last edition of the Games.
- A well-organized Opening Ceremony sets the tone for the Games throughout the competition period. Whereas the Victory Ceremonies (Medal Ceremonies) are culmination of lifetime training and preparation of the Athletes. Whereas Closing Ceremony is more festive and last media image of the Games thanking all the stakeholders in the success of the Games. The very purpose of Khelo India Games is to create aspiration value among young athletes that of National Olympic Game.
- The Opening Ceremony must be organized in accordance with Khelo India Games protocol and should take place on the first day of the Games in a location within the Host City itself.

PROCESS

The EMA-OC will conceptualize, organize, manage, fabricate, and execute the Opening Ceremony for Khelo India Games.
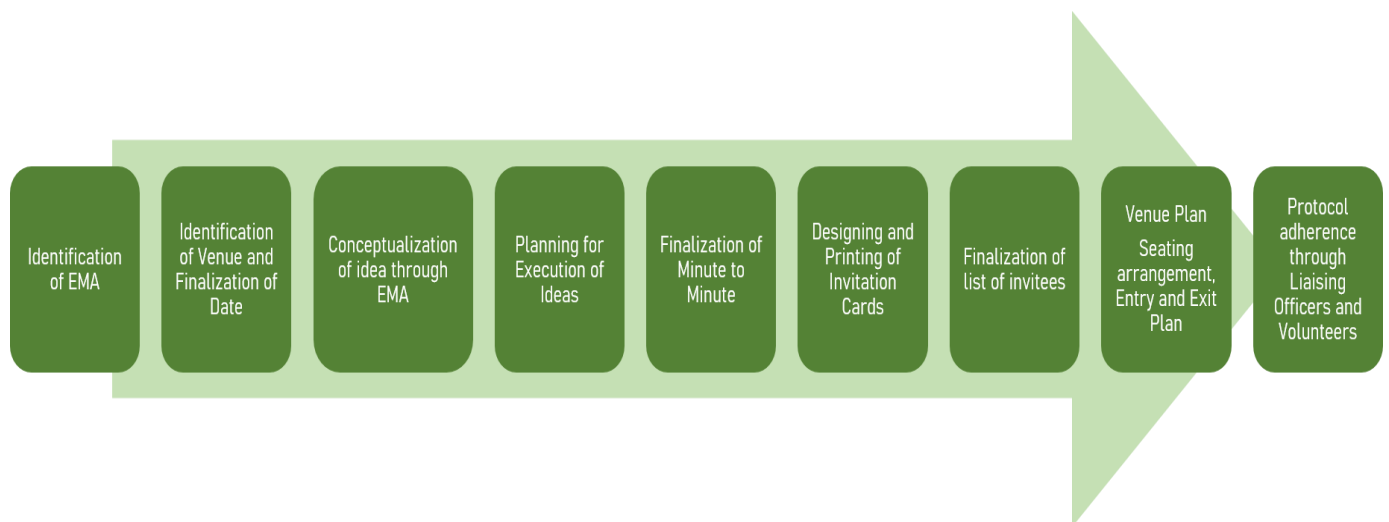
SCOPE OF WORK

1. The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered.
2. Sourcing, appointing, directing, and managing of performers and other creative elements of the ceremonies.
3. Monitoring the day-to-day operations for the ceremony.
4. Logistics and production planning for the ceremony.

5. Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc.

6. Liaison with concerned authorities for effective venue management planning, coordination, and execution.

7. All activities to be conducted in relation to the Opening Ceremony are to be created, planned, and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome, to interact with the cultural departments, coordinating time for arrival, departure, and marshalling of the athletes and officials for Opening Ceremony including catering services for the crew and performers for rehearsals and the Opening Ceremony.

8. The successful Bidder shall ensure, through high-quality communication and reporting (in writing), that KIUG 2020 is kept informed of issue(s), if any, that may arise and necessitate changes in the scope, variation, or delays.

9. Ensure smooth execution production and delivery of the Ceremony

10. Ceremony venue seating layout and planning

11. Sourcing, Accommodation, Catering & Transportation of Artistes

12. VIP Management: Co-ordination with the Event Management Agency hired (for Overall Execution of Games) about Invitations sent out & list of VIPs & dignitaries in attendance for the Opening Ceremony. VIP Management also includes "host & usher services" to ensure appropriate service levels to the honoured guests.

13. Press Operations: Co-ordination with the EMA to ensure that the Media Personnel and Press Operations function are effectively incorporated into the Opening Ceremony.

14. Security Verification: Co-ordination with the EMA, State Govt. Police & SPG to ensure that the relevant police verification has been conducted for smooth conduct of the Opening Ceremony.

15. Broadcast Partner: Co-ordination with Broadcast partner to ensure that all parameters for the broadcast of the event have been covered.

16. Vehicle Movement: Identification of parking facilities for VIPs Officials Media, etc in close co-ordination with EMA & City Police for Transportation

17. Venue Signage: Co-ordinate with the EMA to ensure that the direction signage to the venue is deployed and installed in time clearly marking the routes to and from the venue. Also, to ensure installation of in-venue signage for the Opening Ceremony. The signage shall be of fluorescent material for easy visibility in the night.

18. Crowd Management: To plan & manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is always maintained.

19. Records Management: Consisting of Delivery Receipts, Inventory Records, Movement of equipment, FFE, and any other item for the successful delivery of the event, to record all

operations and activities with relevant photo/documentary evidence to ensure smooth payments.

20. Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create & maintain detailed reports for the Opening Ceremony, including but not limited to Production reports, Inventory reports, Workforce (Artistes) Planning & Deployment & Legacy Reports with photographs.

ELEMENTS FOR OPENING CEREMONY

1. VVIP Dias (With Back Drop)
2. Minute to Minute
3. Emcee Script
4. Flags (big & small to be used in multiple segments)
5. Main Stage Set-up
6. Ceremonial bands
7. Trussing structures as required
8. Generator sets /power back up
9. Mechanical equipment as required for structures and production
10. Lights (intelligent lighting, moving lights, conventional lights, moving head, colour changers, gobos, etc.)
11. High end audio video reproduction equipment (high definition
12. Projection systems, acoustics, surround sound system)
13. Mobilization of Mascots (ceremony sequence)
14. Audio Visual content complimenting the overall theme and concept
15. Games Torch
16. World class light display / show
17. Theme Song (Vocal & instrumental versions)
18. Theme video
19. Rigging
20. Composition
21. Recording
22. Lyrics
23. Theme Song
24. Overall ceremony venue Decor
25. Pyrotechnics/Fireworks
26. Interactive Kits for spectators Job
27. Creative Consultant

28. Performance by Bollywood Celebrity

29. Performance involving National and Local Sports Icons

30. Artists (Mass cast, dance troupes, singers, performers etc.)

31. Choreographer

32. Props

33. Costumes

34. Rehearsals

35. Podium

36. Acoustics

37. Cabling

38. Insurance

39. Local Communication and Transportation

40. Backdrop Brandings

TIMELINE

S.NO	KEY MILESTONES	TIMELINE
1.	Finalization of Creative themes, Concepts and Scope of Work for Opening Ceremony by Organizing Committee	To be completed 6- months before Opening Ceremony
2.	Based on Scope of work, RFP to be prepared & finalized and be floated for hiring of Event Management Agency (minimum 21 days' time for bid submission)	To be completed 5- months before Opening Ceremony
3.	Bid Evaluation Stage (QCBS) a) Technical Evaluation: Creative, innovation, experience, management team and delivery time. Finalization of Concepts & themes at presentation stage. b) Financial Evaluation: After approval of TBEC report, Evaluate commercial bids of technically qualified in terms of ceremony management, production cost, reasonableness of the rate item-wise etc. c) Finalization of Bid: Obtain approval of FBEC report. Negotiation if any as per rule with prior approval and Highest scored (combined technical & financial being QCBS) will be chosen as mentioned in the RFP.	To be completed 5- Months before Opening Ceremony
4.	Obtain approval of FC, GB of SAI and then obtain approval of DPAC of MYAS before entering into contract agreement with EMA by SAI	To be completed 4- months before Opening Ceremony
5.	Issue of work order and signing of contract agreement	To be completed 4- months before Opening Ceremony

6.	Formation of Functional Area/Monitoring Committee for Opening Ceremony	Issued 3-months before Opening Ceremony
7.	Logistics Arrangements • Technical inspection of the Ceremony Venue for execution of concepts/themes jointly by EMA, Venue Managers and FA members. • Finalization of Artists, Performers, Dress code etc • Zoning of the venues in terms of entry/exit, seating arrangement, break area for Volunteers & workforce, VIP lounge, Holding Area for Artists, Performers, parking area, Stage Set-up, Venue Media Centre, Medical centre. • Preparation of Circulation plan (entry/exit for various stakeholders) for the venue. • Put in place Disaster Management plan for the venue • Branding of the Ceremony venue with prior approval • Put in place Venue Swachhta Plan • Obtain necessary clearances/approval such as fire safety, electrical safety, NOC from local police & traffic police, PPL, IPRL, Performance license, Structural clearance in terms of civil & electrical, Loudspeaker usage, Music Label, Fire fighting vehicle and Ambulance as detailed in the check lists. • Assess the actual requirement in the venues for smooth conduct of ceremony in terms of overlays, volunteers, Hardware support, Light & Sound support, VIP catering, Branding, Power back up, Water supply, proper sanitation measures in terms of number of Toilets, etc.	May be done 30-days before OC

8.	Finalization of Chief Guests and Invitees who will share Dias with Chief Guest. Invitation to the Chief Guests & Guest of Honors with prior approval of Competent Authority.	To be completed 30-days before Opening Ceremony
9.	Joint inspection of the venue with Broadcasters, EMA, various stakeholders/FA members to verification of requirements projected.	To be completed 25 days before start of Opening Ceremony
10.	Approval of Dias Plan as per order of precedence (right to CG is always next senior most) on the Dias as per protocol.	To be completed 15-days before Opening Ceremony

11.	Finalization and approval of minute-to-Minute programmed, Script, Briefing/ Background note to Chief Guests about Games	15-days before OC
12.	Briefing of Broadcasters, Volunteers, State Contingent for March past, Eminent Athletes & Coaches, Artists & Performers and Venue managers about the event flow of Opening Ceremony.	10-days before OC
13.	Finalize position of cameras and media personnel for smooth telecast of the event	A week before OC
14.	Installation starts by EMA	A week before OC
15.	First Rehearsal	Five days before OC
16.	Second Full Rehearsal	Three days before OC
17.	Final Dress Rehearsal	Day before OC
18.	Opening Ceremony	First day of the Game
19.	Obtain post event report from EMA	Within five days after end of the OC
20.	Maintenance of inventory and register for verification of installations of EMA as per approved BOQ	Right from installation stage till dismantling stage
21.	Billing verification process for release of payment	As per Work Order (Within 30-days after successful execution of work)

The KIUG 2020 min to min flow of Opening Ceremony is listed as below.

SR. NO.	PARTICULARS	Time	DURATION
	KIUG OPENING CEREMONY - 22nd Feb, 2020		
	MINUTE TO MINUTE FLOW		
1	PRE SHOW ANNOUNCEMENT (Non LIVE)	5:59 PM - 6:01 PM	2 mins
2	**MAIN EVENT STARTS WITH NATIONAL ANTHEM**	6:01 PM - 6 :02 PM	0:52 sec
3	HOST ENTRY	6:02 PM - 6: 03 PM	1 min
4	PROTOCOL SEGMENT Speech by Union Sports Minister Speech by Hon'ble Petroleum Minister Speech by Hon'be Chief Minister	6:03 PM - 6:15 PM	12 Mins
5	SPEECH FROM HON'BLE PM VIA VC & DECLARING GAMES OPEN	6:15 PM - 6:25 PM	10 mins
6	KHELO INDIA OATH (Dutee Chand)	6:25 PM - 6:27 PM	2 mins
7	TORCH RELAY (Muskaan & Dilip Tirkey)	6:27 PM- 6:34 PM	7:00 mins
8	MC talk (Link time for change over to acts)	6: 34 PM - 6:36 PM	2 mins
	ARTISTIC PERFORMANCES		
9	PERFORMANCE 2 - WELCOME TO ODISHA	6:36 PM - 6:46 PM	10:30 mins
10	PERFORMANCE 3 - SPIRIT OF SPORTSMANSHIP	6:46 PM - 7 :01 PM	14:30 mins
11	PERFORMANCE 4 - BELIEVE IN THE POWER OF YOU	7 :01 PM - 7:06 PM	5:30 mins
12	PERFORMANCE 5 - SONG : Khelo Khelo	7:06 PM - 7: 12 PM	5:30 mins
13	PERFORMANCE 6 - FINALE: Mashup of motivational songs	7:12 PM - 7:17 PM	5:00 mins
14	SHOW CONCLUDES	7:18 PM	1:00 mins
	TOTAL DURATION		79 Mins

MEDIA AND COMMUNICATIONS

INTRODUCTION

Media and Communication is the department that acts as a channel to communicate to the public and publicize the Games. It gives the public an access to information regarding the Games through various platforms and the information is communicated to the public in various forms. The basic moto of this department is to act as a bridge between the Games and the public. The function also involves in promoting the Games and reaching out to maximum audience for engagement.

There are two main components through which information are facilitated,

1.   Public Relations (PR)

2.   Social Media (SM)

STRUCTURE

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                        ┌─────────────────┐
                        │  SAI Media Team │
                        └─────────────────┘
                    ┌───────────┴───────────┐
          ┌──────────────────┐     ┌──────────────────┐
          │ Public Relation  │     │   Social Media   │
          │      Agency      │     │      Agency      │
          └──────────────────┘     └──────────────────┘
      ┌──────────┼──────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│ National Media│ │Regional Media│ │ Local Media │
└──────────────┘ └──────────────┘ └──────────────┘
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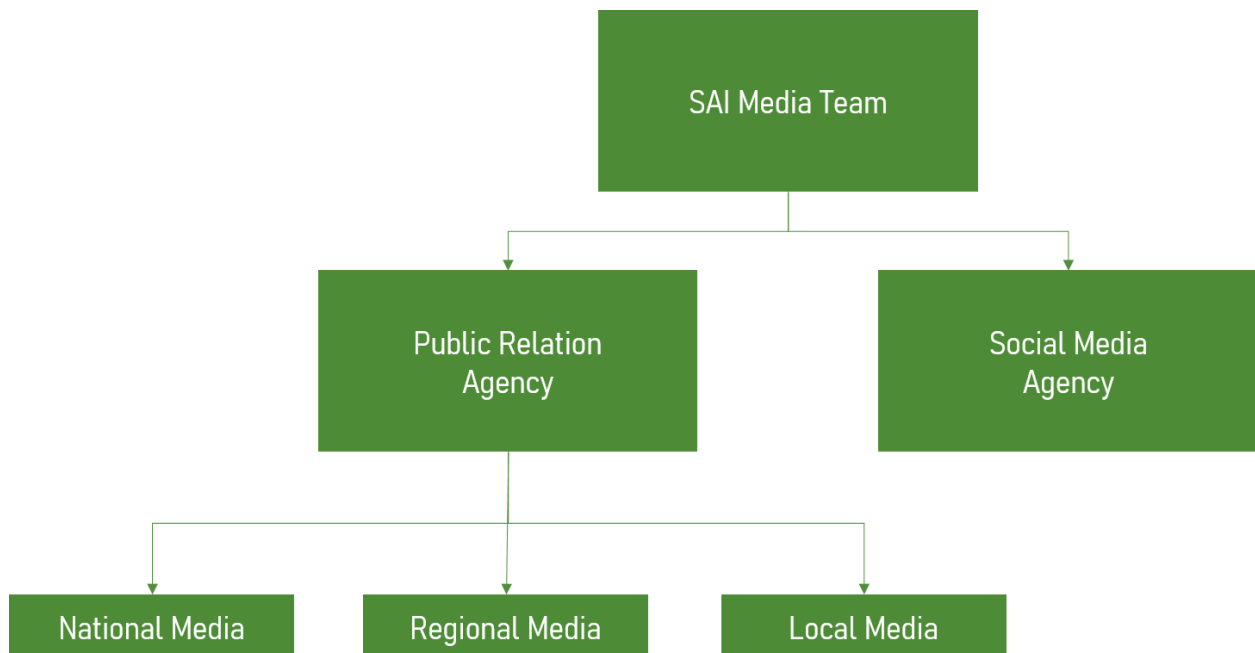
As mentioned earlier the Function generally consists of two components, Public Relations, and social media.

Public Relations (PR)

The Public Relation is either activated by SAI Media team or through a third-party agency. The PR department further segmented into the following,

➢ National Media

➢ Regional Media

➢ Local Media

It consists of the following,

➢ Press Releases

➢ Press Conferences

➢ Seminars

➢ Athletes' bytes/quotes

➢ Interviews

Social Media (SM)

The Social Media activation is done by a third-party agency hired by SAI. It consists of the following,

➢ Creatives

➢ Videos

➢ Stories

ROLES AND RESPONSIBILITIES

The roles and responsibilities of Media and Communication function is divided in to three parts,

a. Creation of information/content

b. Curation of information/content

c. Communication of information/content to the public

The roles and responsibilities of this function are divided among two components,

a. Public Relations

b. Social Media

➢ **Public Relations (PR):**

The Public Relations department are further classified into the following components,

- National Media
- Regional Media
- Local Media

It is the responsibility of this department to conduct the following,

- Press Releases
- Press Conferences
- Seminars
- Athletes' bytes
- Interviews

The above are the means through which information are curated and shared with the components of the PR department, to reach the public and publicize the Games. The curated content reaches the public in various forms, such as news, print and digital media of various levels.

PR department focus more on giving information to the public and publicize the Games.

➢ **Social Media (SM):**

The Social Media department focuses on creating content that can be consumed by the public in various Social Media platforms such as,

- YouTube
- Facebook
- Twitter
- Instagram

The Social Media department focus more on engaging audience towards the Games by the means of,

- Creatives
- Videos
- Short stories of athletes
- Posting results
- Posting Medal Tally/ Leader Board/Points Table

The content curated for social media is more of a catchy information that induces audience to follow and engage into the Games.

PROCESS FLOW CHART
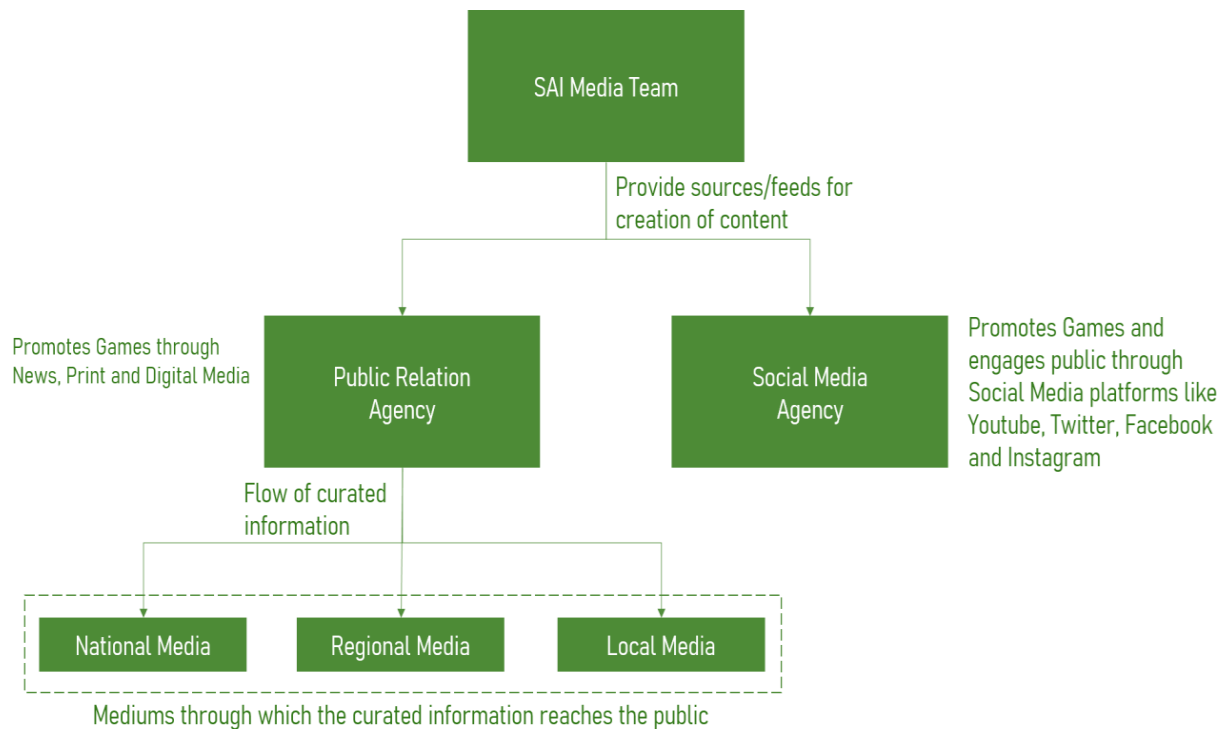
a. SAI Media team provides sources through which information can gathered and curated by conducting Press Conferences, Eminent Athlete stories, Press releases, Medal Tallies, Interviews, Local city stories, etc.

b. The Public Relation Department curates the content from the feed provided and shares it to the National, Regional and Local Media

c. National, Regional and Local Media enables the access of the content by sharing with them through mediums such as News, Print and Digital Media

d. The Social Media Department curates engaging content and circulates the content in social media platforms like YouTube, Twitter, Facebook, and Instagram

TIMELINES

The media and communication function gets activated at least two (2) months prior to the Games to create awareness and publicize the Games to the public. It stays active until the last athlete departs from the Games venue.

It is responsible to constantly create and provide content to the audience to keep them engaged throughout the Games.

ELEMENTS

Below are the elements that are required in smooth functioning of the FA,

1.   List of VVIPs, VIPs, Eminent Athletes and other guests attending the Games

2.   Updates on Results and Medal Tally

3.   Updates on records broken

4.   Proper communication platforms and proper usage of Search Engine Optimization to deliver content to the right audience

5.   Creation of contents that connects well with the audience

NATIONAL ANTI DOPING AGENCY

INTRODUCTION

The National Anti -Doping Agency (NADA) is the national organization responsible for promoting, coordinating, and monitoring the doping control program in sports in all its forms in India. NADA deals with adopting and implementing anti-doping rules and policies which conform to the World Anti- Doping Agency (WADA) cooperate with other anti-doping organizations and promotes anti – doping research and education.

SCOPE OF WORK

1. Plan for Anti -Doping and Control: proposed No. of Athletes samples collection across all sports disciplines during the event.

2. Requirement for dope testing and educational seminar during the event.

3. Dope testing requirement at each dope control station (DCS). Sample Collection Laboratory, its capacity and security.

4. Financial implication to be taken from NADA for Dope test.

5. NADA Seminars with special emphasis on Women related athlete issues.

PROCESS

| Letter to be sent to NADA for Dope Control (including the number of samples to be tested) | Preparation of seminar plan in consultation with NADA and sharing it with Coordination FA | Venue wise deployment of Staff T-1 of the event | Rooms allocation to be made for NADA Lab for collection, Testing and other operational works |
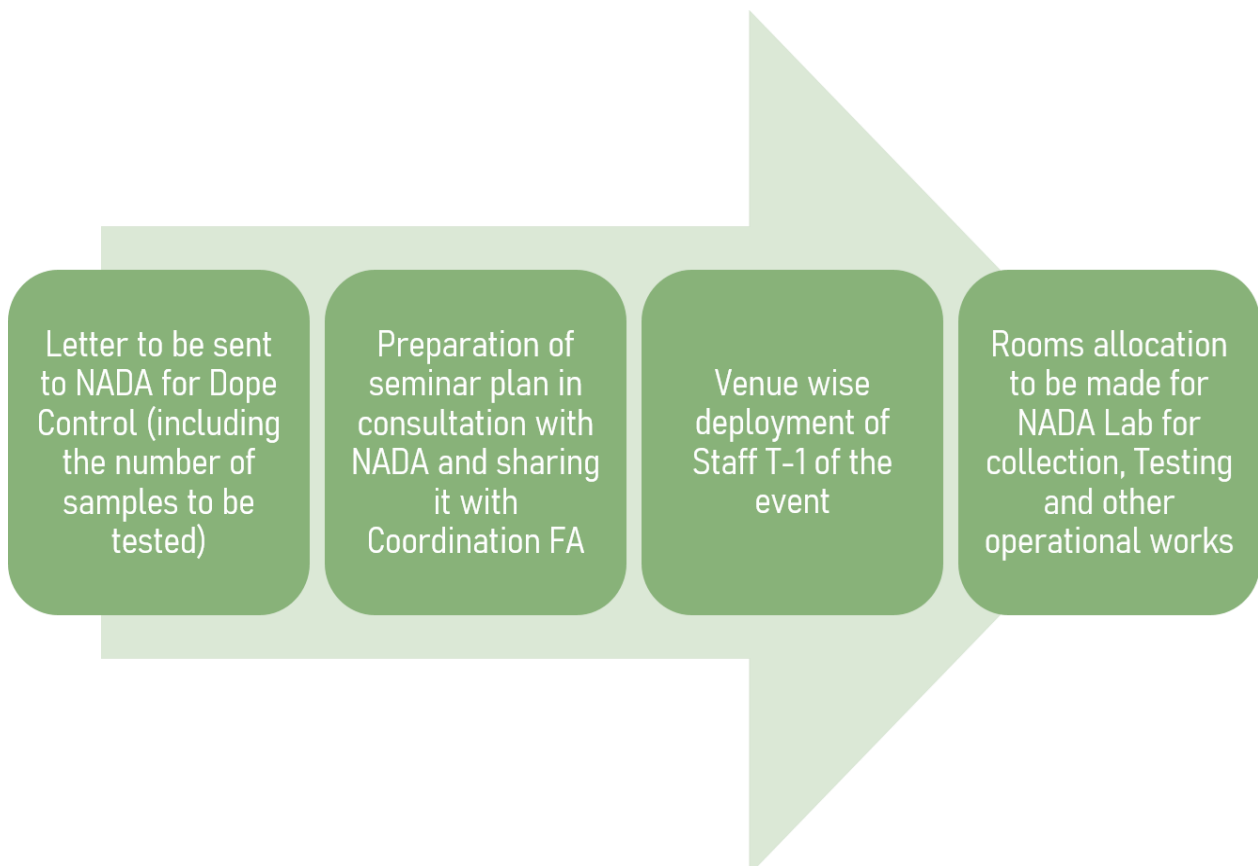
TIMELINES

Particulars	Timelines
Venue recce for room finalization	During 1st recce with GTCC
Submission of plan for the provision of medical rooms for dope control.	T−8
Preparing of NADA seminar Plan.	T−5
Sharing of Plan with Coordination FA	T−3

NADA SEMINAR PLAN

S.No.	Disciplines	Grand Total	Arrival Date	Seminar Dates	Time Slots	Number of Athletes	Under 25 Men	Under 25 Women
1	Basketball (21 – 24 Feb)	190	19-Feb	20-Feb	1000–1100 Hours	190	96	94
2	Fencing (21 – 24 Feb)	204			1200–1300 Hours	204	104	100
3	Football (21 Feb – 1 Mar)	354			1400 – 1500Hours	354	177	177
4	Volleyball (21 – 24 Feb)	191			1600–1700 Hours	191	95	96
5	Archery (22 – 26 Feb)	164	20-Feb	21-Feb	1000–1100 Hours	164	82	82
6	Hockey (22 – 28 Feb)	285			1200–1300 Hours	285	143	142
7	Tennis (22 – 28 Feb)	135			1400 – 1500Hours	135	71	64
8	Badminton (23 – 26 Feb)	171	21-Feb	22-Feb	1000–1100 Hours	171	105	66
9	Swimming (23 – 26 Feb)	135			1200–1300 Hours	135	71	64
10	Athletes remaining from previous				1400 – 1500Hours			

	slots						
11	Athletes remaining from previous slots				1500-1600Hours		
12	Athletes remaining from previous slots		23-Feb	23-Feb	1000-1100 Hours		
13	Athletes remaining from previous slots				1400 - 1500Hours		
14	Boxing (25 Feb – 1 Mar)	158	23-Feb	24-Feb	1200-1300 Hours	158	79	79
15	Athletes remaining from previous slots				1600-1700 Hours		
16	Rugby (26 – 28 Feb)	190	24-Feb		1000-1100 Hours	190	94	96
17	Kabaddi (26 Feb – 1 Mar)	189	24-Feb	25-Feb	1200-1300 Hours	189	95	94
18	Weightlifting (26 – 29 Feb)	146	24-Feb		1400 - 1500Hours	146	72	74
19	Remaining Athletes from previous slots				1600-1700 Hours		
20	Judo (27 – 29 Feb)	114	25-Feb		1000-1100 Hours	114	57	57
21	Table Tennis (27 Feb – 1 Mar)	154	25-Feb	26-Feb	1200-1300 Hours	154	79	75
22	Wrestling (27 Feb – 1 Mar)	220	25-Feb		1400 - 1500Hours	220	146	74
23	Athletics (28 Feb – 1 Mar)	399	26-Feb		1600-1700 Hours	399	209	190

PROTOCOL

INTRODUCTION

The FA Protocol is an integral part of any Game as it is linked with the footfall of the important dignitaries VVIPs, VIPs, Eminent Athletes, etc. The presence of the various eminent athletes and other important dignitaries not only boost up the morale of the athletes but also add up in the brand value of the Game.

The final list of invitees and dignitaries is finalized by SAI/Host State. The Host State shall provide a

Team with senior officials of State Government and EMA which shall work in the FA 'Protocol'.

SCOPE OF WORK

1. Planning and Execution of VIP Management Plan – Create & Collate a list of Dignitaries, send out the invitations, follow up on arrival confirmation & dates, Coordination to ensure travel & itinerary plans are accounted for, arrival, accommodation & transport as per stature of guest. Detailed VIP Movement and sitting Plan for Ceremonies and in FOPs in various Games (Live & Non-Live).

2. List of Invitees should include Central Government Ministers/Officers, MPs, MLAs, NSFs, eminent sports persons & other States/UTs Sports Ministers, Govt. Officials, etc invitees list for opening / closing ceremonies & KIYG.

3. List of invitees from State should include State Government Ministers, Officers, MLA, MPs & other States dignitaries etc. invites list for opening / closing ceremonies & KIYG.

4. Issue of Invitation letters to VVIPs/VIPs.

5. Designing and printing of invitation cards (VVIP/VIP).

6. Distribution of invitation cards as per SAI/State List.

7. Uploading of details of Guests/officers of MYAS/SAI/NSFs/ State Guests on Portal for Accreditation Cards.

8. Finalization of DAIS plan in consultation with MYAS/Host State.

9. Allotment of Liaising officer/volunteer for various dignitaries.

10. Setting up of Protocol Desk at Airport / Railway station.

11. Arrangements for accommodation, transport etc.

12. Day to Day activity flow chart for the dignitaries.

13. Escorting Guests to the venue or VVIP/VIP area.

14. Protocol receiving of VVIP/VIP & officers of MYAS/ SAI guests as per entitlement and for escorting to their seats and to DAIS for the ceremonies.

15. Confirmation from Host State Ministers and Dignitaries and their availability during ceremonies.

16. Arrangements of visiting VVIPs/VIP/other dignitaries for ceremonies & Media bytes.

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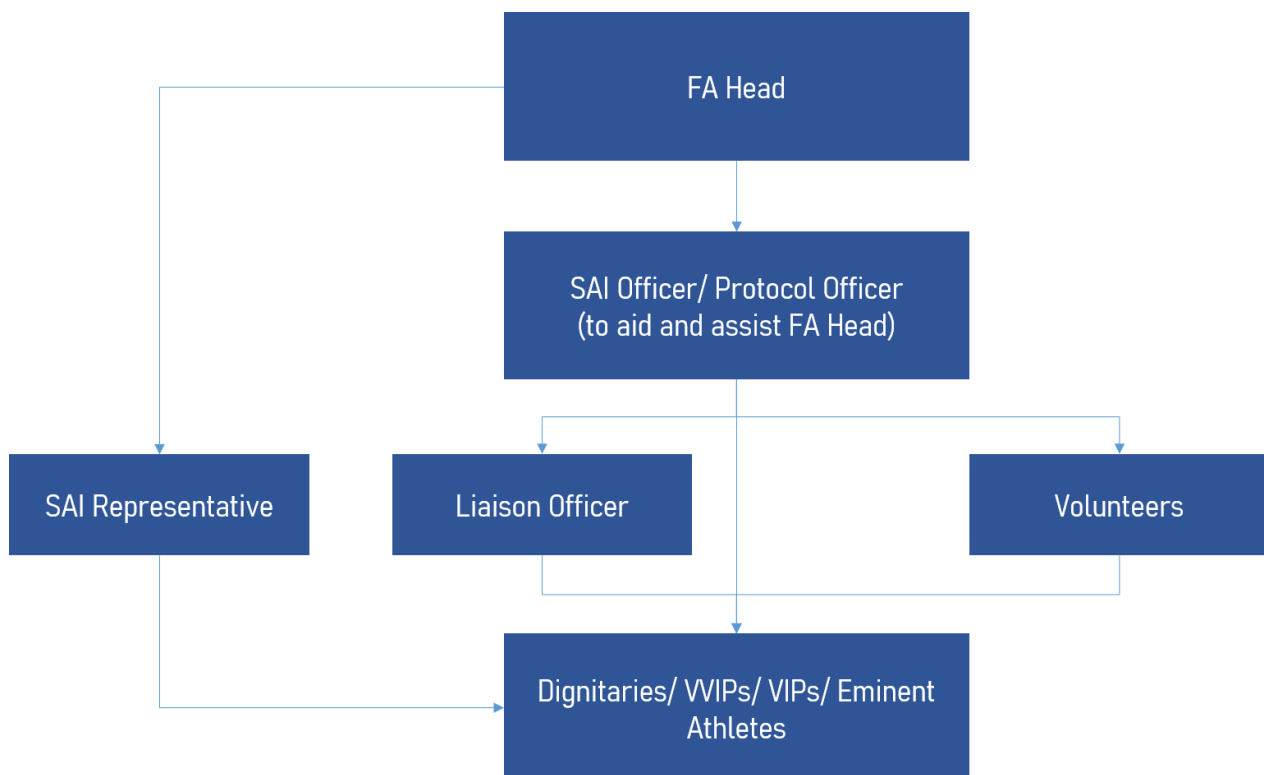
TIMELINE

S.NO.	PARTICULARS	DEADLINE
1.	Design for Invitation	T-20
2.	Finalization of the list of dignitaries	T-5
3.	Invitation to the Dignitaries	T-5
4.	Confirmation from Dignitaries	T-4
5.	Day to Day activity flow of the Dignitaries	A day before
6..	Distribution of Invitation Cards	On the Day
7.	Sharing of information to Accreditation, Sports Presentation & Media team (for media bytes)	Real Time

SPECTATOR ENGAGEMENT

INTRODUCTION

It is important that the Khelo India Games manage to fill up stadiums and maintain high engagement to ensure spectators continue to support and attend the games. It is crucial that the spectators come to the stadium and have the best time making them want to come back for more.

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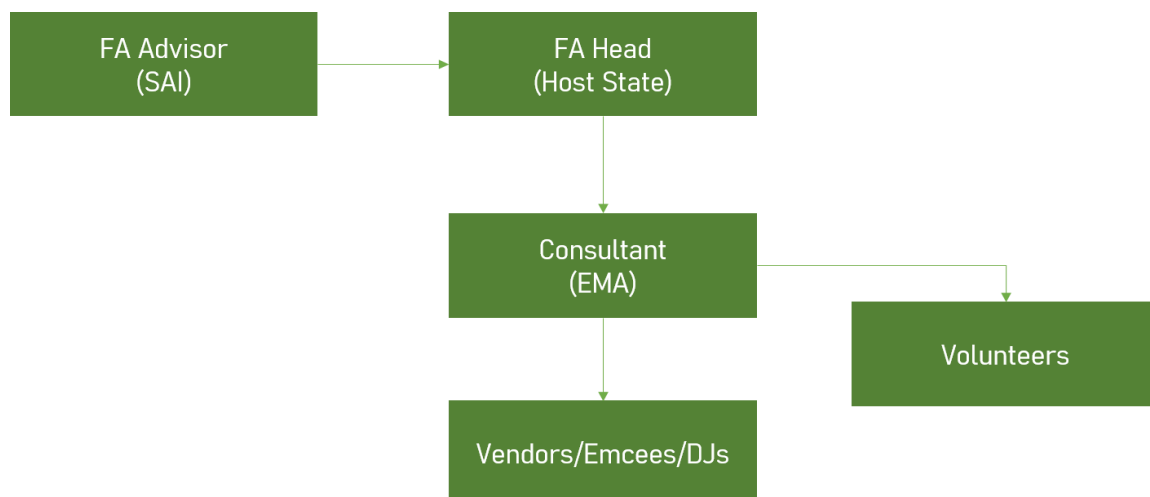
PROCESS

The SOP for Spectator Engagement are classified in to three phases –

1. Planning Phase
2. Pre-Execution Phase
3. Execution Phase

Planning Phase

- Seating capacity of all venues checked, and accordingly sound system requirements were identified per venue.
- Stadia fill plan to be shared.

- Requirement for emcees per day wise to be identified as per tentative schedule available.
- Requirement for DJ per day wise to be identified as per tentative schedule available.
- All the emcees available in Host State and nearby areas are to be listed. Meetings to be conducted with emcees to check their interest in participating and to check their availability during the schedule of the game. Shortlist emcees (number as per requirements) that could actively participate and would be available during the schedule of the games.

- DJs available in Host state are to be listed. Meetings are to be conducted with emcees to check their interest in participating and to check their availability during the schedule of the game. Shortlist DJs (number as per requirements) that could actively participate and would be available during the schedule of the games.
- Quantity for distribution of cheerleading material to be identified (like pom poms, cheer sticks) and finalized depending on approximate number of spectators who are likely to appear during the games.

Pre – Execution Phase

- Status and working condition of already existing sound system in all venues to be checked to keep the sound system ready as back up.
- Actual requirement of Big PA system and Small PA system to be finalized considering size of venue and capacity of crowd.
- Interviews with identified emcees are to be conducted and certain emcees (4) according to the requirements are to be shortlisted who would be hosting and engaging crowd during the schedule of games. It is to be checked that the selected emcees were comfortable with conversation on English, Hindi & local language.
- It is to be checked that the emcees have an experience of hosting 2 large scale sporting events which requires mass engagement.
- Schedule for placement of emcees day wise to be planned.
- Interviews with identified DJ's are to be conducted and certain DJ's (2) are to be shortlisted who would be engaging crowd during the schedule of games. It is to be checked that the selected DJs are having at least 5 years' experience of mixing music and curating playlist.
- It is to be ensured that the DJs can play the relevant music during prize distribution/presentation ceremony.
- Schedule for placement of DJ's day wise to be planned.
- Samples of cheerleading materials to be procured and final product to be finalized and approved.
- Letter for waiver of license fees and for playing music to be given to PPL, IPRS & Novex. The license is required to play the copyrighted music during any event. These organizations hold the copy rights for the music.
- NOCs from PPL, IRPS & Novex are to be obtained to play the copyrighted music during the games at various venues.

- Volunteers allocated for spectator engagement are to be briefed about their role and responsibilities during games.
- Emcees to be communicated for any VIP movement or any elite sportsperson on tour inside the stadium.
- Emcees to have the list of dignitaries who will be doing the sports presentation.
- Emcees to announce if any previous Khelo India athlete or known athlete is participating in the game.
- Work order for sound system, DJ, emcee, cheerleading material to be placed to EMA.

Execution Phase

- Execution of Stadia fill plan
- Engagement in Fan Zones and around the stadia – through Flash-mobs, Skits, and other such formats in close association with local Schools & Colleges.
- Placement of emcees to be done as per pre planned schedule according to final game fixtures.
- Photo Opportunities for spectators to be arranged with #ILoveKheloIndia Khelo India and with mascots.
- Mascots to engage spectators at the venue.
- Some back up emcees are to be kept ready in case of any emergency arises and any emcee is not available on that particular day.
- Placement of DJs to be done as per pre planned schedule according to final game fixtures.
- 1 DJ is to be kept ready as back-up in case of any emergency arises and any emcee is not available on that day.
- Volunteers are to be given daily schedule and are to be placed according to the games schedule day wise.
- Volunteers are to be deployed for distribution of cheerleading material to spectators at different venues.
- Big PA system and small PA system are to be deployed at respective venues as per the pre-planned deployment schedule.
- Additional PA system requirement and DJ requirement work order to be placed.
- Khelo India theme song and Khelo India song are to be played at different venues in between the games time.
- Emcees are to be made to cheer up the crowd and interact with the crowd in between the game's interval.
- Emcees are to be made to host the medal distribution ceremonies.
- DJ to play music in between the game's interval.

ROLES AND RESPONSIBILITIES OF EMA

- Stadia fill-plan to be shared for approval to SAI.
- Execution of this plan in close association with SAI
- Engagement in Fan Zone and around the stadia.
- Support SAI in Interview &quality check on the Emcees & DJs shortlisted for the Event
- Support SAI in utilization of the workforce sourced – allocation of which Emcee/DJ to which venue in what timeslot.
- Communicate lists to SAI of any formal communication that needs to be done through Emcee & DJ for approval
- Letter for waiver of license fees and for playing music to be given to PPL, IPRS & Novex.
- Volunteer Allocation for spectators' management.

TIMELINE

S. NO.	PARTICULARS	TIMELINES
1.	Checking of Seating capacity and Sound System	T-45
2.	Finalization of Emcees and DJs	T-30
3.	Identify requirement of PA system	T-30
4.	Letter to PPL, IPRS & Novex	T-20
5.	Work order for Sound System, DJs, Emcees, cheerleading materials	T-20

SPORTS PRESENTATION

INTRODUCTION

Sports Presentation Functional Area operation commences before the start of competition and concludes when the gates close. Key deliverables are as under:

- Plan, manage and deliver an overall theme with uniform presentation standards for the sport in all the different competition venues for 17sport disciplines
- Development and agreement on a Sport Presentation style that can be adapted to the sports, including creative development and technical considerations of sound, audio etc.
- Give a sense of theatre and optimize the presentation of each sport
- Enhance the sense of competition and contest
- Coordinate the provision of Sport Presentation across all Competition Venues

STRUCTURE

```
┌─────────────────────┐              ┌─────────────────────┐
│      DG SAI         │              │    Games Head       │
│                     │              │    (Host State)     │
└─────────────────────┘              └─────────────────────┘
           ↕                                    ↑
┌─────────────────────┐              ┌─────────────────────┐
│ SAI Sports          │              │    FA Head          │
│ Presentation Head   │              │    (Host State)     │
└─────────────────────┘              └─────────────────────┘
           ↕                                    ↑
┌─────────────────────┐              ┌─────────────────────┐
│   FA Coordinator    │ ←─────────→  │  FA/ Coordinator    │
│                     │              │    (Host State)     │
└─────────────────────┘              └─────────────────────┘
           └──────────────┐      ┌──────────────┘
                     ┌─────────────────────┐
                     │   FA Head (EMA)     │
                     └─────────────────────┘
                                ↕
                     ┌─────────────────────┐
                     │ Presentation Venue  │
                     │       Team          │
                     └─────────────────────┘
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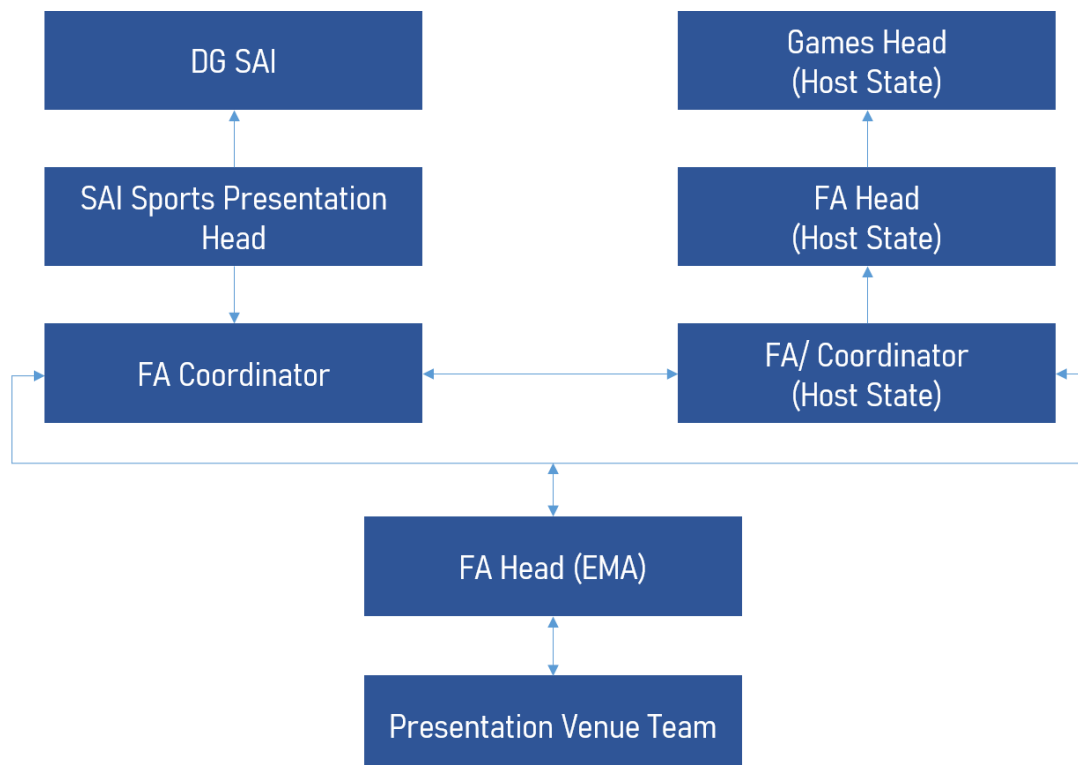
ROLES AND RESPONSIBILITIES

- Medal ceremony area layout, assembly point and hold up area planned at least 48 hours before the commencement of the medal ceremony.
- Inventory movement respective sporting arena storage 24 hrs. prior to the ceremony
- Segregation and display of presentation ceremony material as per daily schedule
- Co-ordinating/confirmation with the SAI team the final list of dignitaries for the presentation ceremony
- Co-ordinate with GTCC Team to receive the winner list and getting the result signed from the competition manager.
- Co-ordination with the GTCC Team to receive the information of the school names of the winners as well as previous performance record/ special records achieved
- Printing of certificate of merit.
- Verification of the certificate from the certificate verification team
- Creation of final emcee spiel – including list of winners, dignitaries, and information about winners
- Sequence of line up during the presentation ceremony followed:
- The ushers and hostesses take their position in the holding area 10 minutes before the ceremony
- The lineup includes a lead usher followed by 3 medal hostesses (in the order of 2nd, 1st & 3rd). The medal winner's line up behind the last medal hostess. The dignitaries are escorted and assembled behind the medal winners followed by a closing usher
- Sequence of Medals line up – Bronze, Silver, Gold
- Emcee to announce event details and request medalists & presenters to take their places at the podium
- The lead usher walks towards the podium at the beginning of the KYUG anthem (instrumental) which is walk-in track followed by the medal hostesses who take their position on the right side of the podium. The VIPs are escorted by the closing usher as they take their place to the left side of the podium.
- Guest of honor to present Medallions to all medal winners, accompanying guest to hand over mementos.

SHOW FLOW MEDAL CEREMONY

S. No.	WINNERS	DIGNITARIES	USHER	ANNOUNCEMENT	SOUND TRACK
1	Medal Winners Walk towards the Victory Podium	Dignitary 1 and Dignitary 2 follow the atheltes.	Usher 1 leads the line followed by the Medal Winners (2d position , 1st position, 3nd position). Usher 2 carries the medals in a tray for 3rd position. Usher 3 carries the tray for the 1st position and usher 4 carries the tray for the 2nd position, usher 5 escorts the dignitaries	Presentation Ceremony of (category), Our Guest of honour for this Ceremony is (Name + Designation of Dignitary 1) accompanied by (Name + Designation of Dignitary 2)	Emcee Mic - Emcee Announcement + Walk in victory music (Khelo India Instrumental)
2	Medal winners line up behind the podium	D1 & D2 wait at stading area	U1 escorts the winners & dignitaries to standing area	In the third place and the winner of the BRONZE medal, Representing _____(University Name) Please Put Your Hands Together for _____(Name)	Emcee Mic - Emcee Announcement
3	Medal Winner - 3rd Position on podium	D1 gives Medals, D2 gives the silver filigree for Bronze	Usher 2 - with tray for 3rd position medal winner	In the thrd place and the winner of the SILVER medal, Representing _____(University Name) Please Put Your Hands Together for _____(Name)	Emcee Mic - Emcee Announcement
4	Medal Winner - 2nd position on podium	D1 gives Medals, D2 gives the silver filigree for Silver	Usher 3 - with tray for 1st position medal winner	In the thrd place and the winner of the GOLD medal, Representing _____(University Name) Please Put Your Hands Together for _____(Name)	Emcee Mic - Emcee Announcement
5	Medal Winner - 1st position on podium	D1 gives Medals, D2 gives the silver filigree for Gold	Usher 4- with tray for 2nd position medal winner	Requesting the Dignitaries and the Winners to gather in front of the Podium for the Official Photograph.	Emcee Mic - Emcee Announcement
6	All athleteics on 1st podium	D1 & D2 in front of the athletes under 1st podium	Usher 5 escorts winners dignitaries to hold-up area	Congratulations Achievers We thank our guests for joining us today for the ceremony. Thankyou!	Khelo India Athem (To be confirmed)

SHOW FLOW TROPHY CEREMONY

S. No.	WINNERS	DIGNITARIES	USHER	ANNOUNCEMENT	SOUND TRACK
1	Best Sport Team along with UCM/Coach wait at hold up area	Dignitaries walk towards the ceremony area	Usher 1 carries the trophy in a tray for 3rd position. Usher 2 carries the tray for the 1st position and usher 3 carries the tray for the 2nd position,	Presentation Ceremony of (category), Our Chief Guest for this Ceremony is (Name + Designation of Dignitary 1) accompanied by (Name + Designation of Dignitary 2)	Emcee Mic - Emcee Announcement + Walk in victory music (Khelo India Instrumental)
2	Trophy Winner - 3rd Position invited to Ceremony Area	Guest of Honour gives trophy to the Chief Guest for awarding 2nd Runner Up trophy to _____(State Name)	Usher 1 - with tray for 3rd position Trophy winner	The 2nd Runner Up Trophy goes to (Name of university) with ___ number of Gold medals, ___ number of Silver medals/, ___ number of Bronze medals	Emcee Mic - Emcee Announcement
3	Trophy Winner - 2nd position on podium	Guest of Honour gives trophy to the Chief Guest for awarding 1 Runner Up trophy to _____(State Name)	Usher 3 - with tray for 2nd position Trophy winner	The 1st Runner Up Trophy goes to (Name of university) with ___ number of Gold medals, ___ number of Silver medals/, ___ number of Bronze medals	Emcee Mic - Emcee Announcement
4	Trophy Winner - 1st position on podium	Guest of Honour gives trophy to the Chief Guest for awarding Winners trophy _____(State Name)	Usher 2- with tray for 1st position Trophy winner	The Winners Trophy goes to (Name of university) with ___ number of Gold medals, ___ number of Silver medals/, ___ number of Bronze medals	Emcee Mic - Emcee Announcement
				In Case Team Games, Each category will be getting the trophies.	Khelo India Athem (To be confirmed)

PROCESS DURING THE MEDAL CEREMONY

- Ushers and Hostesses should be in positions 5 minutes before to escort the Guests to the podium

- One Opening Usher escorting the Three Medal ushers with Medal trays in sequence Bronze- Silver-Gold be aligned in the left side of ceremony premises and one closing usher with the Presenter
- Emcee to announce event details and requesting Medalists and Presenters to walk-in towards the victory podium in the sequence
- Presenter to give medals in the sequence of Bronze-Silver-Gold
- Co-presenters to give Filigree/memento in the sequence of Bronze-Silver-Gold
- After the ceremony the guests, be given a commemorative Medal

TIMELINES

S. No.	ACTION	TIMELINE
1	Finalization of Volunteers, Usherers and Medal Hostesses	T-3
2	The Podium, Backdrop, Standees, hold up and VIP area	T-2
3	Finalization of committee for verification of certificates at each venue	T-2
4	Rehearsal of Volunteers, Usherers and Medal Hostesses with all related items	T-2
5	Medals/ Lapels	T-1
6	List of VIPs/ Presenters by State	T-1
7	Start of Medal Ceremonies	End of first event

IMPORTANT INSTRUCTIONS

- Delay in cementing the sports presentation schedule – given the multiple number of, and the last minutes changes in the sports schedules.
- Dignitary schedule: Coordination in match finish time (which were delayed or extended beyond time) and dignitary arrival time.
- Federation changing the show flow & Emcee script at the last moment.
- Star Sports live broadcast schedule were delayed and changed at the last moment
- List of dignitaries was not confirmed or changed last moment
- Crowd management during the presentation at the FOP area was a problem.
- Delay in the doping test which lasted in delayed Presentation.

TALENT IDENTIFICATION

SCOPE OF WORK

- Total strength of shortlisted / selected athlete is depending upon the approval of the Competent Authority in age group U – 17 & U –21.
- TSC and TIDC members are detailed accordingly.
- Short listing / Selection of athlete.
- In Individual sports, Age Verification Test (AVT) is mandatory for shortlisted athlete at the time of competition.
- In teamevent shortlisted athlete will be eligible for final Assessment & AVT.
- In case if in any sports / event existing Khelo India Athletes (KIAs) meets the selection criteria, the next immediate position holder shall be taken into the list of selected / shortlisted players.

TIME SCORING AND RESULTS

INTRODUCTION

Timing, Scoring & Results (TSR) is a part of Sports Functional area and majorly responsible for handling the technical conduct of the Games related to Timing(performance in time, duration of event and other time related tasks), Scoring(digital)– Score is a quantitative measure of the relative performance of opponents in a sporting discipline. It is usually measured in the abstract unit of points and events in the competition can raise or lower the score of the involved participants and Results on the basis of outcome.

SCOPE OF WORK

- Planning of display boards: A detailed plan for positioning and placement of all the required equipment including the display boards considering the wind, storm, lightning factor, seating arrangements, installation structure and light effects.
- Installation of Equipment: The agency has to deliver the equipment to the identified locations as per requirements and ensure installation of the same along with related accessories. Additionally, all the required temporary structures for the display boards/other equipment should be erected and well painted in accordance with the image and look of the games.
- Ensure working condition: All the equipment provided on rentals must be in working condition at all times.
- Maintenance of Equipment: Maintenance of all the equipment should be overlooked during the event.
- Technical support engineers have to be stationed to meet the required uptime. All calls for faults and repairs of the equipment have to be attended promptly and resolved immediately as per uptime requirements.
- Replacement of Parts: Rectification of the faulty equipment or providing replacement for the faulty equipment as per uptime requirements.
- Onsite Technical (Maintenance) Support: One Onsite Technical Support Engineer must be provided for each identified location. Technical support has to be provided 24X7 at all the locations.
- Onsite Operational Support: The Agency must provide requisite manpower to operate the TSR equipment and the software installed at all the locations during the games and test event.
- Liaison with all stakeholders: The agency has to liaise with the Venue/ Competition Managers, Games Federation, Khelo India for installation and commissioning of all the equipment.
- Khelo India should overlook agency for performing the following activities:
    o Inspecting / testing of the equipment at the identified source locations;
    o Packing the identified equipment at the source location;
    o Repair of the identified equipment (if required);

- o Safe Transportation of the equipment to the respective venues with transit insurance;
- o Unpacking, installation and commissioning of the equipment at the venues;
- o Decommissioning, repairs (in case of any damages), packing and safe transportation back to the source location with transit insurance in same working condition on completion of the tournament; and
- Record Keeping: The Program partner shall ensure that the records for each and every event/activity shall be maintained manually and electronically and to be handed over to OC- KISG at the end each day.

PROCESS

- TSR requirement to be taken from NSF: Khelo India issues letter to NSF for providing TSR requirement for the event
- NSF takes Quotation from Agency: NSF prepares equipment's list and share it with Khelo India
- and to the vendor for quotation against these approved Equipment's.
- Financial Implication to be submitted by NSF to Khelo India : After getting Quotation from vendor, NSF forward that to Khelo India for approval
- Comparison to be prepared by Khelo India (previous Year vs current Year): On the basis of the given Quotation, a comparison chart is being prepared.
- Finalisation of Vendor by NSF's: After getting quotation and its approval, NSF finalise the vendor from their end.
- Meeting with TSR vendor for Integration with NSRS portal: Khelo India meet the vendors for final discussion on TSR regarding its Integration with NSRS portal.
- Sharing of Khelo India Format with vendor for getting data in set format: Khelo India shares the format in which vendor has to set the equipment and provide data in given format.
- Approval on Cost by Khelo India on the basis of Comparison chart: After the successful conduct of meeting, Khelo India finalise vendor on the basis of comparison chart.
- Release of Payment by Khelo India to NSF: After the vendor is approved by Khelo India, Payment releases by Khelo India to NSF.
- Bump-In and Installation of TSR Equipment's (All Venue-Staged) (T-3): TSR vendor should bump
- in their equipment's T-3 of the event.
- Finalize of Internet Service Provider: Internet services to be provided to TSR vendor at Venues.

- TSR Testing of Equipment's, Testing with Star and other sources: TSR testing to be done by vendor and testing should be done with Star for Live feed during Telecast.
- Integration with NSRS portal for Live scoring update : Integration of equipment's with NSRS portal so that live scoring can be done on NSRS portal
- Result feed on Portal, Web page, Star and Athletes profile on portal: After getting integrated result should be reflect on NSRS portal as well as well on Star live telecast and performance of Athlete on Athletes ID in portal.

TIMELINES

S. No.	PARTICULARS	TIMELINES
1	TSR requirement to be taken from NSF	
2	Financial Implication to be submitted by NSF to Khelo India.	
3	RFP to be floated for procurement of TSR equipment	
4	Venue wise deployment plan of equipment	
5	Finalize of Internet Service Provider	
6	Finalize of Timing Scoring and Result System provider	
7	TSR installation and commissioning planning	
8	TSR Testing	
9	Technical evaluation Report establishment (All Venues- Staged)	
10	Bump-In (All Venue-Staged)	
11	Bump-out (All Venue-Staged)	

UNIVERSITY COORDINATION

INTRODUCTION

University Coordination is the functional area that is responsible for the flow of information from different functional areas to the universities and vice versa. It plays a crucial role during the Games as it acts as the medium for communication between different stake holders, different functional areas and the universities; further ensuring the smooth conduct of the Games.

FLOW CHART
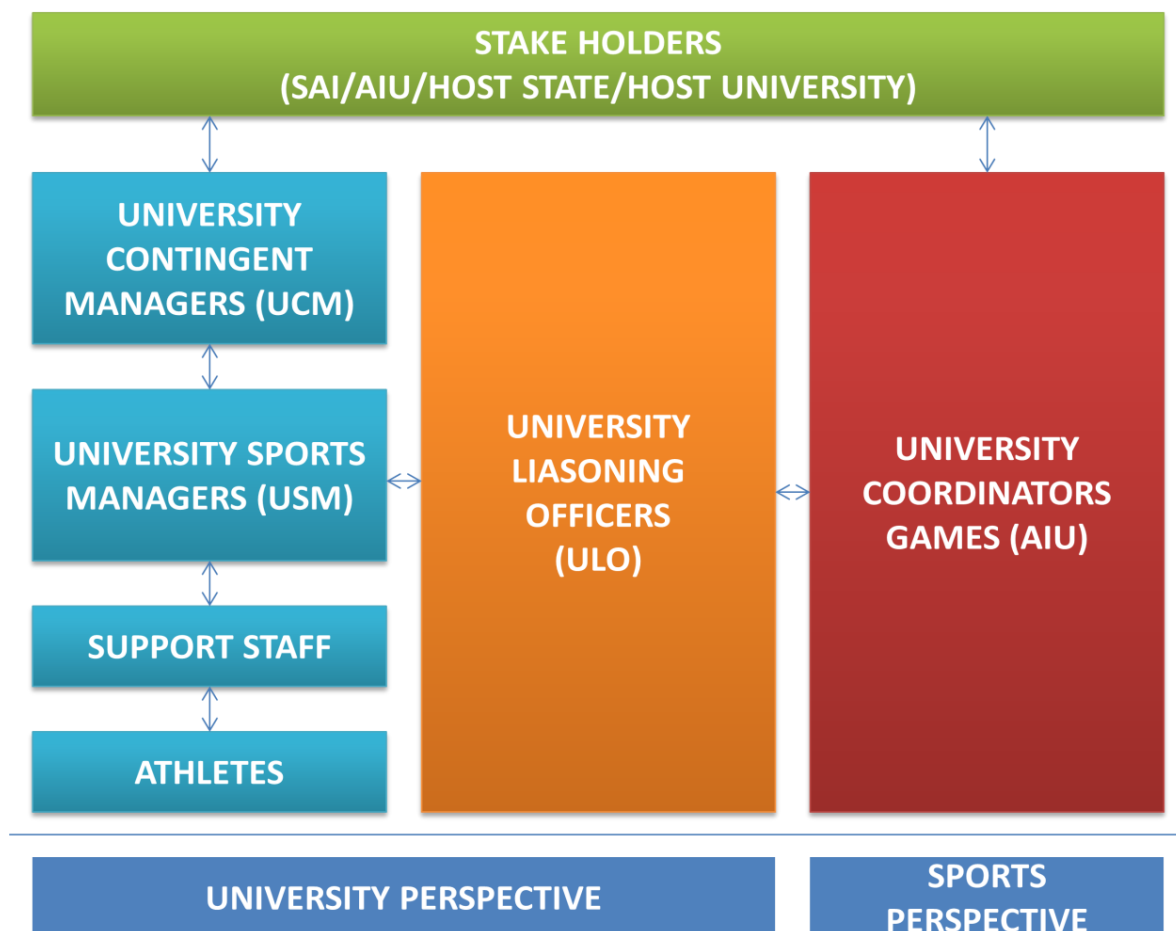
PROCESS

University Coordination consists of two verticals, one is University Perspective and the other one is Games Perspective. University Coordinator- Games (AIU) falls under the latter vertical and handles coordination from the Games perspective. Whereas, University Liaisoning Officers (ULOs), University Contingent Managers (UCMs) and University Sports Managers (USMs) handles coordination from the University perspective.

University Coordinators- Games (AIU)

University Coordinators- Games (AIU) are the medium through which the athletes and university coordination team can interact and share feedback. They will stay during the entire games and will be assisted with general volunteers. It is the responsibility of AIU to nominate University Coordinators- Games (AIU) for each sport discipline (sports specific) and delegate the below mentioned responsibilities. Also, it is to be noted that the details of University Coordinators- Games (AIU) are to be uploaded on the portal and AIU must ensure the same.

Roles & Responsibilities of University Coordinator- Games (AIU)

- To verify the documents of athletes for their authenticity during games.
- To assist and guide event contingents about game venues, accreditation, Kits and other game related issues/queries and issuance of certificate to collect kits and accreditation cards
- Coordination with GTCC and CMs for venue preparedness and ensure event starts on time
- To make sure that athlete reports in time at the venues as per schedule of games
- To ensure that players with proper age group represent their state
- To supervise and coordinate with athletes for receiving accreditation cards and kits
- They will be coordinating with University Liasoning Officers (ULOs) for information regarding universities

University Liasoning Officer (ULO)

University Liasoning Officers are provided by the Host University for coordination with different universities. A ULO will be given a certain number (based on the magnitude of the participation) of universities to coordinate and will be responsible for any communication with those universities. ULOs also coordinate with the University Coordinators- Games (AIU) and should perform the tasks given to them.

Roles and Responsibilities

- To coordinate with University Sports Managers (USM) and remain the single point of contact between University contingents and the Host University
- To hold responsibility for any communication with the universities they look after
- To coordinate with University Coordinators- Games (AIU) for document verification of participants from the universities
- To coordinate with University Coordinators- Games (AIU) and provide them with travel details of contingents to Accomodation Catering Transport (ACT).

- To help University Coordinators– Games (AIU) with accreditation and kitting distribution
- To be touch with UCMs and USMs for any coordination University Contingent Managers (UCM)

University Contingent Managers are the head of their respective university contingents. They should be appointed by their respective universities and should be present in the venue until the completion of all events in which their university participates. They will be the spokesperson for their university and coordinate with KIUG Secretariat and University Coordinators– Games (AIU.) They should be registered and nominated by their respective universities on the portal.

They will be the single point of contact for communication between OC KIUG and respective University.

Roles & Responsibilities of University Contingent Managers

- They act as the spokesperson for their respective universities and coordinate with different stakeholders
- They have to coordinate with University Sports Managers(USM) to perform all deliverables from their universities, which includes supervising uploading of data of athletes and support staff on the portal
- They have to ensure that they send woman staff to accompany female athletes
- They have to ensure that they send support staff not more than 20% of no. of athletes
- They are responsible to collect kits and accreditation on behalf of their contingents with the help of USMs
- They have to ensure that the athletes are informed of carrying their own kits
- It is the responsibility of the UCMs to brief DOs and DON'Ts of athletes at the venues
- through the USMs
- They are responsible for forwarding information to contingents received from Organising Committee (OC)

University Sports Managers (USM)

University Sports Managers are the head of their respective sports contingents of the university they belong. They should be appointed (for each sport discipline) by their respective Universities Contingent Managers and should be present in the venue until the completion of their concerned event in which their university participates. They will be the spokesperson for their respective sports' contingents and coordinate with UCMs, athletes, support staff and University Coordinators– Games (AIU.) They should be registered and nominated by their respective universities on the portal.

Roles & Responsibilities of University Sports Managers

- They act as the spokesperson for their respective sport contingents of their university and coordinate with UCMs for information from different stakeholders and University Coordinators– Games (AIU)
- They have to coordinate with University Contingent Managers(USM) to perform all deliverables from their universities, which includes assisting uploading of data of athletes and support staff on the portal
- They have to ensure that they send support staff not more than 20% of no. of athletes for their respective sport
- They are responsible to collect kits and accreditation on behalf of their contingents by coordinating with UCMs
- They have to ensure that the athletes from their respective sport are informed of carrying their own kits
- It is the responsibility of the USMs to brief DOs and DON'Ts of athletes at the venues as
- instructed by the UCMs
- They are responsible for forwarding information regarding the sport they are responsible for to contingents, received from Organising Committee(OC)

ACCOMMODATION			
1	University Coordinators	Present throughout the games	-
2	University Liaising Officers (ULO)	Present throughout the games	-
3	University Contingent Managers (UCM)	2 days prior to the start of the first event for their university	1 day after the last event for their university
4	University Sports Managers (USM)	2 days prior to their respective sports event	1 day after their respective sports event

| TRANSPORT		
1	University Coordinators	A dedicated vehicle will be provided
2	University Liaising Officers (ULO)	Vehicle will be provided based on their needs
2	University Contingent Managers	A dedicated vehicle will be provided
3	University Sports Managers	Vehicle will be provided based on their needs

VENUE OPERATIONS

INTRODUCTION

Venue Operations is the function that ensures the availability of all necessary facilities and equipment required before the start of an event. This function carries out all operations required inside and outside the Field of Play (FoP) in a particular venue. It is a core vertical of Venue Management and Operations that facilitates the deliverables of a particular venue.

STRUCTURE
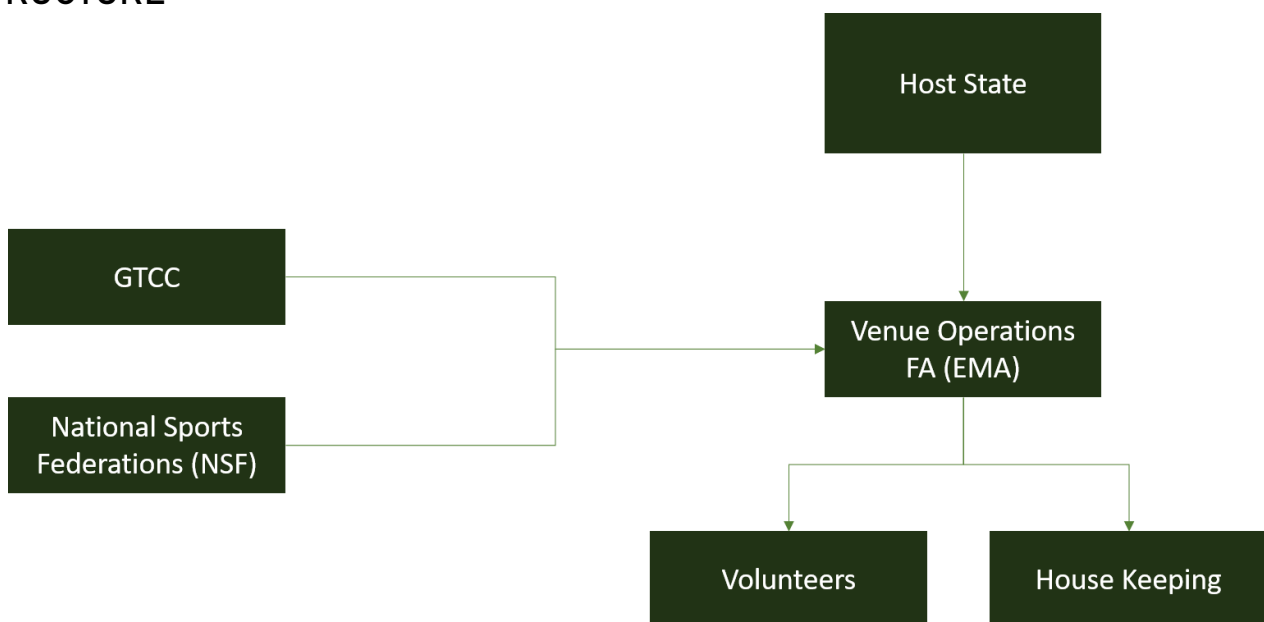
The function requires coordination with the below mentioned Stake Holders,

1. GTCC
2. National Sports Federations
3. Host State

The Venue Operations Functional Area in coordination with the above-mentioned Stake Holders stay constantly in touch with its team, Volunteers and House Keeping to provide required facilities and equipment for smooth conduct of the Games.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of this function can be classified in to following,

➢ **FOP readiness:**

Venue Operations are responsible for demarking the Field of Play according to the guidelines of each sport discipline. The FOP are to be made available for the athletes to play on the day of event, for which the Venue Operations Function takes onus in preparing the venue a day prior to the event

➢ **Availability of equipment:**

It is important to store the equipment in the venues and made available during the Games. Sporting Equipment is the most important element of the Games and only when available on time the Games will happen without any delay

➢ **Demarcation of seating areas in the venue:**

In a venue a clear demarcation is made for the seating arrangements of various spectators. Venue Operations are responsible in demarcating the seating arrangements in order to maintain the protocol. VVIPs and VIPs are provided with separate seating arrangements

➢ **Placement of security:**

It is important to place security at vital points such as FOPs, entry to the FOPs, VIP seating areas, areas of FOPs that is covered by the broadcaster, etc. This is to ensure any unwanted movement in the FOP. Ensuring the availability of access for people who are entering the venue.

Also, placement of security is very much required to ensure safety inside the venue, which includes unwanted brawls, guiding crowd to emergency exit in case of any disaster, etc.

➢ **Movement of VVIPs, VIPs, athletes, team officials:**

Venue Operations also needs to plan the movement of athletes, team officials and dignitaries. This is to segregate the crowd, prevention of unwanted movement inside the FOP and maintain safety inside the venue.

➤ **Allotment of rooms for different FAs:**

Different Functional Areas present in the Venue during the Games are to be provided with rooms, and venue operations are responsible for the allotment of rooms

➤ **FOP and Venue Cleanliness:**

Venue Operations are responsible to coordinate with the House Keeping department and maintain cleanliness inside the venue and FOP

➤ **Availability of water, electricity, flooring and lighting:**

Basic necessities are to be ensured by the Venue Operations during the Games, for smooth conduct of the Games

➤ **Deployment of Volunteers:**

Volunteers play a very vital role in every function. Hence, a proper deployment of volunteers and proper roles defined to them prevents haphazard in the venue. Venue Operations team are required to train the volunteers and deploy them accordingly

➤ **FOP changeovers:**

There shall be instances where a same venue can be used for different sport disciplines and during such situations the whole FOP requires to be changed overnight. Venue Operations are responsible for these changeovers and ensure the FOP is ready for play on time

➤ **Branding:**

Branding the venues also falls under the scope of work of venue operations. Venue Operations have to ensure proper branding is done to the venue, FOP and equipment

PROCESS FLOWCHART
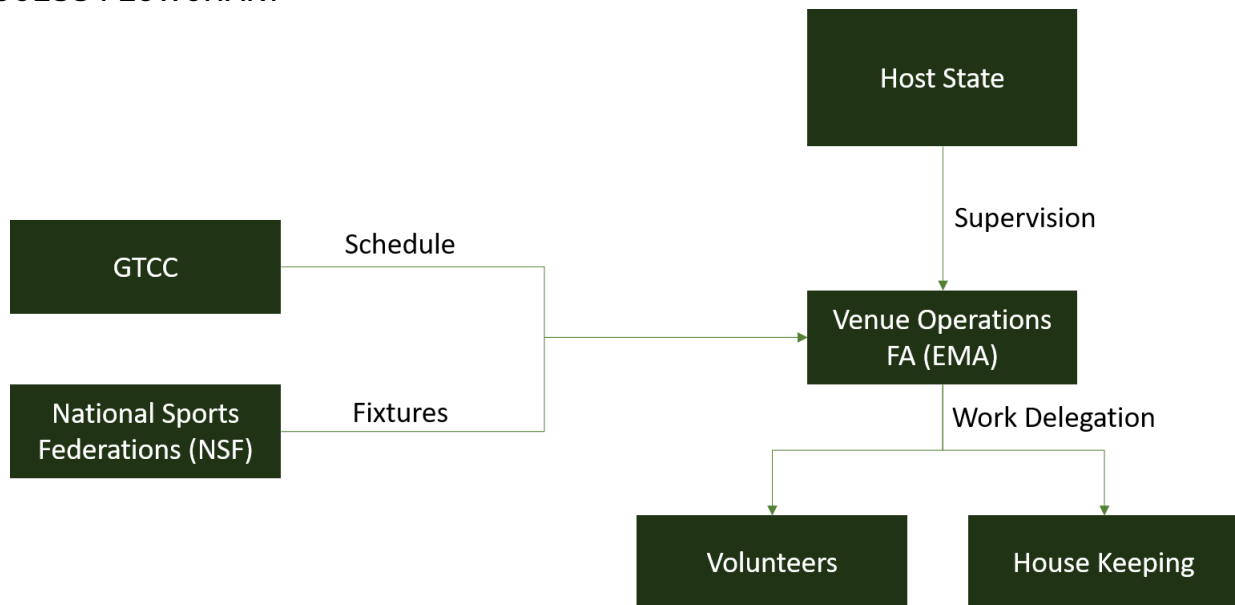
a.   Venue Operations Function collects Schedule and Fixtures from GTCC and National Sports Federations, respectively and conducts the operational activity accordingly

b.   The Venue Operations Function constantly coordinates with the venue in charge in order to ensure availability of required facilities in the venue

c.   Venue Operations function ensures venue readiness and cleanliness through Volunteers and House Keeping respectively

TIMELINES

S.NO	ACTION	TIMELINE
1	Training of Volunteers	T-10
2	Availability of equipment	T-5
3	Branding	T-5
4	Deployment of volunteers	T-2
5	Demarcation of seating areas in the venue	T-2
6	FOP changeovers	T-1
7	FOP readiness	T-1
8	FOP and venue cleanliness	During Games

VENUE OVERLAYS

INTRODUCTION

Venue Overlays are temporary additional infrastructure elements that are installed at the venues to support the needs and requirements of the venue. Overlay includes all of the temporary infrastructure required to support a particular venue, including but not limited to tents, cabins, power, utilities, fencing, flooring and lighting, signage and Field of Play (FOP) equipment.

Venue Overlays are a critical part of operational planning phase and it defines the following,

- Venue space for operational services
- Provides security perimeter
- Improves the aesthetic feel of a venue

STRUCTURE
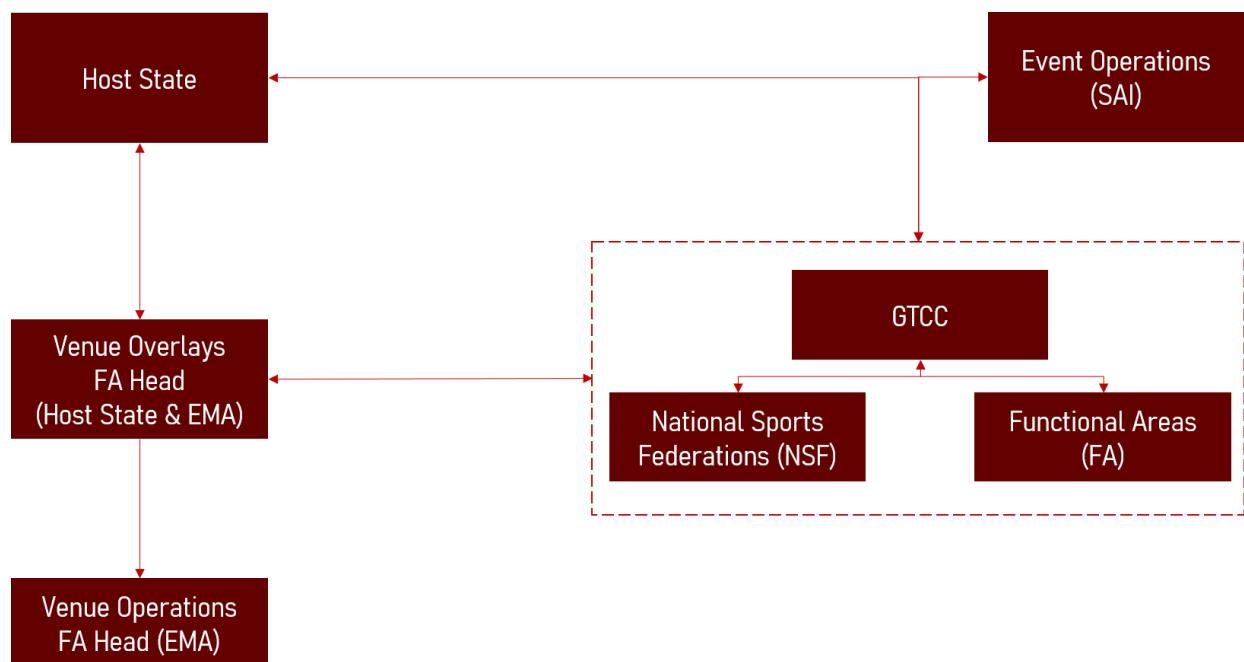
The Function requires coordination with the below mentioned Stake Holders,

1. SAI (Overall Coordination and GTCC)
2. Host State
3. Event Management Agency

The Venue Overlays Functional Area (FA) Head in coordination with the above mentioned Stake Holders stay constantly in touch with the National Sports Federations (NSFs) and other FA heads to determine the necessary Overlays requirement for various venues.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of this function can be classified in to following,

a. Determining requirements and Gap Analysis

b. Formation of Bill of Quantities (BOQ)

c. Procurement

d. Coordination

Determining Requirements and Gap Analysis:

Generally, overlays requirement depends on the availability of infrastructure and other facilities in a particular venue. These requirements can be further classified in to following,

a. Overlays required to conduct the Games

b. Overlays required to build a security perimeter

c. Overlays required to improve the aesthetic feel of a venue

Considering the above mentioned aspects, the members of Games Technical Conduct Committee (GTCC) conduct a recce in every venue at which the Games will be conducted. Subsequently, the National Sports Federations (NSF) sends their appointed Competition Managers (CM) along with the members of the Host State for determining the requirements at every venue and conduct Gap Analysis

Formation of BOQ:

Each Stake Holder prepares a list of requirements at every venue, after the conduct of recce by the respective Stake Holders.

This requirements list consists of the following,

a. Availability of necessary infrastructure and facilities

b. Required infrastructure that needs to be installed at the venues for the conduct of the Games

c. Required infrastructure that needs to be built for security perimeter and zoning

d. Required infrastructure that needs to be built to improve the aesthetic feel of the venue

Event Operations (SAI), GTCC and Host State after consultation with the Event Management Agency and considering the requirements of other Functional Areas prepares a list of requirements (line items) and computes the budget required to procure them, otherwise called asthe Bill of Quantities (BOQ).

Procurement:

After the BOQ is prepared the line items mentioned in the BOQ needs to be procured. A budget is estimated by the Host State and allocated to procurement of the Overlays required.

The Venue Overlay Function coordinates with EMA in identification of vendors for procuring Overlays required in consultation with GTCC and tenders are floated by the Host State in procuring the same.

Coordination:

Coordination of Venue Overlays Function involves the following,

a. Procuring and Storing– Venue Overlay Function plays a major role in coordination with EMA and vendors in procurement of Overlays without any delay. The Overlays are to be procured and stored at various venues according to the requirement.

b. Installing and Uninstalling– The Overlays are to be installed at the venue based on the requirement and are to be uninstalled after. The Venue Overlay FA isresponsible to coordinate with EMA and Venue Operations FA in installation and uninstallation of the Overlays.

They are also responsible to have the Overlays ready to be installed for any venue changeovers during the Games.

PROCESS FLOWCHART
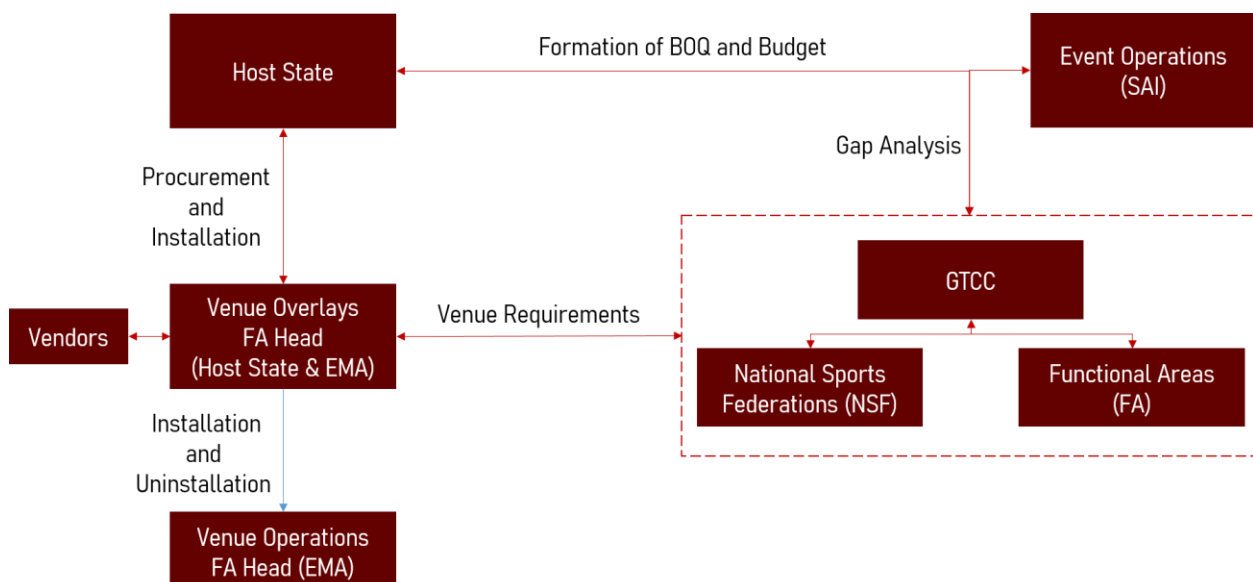
a. GTCC team conducts recce, Gap Analysis and prepares a list Overlays required, after consultation with the NSFs and the other Functional Areas

b. This list is then shared with the Event Operations team (SAI) and Host State, who further prepares a BOQ listing all the line items along with their cost of procuring

c. Host State floats tenders (RFP) to procure the required Overlays and EMA takes onus in identification of vendors

d. Venue Overlays FA in coordination with EMA procures and stores the Overlays; it also ensures that there is no delay in procurement

e. Venue Overlays FA gets the requirements from GTCC, NSFs and other FAs for supplying the Overlays at the required day of the event and for the required duration

f. Venue Overlays FA in coordination with the Venue Operations FA installs the Overlays at the venues for the required duration and uninstalls once completion

TIMELINES

S. No	ACTION	TIMELINE	RESPONSIBILITY
1	Determining requirements and Gap Analysis	T-90	GTCC & NSF
2	Preparation of BOQ	T-70	Host State in consultation with SAI
3	Budget Finalization	T-65	Host State in consultation with SAI
4	Floating tenders to Vendors	T-50	Host State
5	Identification of Vendors	T-45	EMA & Venue Overlay FA
6	Inflow of Overlays	T-2	EMA & Venue Overlay FA
7	Installation of Overlays	T-1	EMA & Venue Overlay FA
8	Outflow of Overlays	After Event Completion	EMA & Venue Overlay FA

ELEMENTS

Below are the elements that are required in smooth functioning of the FA,

1. The Overlays requirement at each venue and duration of its requirement

2. Storage facilities to store the required overlays at each venue

3. Installation/ Placement plan for every overlay

4. Coordination channel to coordinate with each Stake Holders

5. Escalation channel in case of any short comings.

VOLUNTEER MANAGEMENT

INTRODUCTION

Volunteers act as a supporting structure towards the conduct of the Games and play an important role across multiple other functional areas. The Volunteers functional area is formed primarily to select, train, and allocate the most eligible candidates who are willing to be part of the Games and contribute for the welfare of the sport.

Volunteer management refers to the process of creating a system for recruitment, training, engagement, coordination, and accountability of volunteers. In Khelo India Games, volunteers have been segregated into the following two categories:
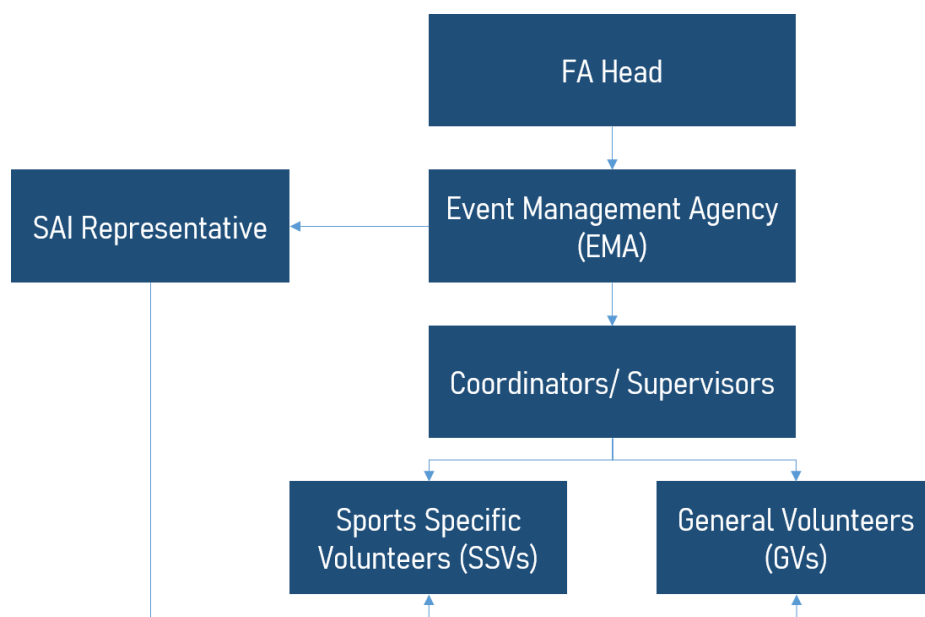
General Volunteers

General volunteers (GVs) play a diversified role across various functional areas such as Accommodation, Catering, Transportation, Medical, Sports Kits, Sports Presentation, etc. They form a supporting web around the core technical conduct of the Games. Essential to their functioning is communication with multiple stakeholders and their presence stretches beyond a set time-period.

Sports Specific Volunteers

Sport specific volunteers (SSVs) are inherent to the technical conduct of the Games and requires for the individuals to be well versed with the technical aspects of the allocated sport. They are usually sportspersons from a particular sport registered with the respective Federation/Association. They report to the nominated competition managers of the respective sports discipline.

STRUCTURE

SCOPE OF WORK

Prior to proceeding with the work, the Volunteers functional area head and concerned team members should obtain the following information with requisite approvals:

a) Division of General Volunteers (GVs) allocated for each functional area.
b) Division of Sports Specific Volunteers (SSVs) allocated for each sport.
c) Division of volunteers to be nominated by each stakeholder.
d) Per day honorarium to be paid to each volunteer.
e) Number of maximum days to be considered for paying honorarium to each volunteer.
f) Type of kits to be issued to each volunteer

Selection

- Identification and sourcing of General Volunteers (GVs) from renowned educational institutes primarily from the Host State, including conducting security checks for each volunteer as specified by Sports Authority of India and meeting eligibility criteria as specified under point 3
- Sourcing of Sports Specific Volunteers (SSVs) from State Sports Associations, including conducting security checks for each volunteer as specified by Sports Authority of India and meeting eligibility criteria as specified under point 3
- Eligibility
  a) Age: 18+ years
  b) Languages Spoken: English, Hindi, and local language of Host State
  c) Essential qualification:
    - General volunteers should be well versed in computer proficiency such as Microsoft Office, Internet, etc.
    - Sports Specific Volunteers should be knowledgeable about their respective sports disciplines.
  d) Essential behavioral traits including but not limited to being presentable, punctual, disciplined, and responsible.
    - Recruitment through interviews to be conducted by Host State through Event Management Agency (EMA).

Registration

- Issuing of login credentials to the Khelo India online portal to respective stakeholders with the rights to register and view the volunteers.
- Registration of the volunteers on the portal in the respective categories – General or Sports Specific.
- The registration on the portal is mandatory upon which a unique User ID is generated for everyone.
- Nomination to be done by the Sports Authority of India representative to complete the registration process.

Training

- Both general volunteers and sports specific volunteers shall undergo a training program before the start of the event, at least 7 days prior to the Opening Ceremony.
- Volunteers will be put through training & briefing sessions once they have been recruited. This briefing will include an in-depth session of specific responsibilities they have. Following shall play a role in the training process:
    a) Coordinators appointed for volunteers
    b) AV (Audio/Video) for quick reference through the Games
    c) Training manual
- The training and deployment of general volunteers will be the responsibility of the Event Management Agency.
- Sports specific volunteers undergo a training program 4 days prior to the start of the respective sports discipline.
- The training and deployment of sports specific volunteers is the responsibility of the respective competition manager

Monitoring

- Appoint one coordinator for every 30 volunteers and 1 supervisor for every 6 coordinators.
- Preferably the supervisors should be appointed from the respective educational institution whom the volunteers belong.

Note: Flexibility to decide is to be with Host State/Host University.

Kitting & Accreditation

- Each volunteer will be provided with branded sports apparels including 1 Tracksuit, 2 T-shirts and a cap by Sports Authority of India. However, distribution of same will be the responsibility of Event Management Agency.
- Each volunteer to be issued an accreditation card based on the allocated functional area, sports discipline, access zone.
- Host State should ensure that the kitting & accreditation is provided to each volunteer in close coordination with Sports Authority of India/Event Management Agency.

Operations

- A Volunteers' Operations Centre (VOC) is to be prepared for attendance, distribution of food coupons, kits, for feedback, grievance redressal, etc.
- The Centre shall act as the call centre for all matters pertaining to Volunteers.

- Maintenance of attendance records will also be the responsibility of Event Management Agency. However, the Host State must ensure that this is carried out smoothly.
- Provide space for volunteers' orientation, catering, etc.
- Arrangement of catering for both the categories of volunteers.
- Ensure that the services provided to the volunteers are of high standards at par with the international level of competitions as they also act as a source of publicity.

Payment

- Calculate the payable honorarium to each volunteer based on the approved amount and attendance records.
- The standard honorarium has been of INR 250 per volunteer.
- Each volunteer workday is expected to comprise of 9 hours inclusive of 1 hour break.
- The payment to general volunteers will be the responsibility of Host State.
- The payment to sports specific volunteers will be the responsibility of the respective National Sports Federation (NSF).
- The honorarium paid to volunteers should be given as direct benefit transfer (DBT), thus it is the responsibility of the respective stakeholders to get the account details of the volunteers and the confirmation of receipt of honorarium by volunteers.

Conveyance

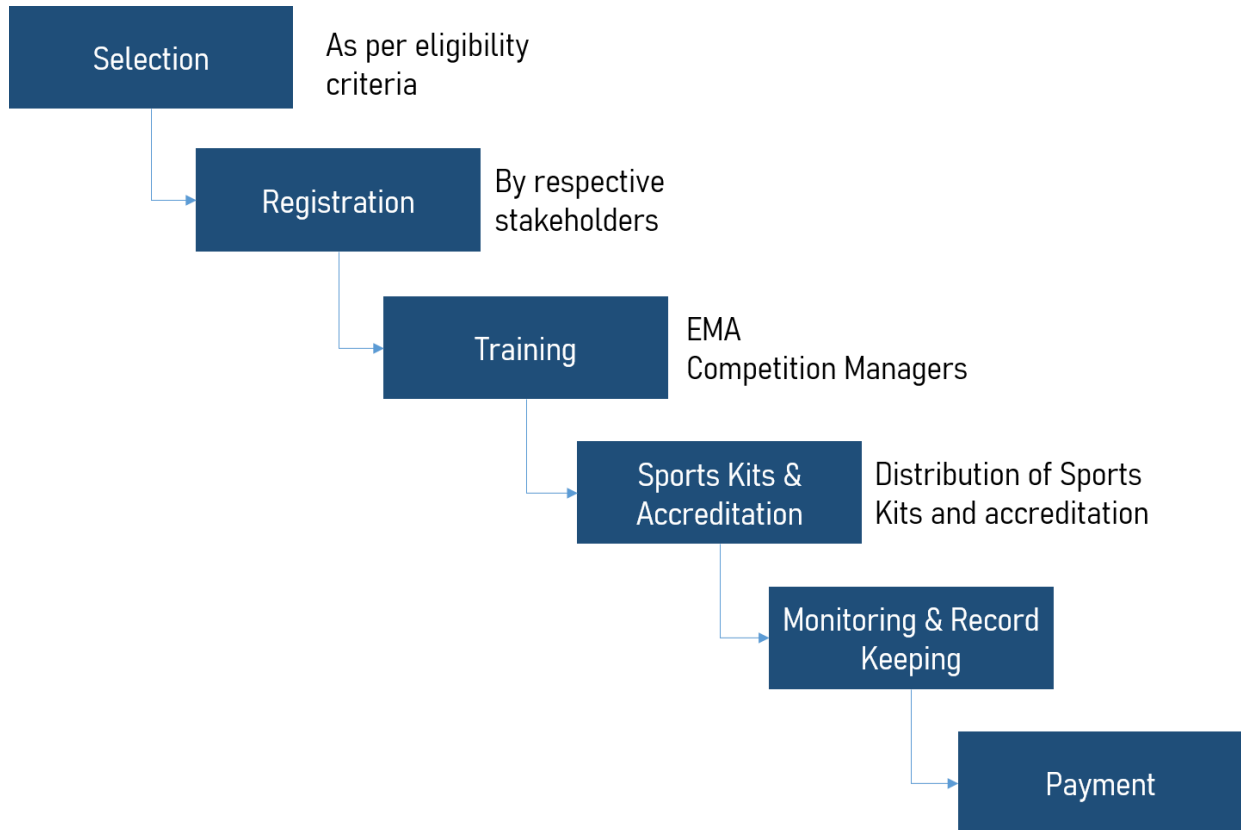- The honorarium provided to the volunteers will be inclusive of the travelling allowance from their origin point to the venue and back.
- In case of any movement to be carried out by the volunteers for official purposes, the same shall be the responsibility of Host State which is to be provided in form of shuttle bus service.
- Ensure that the shuttle services are provided to volunteers in case of late hours.

ROLES AND RESPONSIBILITES

HOST STATE	EVENT MANAGEMENT AGENCY	SPORTS AUTHORITY OFINDIA
Identification and sourcing of volunteers	Training of volunteers	Kitting & accreditation to all volunteers
Registration on online portal	Create Audio Video content for training of volunteers	Grant to National Sports Federations for payment of sports specific volunteers
Appointment of coordinators and supervisors	Deployment plan	Quality check of volunteers
Provision of honorarium to general volunteers	Overall management of volunteers	Approval of training material
Conveyance in case of delay, i.e., late hours		
Catering for volunteers		
Setting up & management of Volunteers' Operations Centre		
Support to Sports Authority of India/Event Management Agency		
Confirmation of payment by volunteers		

PROCESS FLOW

Selection — As per eligibility criteria

Registration — By respective stakeholders

Training — EMA
Competition Managers

Sports Kits & Accreditation — Distribution of Sports Kits and accreditation

Monitoring & Record Keeping

Payment

TIMELINE

S. NO.	PARTICULARS	DEADLINE
1.	Sourcing of the volunteers	T-45
2.	Recruitment of volunteers through online portal	T-30
3.	Provide Sports Authority of India with an interview schedule for the volunteers by Event Management Agency	T-25
4.	Confirmation of honorarium amount per volunteer per day	T-20
5.	Volunteers to be available for duty effective	T-10
6.	Providing a space for volunteer orientation & volunteer catering	T-7
7.	Volunteer training to be scheduled effective	T-6
8.	Provide support to Event Management Agency for volunteer kit distribution	T-3
9.	Daily attendance verification of volunteers	Regular
10.	Payment of honorarium to be made to volunteers	Post Games
11.	Confirmation of receipt of payment	Post Games

KIYG & KIUG – DIFFERENCE

S.NO	TASK	KIYG	KIUG
1	Sourcing of volunteers	Can belong to any of the leading educational institutions from the Host State	Majority of volunteers should be from Host University
2	Registration of general volunteers	Done by the Host State	Done by the Host University
3	Supervisors/ Coordinators	Flexibility of State to nominate people from any competent institution	Belong to the Host University
4	Payment to the volunteers	Done by the Host State	Done by the Host University

BROADCAST

INTRODUCTION

This area covers information on Live and non-live coverage of the disciplines being played at the event. There are various factors which determines the live coverage of the games. After crucial venue inspection by the broadcaster team along with SAI Official its decided which games should go for on air telecast. Rest of the games are covered as single camera shoot which is normally known as "ENG Coverage" in the technical language

SCOPE OF WORK

1. Games Schedule created by GTCC is shared with the Broadcasting Team prior to the venue recce.
2. Based upon the venue inspection known as "venue recce" a report is submitted which covers the factors such - FOP layouts, as camera plans, camera platform requirements/measurements etc. It also covers the other requirements needs to be done at the FOP or the surrounding areas for carrying out smooth operations.
3. Upon consent from competent authority of SAI, finalization of Live and non-live games is approved of for further arrangements.
4. Extract data from GTCC to provide it to Broadcasters for their graphics and preparing on-air fixtures
5. It is idle that a meeting should be held with the Producer, and GTCC Rep for deciding upon on-air fixtures. A meeting with all the Competition Managers of the live games should be held in case of any change in the match timings and/or to mitigate any challenges from either side.
6. Data should preferably be shared in one go with the Producer and his team; Data like – TSR Vendor List, Team List, Teams' institutions abbreviation lists, and top players [with their contact details] and top institutions list
7. Work upon on any special requirement/request from BDC Team like providing SAI competent authorities' letter to seek permission such as for – broadcast equipment trucks and drone permissions from the host state aviation and security authority.

Other Areas to be taken care of:

- Accreditation
- Volunteer coordination
- Coordination between overlays team for BCR infra to be made as per the specific requirements
- Security barricading of BCR and DSNG, Generators
- Vehicle car passes on the day on restricted movement
- Any given area of help and coordination required by Event Agency for a hassle-free broadcasting operation

ELEMENTS

- **FA SPOC**
  Identify SPOC of each functional area to coordinate

- **Venue Recce**
  Coordinate recce trip with Broadcaster following travel protocol. All the communication, files etc. to be shared via email with CC to senior authorities

- **LUX Level Requirement**
  Minimum 1200 LUX lighting necessary for the live coverage of the game. For non-live coverage [ENG/Single cam shoot] at least 700 LUX lighting is required to avoid dark images. LUX luminous should be arranged in such an angle that the FOP is evenly lit, and the light is falling on player's face so that their face is seen clear on the screen instead of any dark moving image.

- **On-air Game Schedule**
  GTCC SPOC to be involved from the initiation regarding On-air games schedule. If necessary, a meeting amongst Producer, GTCC Rep and Competition Manager to be fixed to discuss changed of match timings to adjust the live telecast of the game

- **FOP Branding**
  Event Agency to liaise with Branding Officer to make sure that the FOP of games [going to be covered live] and camera platform is either colorful or black.

- **Volunteer Management**
  Volunteer to be assigned well on time to Broadcasters to briefly train them for about getting the team sheets, run order, etc., from FOP to Director in BCR and/or taking run orders to commentators, etc. at FOP.

- **Security Arrangements & other challenges**
  It must be made sure that the security barricading must be done around DSNG Van & Generator area and no footfall should be allowed near the area. Also, Vehicle passes, Accreditation and other requisite permissions [Drone flying] to be in place for an easy workflow.

- **Continuous Power at FOP**
  Constant Power supply is eminent component of a smooth telecast of live game. In case if power failure happens, a swift action to be taken to get the power back again on FOP ASAP.

- **Data Sharing**
  Data, open files of logo to be shared as soon as it gets approved by the competent authority – team lists, team/institution abbreviation list, TSR vendor list, top players lists and institution list with their contacts, etc. to be shared with Producer

- **Frequency Jammer**
  To check in advance if Frequency Jammers to be active on the Opening Ceremony upon arrival of the VVIP. To take necessary action of informing Broadcasting Head and coordinate a trial test that an uplink signal frequency is permitted by SPG for the live transmission of the event.

MEDICAL SERVICE

INTRODUCTION

Medical Services protect the health and keep safety of all Games participants, and thereby contribute to ensuring the integrity of the Games. The important roles of Medical FA: providing medical care and health services for Athletes & Team Officials, Media, Marketing partners, Guests, and Spectators – both inside and outside Games venues. It is to be ensured that the level of medical services for the community is not compromised during Games time. Any issues shall be addressed during the Planning phase to ensure optimal use of health resource and appropriate level of care.

STRUCTURE
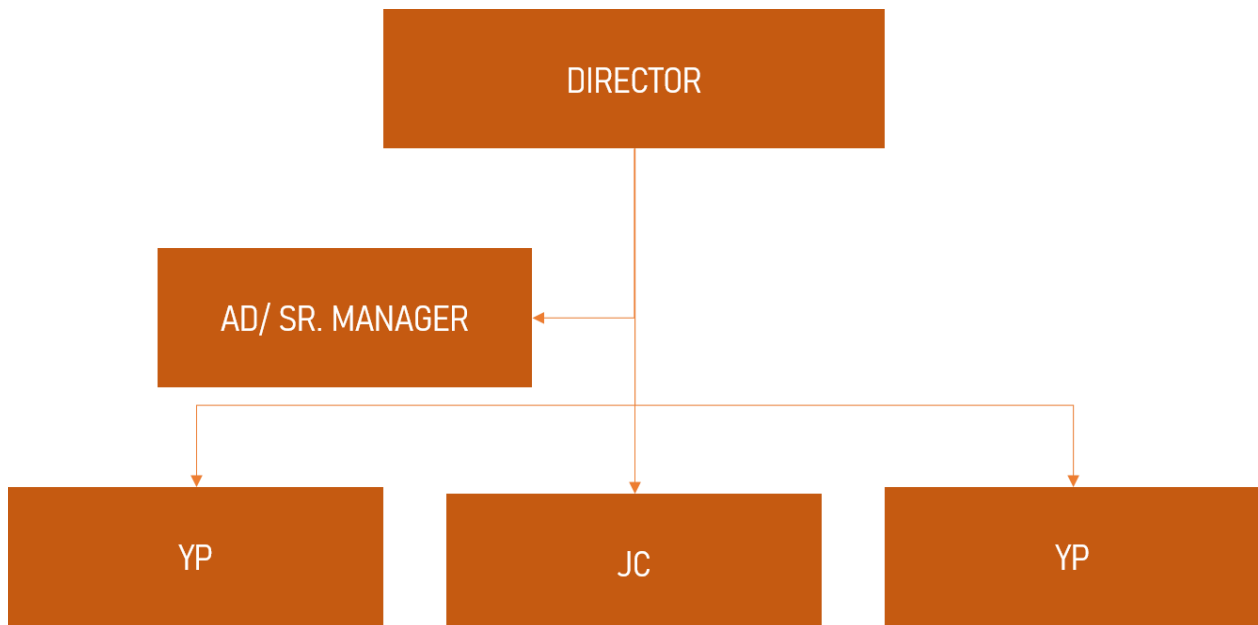
SCOPE OF WORK

1. A well-defined scope of medical and health services for all stakeholders, including emergency medical service plans and disaster planning for all venues.

2. A good quality clinic for Games Family and other services to help ensure that athletes can deliver their full performance.

   a. Purchasing and provision of equipment's and services: Medicines to be purchased based on

   b. the requirement of NSF's to be agreed with Medical FA for:

   c. FOP medical team

    d.   Athlete medical room (at Venue and Accommodation)

    e.   Spectator Medical Team and Room

3. The FA will handle all medical services required at the competition and Training Venues as well as at their Accommodation.

4. The financial implication to be approved for the medical equipment and services.

5. 24hrs services to be provided by Medical FA for Athletes to avoid an emergency.

6. A viable plan needs to be proposed by Medical FA to ensure that:

    a.   The hospital is within a reasonable distance from the venue.

    b.   The hospital should have sufficient capacity for the required services.

    c.   There should be same day appointment and no waiting time for athletes.

    d.   The services provided to athletes should not have any effect on emergency use or normal use.

7. Medical FA should submit a medical service plan that specifies:

    a.   How medical care will be provided, including the level of services to all accredited persons.

    b.   An emergency medical response to the injuries and illness that may happen to anyone.

    c.   Any proposed exception to the principle that all medical services including hospital should be provided free of cost to accredited players

PROCESS

I Stage
- Letter to be send to Host State for providing Medical Facilities during the event
- Room allocation for medical FA at each venues and hotels

II Stage
- Medical requirement to be taken from Competition Managers
- Financial Implication to be made for Equipment's and services scoped

III Stage
- List to be prepared of medicines and equipments to be procured(venue-wise & sport wise
- Coordination with hospital for providing staff on time. (T-1)
- Venue wise deployment plan of staff for the successful condut of the Games

TIMELINES

PARTICULARS	TIMELINES
Venue and Accommodation recce for room finalization	During 1st recce with GTCCTeam
Submission of a plan for the provision of medical rooms, sports medicine, and emergency medical care services	T-15
Planning of ambulances to be operational for the Games	T-10
Complete preparation of the draft of Medical Manual including emergency contact details	T-10
Inspection of Medical Operations & facilities for each site by the Medical Commission	T-3
Commencement of provision of supplies and equipment at Medical Stations	T-2
Finalize detailed games roster and schedule	T-1

VENUE WISE DEPLOYMENT PLAN – REFERENCE PURPOSE ONLY

S. No.	DISCIPLINE	Venue	Point Of Contact	Medical requirements venue wise		
				No. of Ambulances	Medical staff required	Medical Volunteers
1	ARCHERY (22-26 February)	Archery Ground Campus - 10 KISS	Dr. Benu George Varghese 9447006946	1 ALS Ambulance	1 Doctor 2 Paramedics Staff 1 Nurse 2 Stretcher Boys	2
2	ATHLETICS (28 February-1March)	Kalinga Stadium	Dr.U.V. Shankar 9845030214 Dr. Grudeep Kaur 9814991232	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	4
3	BADMINTON (23-26 February)	JLN Indoor Stadium – Cuttack	Dr.M Pasodi 9448140078, 8472263286 Dr. Ajith Mohan 9447102163	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	2
4	BASKETBALL (21-24 February)	Multi-Purpose Indoor Hall – Campus – 13	Dr.Kanwar Mandeep Singh 9855255155	1 ALS Ambulance	1 Doctor (1 Male+ 1Female) 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	2
5	BOXING (25 Feb-1 March)	Multi-Purpose Indoor Hall - Campus - 13	Dr. Surinder Sharma 8278759859	1 ALS Ambulance	2 Doctors 1 Paramedics Staff 1 Physiotherapist (Ringside doctors will also be there from NSF)	2

6	FENCING (21 Feb–24 Feb)	SAI–Odisha, Badminton Academy, Saheed Nagar	Dr. Daud Iqbal Baba 9419184667	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist	2
7	FOOTBALL (21 Feb– 1March)	SAI International Res. School, Cuttack	Dr. Vijay 9414286963	2 ALS Ambulance	2Doctor (1Male+1Female) 2 Paramedics Staff 4 Physiotherapist (2Male+2Female) 2 Stretcher boys	4
8	HOCKEY (22-28 Feb)	Hockey Stadium - Campus - 13	Dr. Illayus 9448114080	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	4
9	JUDO (27-29 Feb)	SAI–Odisha, Badminton Academy, Saheed Nagar	Dr. R.P Singh 9415579787	1 ALS Ambulance	2 Doctor (1Male+1Female) 2 Paramedics Staff 2 Physiotherapist 2 Stretcher Boys	2
10	KABADDI (26Feb-1 March)	Multi- Purpose Indoor Hall - Campus - 13	Dr. Avinash Asnare 9922930166	1 ALS Ambulance	2 Doctor (1Male+1Female) 1 Nurse 2 Paramedics Staff 2 Physiotherapist 2 Stretcher Boys	2
11	RUGBY (26-28 Feb)	Rugby Stadium - Campus - 13	Dr. Amrish Gautam 8826010669	1 ALS Ambulance	2 Doctor (1Male+1Female) 1 Nurse 2 Paramedics Staff 2 Physiotherapist 2 Stretcher Boys	4

12	SWIMMING (23-26 Feb)	Kalinga Stadium	Dr. Parminder Singh 9478228880	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	2
13	TABLE-TENNIS (27 Feb-1March)	JLN Indoor Stadium - Cuttack	Dr.K. Vaithianathan 9443440445 8754593521	1 ALS Ambulance	1 Doctor1 Paramedics Staff1 Physiotherapist2 Stretcher Boys	2
14	TENNIS (22-28 Feb)	Sports Complex - Campus - 8 & 9	Dr. Birender Singh Hooda 9215189906	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	2
15	VOLLEYBALL (21-24 Feb)	Multi-Purpose Indoor Hall - Campus - 13	Dr. Rina Punia 8560097932	1 ALS Ambulance	2 Doctor (1Male+1Female) 1 Nurse 2 Paramedics Staff 2 Physiotherapist	2
16	WEIGHTLIFTING (26-29 Feb)	Multi-Purpose Indoor Hall - Campus - 13	Dr. Pritam Singh 8569000331	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist 2 Stretcher Boys	4
17	WRESTLING (27 Feb-1March)	Multi-Purpose Indoor Hall - Campus - 9	Dr. D. S. Dhull 8638980808	1 ALS Ambulance	1 Doctor 1 Paramedics Staff 1 Physiotherapist Stretcher Boys	4

S.NO.	PARTICULARS TO REMEMBER
1	The requirements may be optimized as per schedule.
2	First aid kit to be presents at all the venues with doctors and paramedics staff.

3	Contingency reserve or backup Ambulances to be planned accordingly in case of medical emergencies or in case the Ambulance has left the venue.
4	Medical priority/attention to be given to the injured athletes/ participants during the games by taking them nearby Hospital in case of any medical emergencies.
5	Provisioning of ambulances and medical staff to be kept during practice sessions of athletes.
6	Medical facilities to be kept nearby the Athletes accommodation to avoid any emergency.
7	Provisioning of Ice boxes to be made at all the venues at all the times for safety precautions

KIUG-2020 Medical Requirements (Medical Rooms)					
S. No	Venue	Place of Medical Room	Disciplines	Medical Team	Equipment & Medicines (Responsibility)
		Multi-Purpose Indoor Hall	Boxing Basketball Kabaddi Volleyball Weightlifting	Doctor-:1(KIMS) Nursing Staff: -1(KIMS) First Aiders:2(5t. John)	Table & Chairs: (EMA) Stetho : (KIMS) Stretcher :(KIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
1	Campus-13 {KIIT)	Hockey Stadium	Hockey	Doctor-:1(KIMS) Nursing Staff:-1(XIMS) First Aiders:2(St. John)	Table Chairs: (EMA) Stetho: (KIMS) Stretcher :(XIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)

		Rugby Stadium	Rugby	Doctor–:1(KIMS) Nursing Staff: –1(KIMS) First Aiders:2(5t. John)	Table & Chairs: (EMA) Stetho: (KIMS) Stretcher :(KIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
		Football Stadium	Football	Doctor–:1(KIMS) Nursing Staff: –1(XIMS) First Aiders:2(5t. John)	Table Chairs: (EMA) Stetho :(KIMS) Stretcher :(XIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
2	Campus-8 {KIIT)	Sports Complex	Tennis	Doctor–:1(KIMS) Nursing Staff: –1(XIMS) First Aiders:2(5t. John)	Table Chairs: (EMA) Stetho :(KIMS) Stretcher :(KIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
3	Camp_{US} (KIIT)	Sports Complex	Tennis, Wrestling	Doctor–:1(KIMS) Nursing Staff: –1(XIMS) First Aiders:2(St. John)	Table Chairs: (EMA) Stetho :(KIMS) Stretcher :(XIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
4	Campus-10 (XIIT)	archery Ground Campus	Archery	Doctor–:1(KIMS) Nursing Staff: –1(XIMS) First Aiders:2(St. John)	Table Chairs: (EMA) Stetho :(KIMS) Stretcher :(XIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)
5	Campus-5 (KIIT)	Football Ground	Football	Doctor–:1(KIMS) Nursing Staff: –1(KIMS) First Aiders:2(St. John)	Table Chairs: (EMA) Stetho :(KIMS) Stretcher :(KIMS) Life Saving Drugs :(KIMS) Ice Box :(EMA)

KIUG-2020 Medical Requirements (Ambulance Services)

S. No	Venue	Place of Medical Room	Disciplines	Ambulance Provision (Responsibility)
1	Campus-13 (KIIT)	Multi-Purpose Indoor Hall	Boxing, Basketball, Kabaddi, Volleyball, Weightlifting	1 ALS (AHRCC) 1 BLS(KIM5) 1 BLS (St. John)
		Hockey Stadium	Hockey	1 ALS(KIM5)
		Rugby Stadium	Rugby,	1 ALS(KIMS)
		Football Stadium	Football	1 ALS(KIMS)
2	Campus-10 (KIIT)	archery Ground Campus	Archery	1 BLS(KIMS)
3	Campus-5 (KIIT)	Football Ground	Football	1 ALS (St. John) 1 BLS(XIMS)
4	SAI Badminton Academy, BBSR	Multi-Purpose Sports Hall	Fencing Judo	1 BLS(Apollo) 1 General Ambulance (Apollo)
5	JN Indoor 5tadium, Cuttack	JN Indoor Stadium Complex	Table Tennis, Badminton	1 BLS(Ashwini) 1 General Ambulance (Ashwini)
6	Kalinga Stadium, BBSR	Kalinga Athletics Stadium Complex	Athletics, Swimming	1 ALS(Apollo) 1 BLS(Apollo)
7	Campus-9 (XIIT)	Sports Complex	Tennis, Wrestling	1 ALS(KIMS) 1 BLS(XIMS)
8	Campus-8 (KIIT)	Sports Complex	Tennis	1 BLS(KIMS)

SPORTS APPAREL

INTRODUCTION

1.   Sports Apparel is the combination of Generic Kits & Sports Specific Kits.

2. Sports Apparel is the department that provides apparel to all the Players, Support Staff, Officials, Volunteers and Organizing Committee of the Khelo India Games.

3. This Department maintains Athletes Data, information of the size and other details.

4. Sports Apparel team keeps record of stock received and distributed.

5. The team also ensures timely and smooth distribution of the Sports Apparel, solves issues regarding exchange in case of wrong line items issued and works on the deficiencies and shortages if any provided.

FINALIZATION OF GENERIC AND SPORT SPECIFIC QUANTITIES WITH SIZES

Generic Kits
- The concerned Competent Authority will finalise the number of Generic Sports Kits to be issued
- This will include the number of quantities to be issued to Athletes, VVIPs, VIPs, Team Officials, CDMs/UCMs, MYAS, LOC, KITD, Media and SAI Officials

Sports Specific Kits
- Games Technical Conduct Committee (GTCC) will approve the number of athletes
- GTCC will provide a detailed sport wise data of all athletes participating in different sports that includes their size, sport, state/university name

GTCC approves athletes through qualification process → Athletes upload data on portal → GTCC will handover data to concerned FA Head

STRUCTURE

PROCESS

Dispatch of consignments	→ Delivery of consignments → Signing of Proof Of Delivery → Counting of number of kits

EXIT ← Distribution of generic kits (to Volunteers, State, Media, SAI) ← Segregation of generic kits (for Volunteers, State, Media, SAI) ← Storage of kits in the warehouse ← Signoff of Acknowledgement and discrepancy note

Segregation of Generic & Sports Specific Kits for athletes (sport, univ. & gender wise according to the schedule)

Receive final participation list from GTCC after Document Verification → Order sheet print out to UCMs → Handover of generic kits → Checking of G. Kits handover to UCMs → Get receiving for Generic kits from UCMs → **EXIT**

Remaining Sports Specific kits for printing → Call UCMs to collect Sports specific kits → Handover of Sports Specific kits

EXIT ← Get receiving for Sports specific kits from UCMs ← Checking of SS. Kits handover to UCMs

QUALITY INSPECTION

1. Quality inspection should be done by the Competition Managers of various sports disciplines

2. The apparels should meet the protocols of sports specific kits

TIMELINE

DESCRIPTION	TIMELINE
Start of registration of athletes on portal	T-90
Vendor on board	T-90
Information of approved athletes to b e provided by GTCC	T-60
Design finalization of Generic Kits	T-60
Design Finalization of Sports Specific Kits	T-60
Work Order to be placed	T-45

STATE COORDINATION

INTRODUCTION

State coordination Functional area acts as channel of information flow between various functional Areas of Organizing Committee and participating States and UTs. State Coordination FA functions as a single point of information source for all the States and Union Territories regarding any information on the games. Similarly, the Games Technical Conduct Committee (GTCC), Accommodation & Catering, Transportation, Accreditation, Sports Kits etc. functional Areas have interdependencies on State Coordination FA as they get the crucial information which is required for functioning of these functional areas.

STRUCTURE

State/Union Territories → State Coordination → Various Functional Areas

ROLES AND RESPONSIBILITIES

1. Intimation to States regarding conduct of Games and ascertain the details of Nodal Officers.

2. Send letter for nomination of CDM's to participating States and UT's.

3. Coordinating with Nodal officer and CDMs to put the information on portal and assisting them with Audio Visuals regarding the portal.

4. Informing States to whom Wild Card quota is allotted and selecting the athlete based on quota for each discipline.

5. Selection and allocation of State Liaisoning Officer to respective participating States.

6. Ascertaining the travel plans of the teams and circulating the same with dependents functional areas.

7. Managing SLOs and resolving queries of States and UT's arising during the games.

8. Conducting daily CDM meeting during games to review that no unresolved issue is left.

INTIMATION TO STATES REGARDING CONDUCT OF GAMES AND ASCERTAIN THE DETAILS OF NODAL OFFICERS

A Letter to be sent to all the participating States regarding the conduct of the games and the details regarding the competition and the host state is confirmed in that letter. Further the letter desires a Nodal point of contact from each state that will be coordinating with the Organizing Committee anything pertaining to Khelo India.

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No. KIYG-III/GTCC/0808/2018-19

04 Nov 2019

To,

The ACS/PS/Secretary (Sports),
All States & UTs

Conduct of the Khelo India Youth Games 2020 .

As you are aware that Ministry of Youth Affairs & Sports (MYAS) launched Khelo India Scheme to promote culture of Sports & excellence in Sports. Under the component of "Annual Sports Competition". In the series of events, the 2nd edition of Khelo India Youth Games (KIYG 2019) was conducted from 9th -22nd January 2019 in Pune, Maharashtra which witnessed participation of 5925 athletes, 1096 Support Staff, 893 Technical Officials and 1021 Volunteers from 29 States & 7 UTs. From these games 2736 athletes have been identified under Khelo India Talent Development vertical, which includes talent identified from Khelo India School Games and Khelo India Youth Games (KIYG 2019), who are being given scholarship under the scheme.

2. Based on last year format for this year also Khelo India Youth Games (KIYG 2020) will be organized for under-17 (U-17) & under-21 (U-21) age groups for both (Boys & Girls) in 20 sporting disciplines instead of 18 Sports disciplines last year. (*Lawn Bowl and Cycling have been included in this edition*)

3. **Objective:**

a) **To create an aspirational Value Amongst the Youngsters;** The youngsters should look forward to play the mega competition in the same way as senior athletes look forward to participate & win medals in Asian Games, Commonwealth Games or Olympic Games.

b) **Create a Platform for Identification of Sporting Talent;** Under Khelo India scheme, scholarship of Rs. 5 lakhs each (in cash and in form of services) to 1,000 athletes will be given for a period of eight years. Khelo India Youth Games will be one of the major platforms for talent identification. Every year, new 1,000 athletes will be added under this scheme, thus at the end of the fifth year, number of beneficiaries would reach to 5,000 athletes.

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c) **To Bench-Mark Technical Conduct of the Game with International Standard;** The budding players of the country should get the environment of International standard competition in domestic Games. The technical conduct of 1st Khelo India School Games and 2nd Khelo India Youth Games were of world standard.

Concept

4. The 3rd edition of KIYG-2020, will be conducted from 10th Jan to 22nd Jan 2020, at Guwahati, Assam. The technical conduct will be benchmarked with events of International stature. The format of the games will provide an opportunity for the States/UTs to compete against each other and provide platform to showcase their best budding sporting talents.

5. All the stakeholders i.e. School Games Federation of India (SGFI), National Sports Federations (NSFs), Central Board of School Education CBSE will finish with their respective competitions much before 15 Nov 2019, so that they can nominate players to KIYG based on performance in their respective competitions by 20th Nov, 2019. The structure having convergence of all the stakeholders, namely Indian Olympic Association (IOA), SGFI, NSFs, CBSE & Sports Authority of India (SAI) has been created in the form of Games Technical Conduct Committee (GTCC). The best performing youths from various National level competitions will get platform to showcase their talent at the mega-competition organised under the Khelo India Scheme.

6. **Opening Ceremony.** The grand opening ceremony of the KIYG-2020 will be held on 10th Jan 2020 at Sarusujai Stadium , Guwahati (Assam) followed by the sporting competitions.

7. **Salient Features of the Games;**

The management of the event would be jointly done by the professionals under the guidance of Ministry of Youth Affairs & Sports, Sports Authority of India, National Sports Federation (NSF) and local organizing committee of the host State, i.e. Assam. The role & responsibility of the Host State, NSF & Khelo India (MYAS/SAI) is enclosed as per **Annexure I.**

The Game will be called as Khelo India Youth Games, Guwahati 2020.
The following 20 (Twenty) disciplines will be played in KIYG 2020.

Archery	Athletics	Badminton	Basketball
Boxing	Cycling	Football	Gymnastics
Hockey	Judo	Kabaddi	Kho-Kho
Shooting	Swimming	Table-Tennis	Tennis
Volleyball	Weightlifting	Wrestling	Lawn Bowl

2

SEND LETTER FOR NOMINATION OF CHEF DE MISSION TO PARTICIPATING STATES AND UT'S

A letter is sent to all the states from the Organizing Committee to nominate an official from sports department of the concerned States/ UTs who will be the overall point of contact for the state. The roles and responsibilities of CDM are also defined by State Coordination which is also sent as an annexure of the letter which are as follows,

- Overall, In charge of state contingent

- Finalization of entries of the athletes

- Submission of travel plan as per game schedule

- Single point of contact for receiving of kits, accreditation.

- Caretaker of athletes' part in the game

- To make sure that athlete reports in time at the venues as per schedule of games.

- To ensure that players with proper age group represent their state.

- Total no. of support staff should not exceed 30 % of total no. of Athlete of respective State.

- Women Coaches/ Managers are compulsory to accompany Girl Athletes
- In response of the letter desired nominations are received by State Coordination FA and are compiled and sent to the concerned Functional areas for necessary action.

UT Administration of ,
Dadra & Nagar Haveli,
Department of Sports & Youth Affairs,
Silvassa.

No.ADM/S&YA/GNL/KIYG/2018-19/581

Date: 20/11/2019

To,

Shri Rohit Bharadwaj,
Secretary, SAI,
Khelo India,
Ministry of Youth Affairs & Sports,
New Delhi.

Subject: Nomination of Chef-de-Mission for Khelo India Youth Games-2020-reg.

Respected Sir,
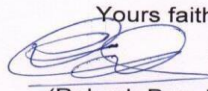
With reference to your letter vide No.KIYG-III/GTCC/0808/2018-19 dated 4th November, 2018 and considering the participation of UT of Dadra and Nagar Haveli in 3rd edition of Khelo India Youth Games being organized at Guwahati, Assam from 10th to 22nd January, 2020. Shri Vishal T. Garde, Department of Sports & Youth Affairs, DNH, Silvassa is appointed as Chef-de-Mission from UT of Dadra and Nagar Haveli for representation in Khelo India Youth Games -2020.

S. N.	Name of the Centre	Name of the Chef-de-Mission	Designation	Email id	Landline number	Mobile Number
1	Dadra & Nagar Haveli	Shri Vishal Garde	Field Publicity Officer	Vishal.gardedn@gov.in	0260-2632407	8140289293

This is for your kind information please.

Thanking you,

Yours faithfully,

(Rakesh Das, DANICS),
Dy. Director / Dy. Secretary,
Department of Sports & Youth Affairs
DNH, Silvassa.

Copy to:

PA to Secretary (S&YA), DNH, Silvassa for kind information please.

COMPILING THE DETAILS OF CDMs IN THE FORMAT GIVEN BELOW

3rd Khelo India Youth Games Guwahati 2020

	State Coordination FA		CDM & SLO List (Updated 3rd Dec)
Sr. no	State	CDM Name	Mobile No.
1	Andaman and Nicobar	Sh. V. Selvam, Sr. Coach (Swimming), Sports Authority of India, Andaman & Nicobar	9474229417
2	Andhra Pradesh	Smt. S. V. Ramana, Asst. Director (Technical), Sports Authority of Andhra Pradesh	9652222125
3	Arunachal Pradesh	Sh. Karbia Dodum, Mission Director, Khelo India, Dept. of Sports & Youth Affairs	9774805849
4	Assam	Sh. Navajyoti Basumatary, Asst. Director, Directorate of Sports & Youth Welfare , District Sports Officer	8011512083
5	Bihar	Sh. Anandi Kumar, Asst. Director, Directorate of Sports & Youth Affairs, Bihar	9835291222
6	Chandigarh	Sh. Ravinder Singh, District Sports Officer - 1st Class, Chandigarh Sports Council	9316109010
7	Chhattisgarh	Smt. Geeta Pant, Acting Director, SAI Training Centre, Raipur	7000120512 9303108717
8	Dadra and Nagar Haveli	Sh. Vishal Garde, Field Publicity Officer, Dept. of Sports & Youth Affairs	8140289293
9	Daman and Diu	Sh. Manish G Smart, Sports Officer , Sports Department, Daman & Diu	9228232456
10	Delhi	Sh. S.R. Sawoo, Asst. Director, Directorate of Education (Sports Branch)	9810800187
11	Goa	Smt. Monica Dourado , Project Officer (Women), Sports Authority of Goa	9049922371
12	Gujarat	Sh. Bhaumik Kumar Oza, District Coach, Sports Authority of Gujarat	9714755584
13	Haryana	Sh. Arun Kant, Dy. Director, Dept. of Sports & Youth Affairs, Haryana	9416192650
14	Himachal Pradesh	Dr. Chandreshwar Sharma, Joint Director, Higher Education, Directorate of Higher Education	9418133304
15	Jammu and Kashmir	Sh. Vishal Bharti Salathia,	8713871087
16	Jharkhand	Sh. Praveen Kumar Singh, District Sports Officer, Directorate of Sports & Youth Affairs, Jharkhand	9431066917
17	Karnataka	Sh. B. Srinivas, Asst. Director, Dept. of Youth Empowerment & Sports	9448236167
18	Kerala	Dr. T. I. Manoj, Director of Stdudents Welfare, Kerala Agriculture University	9447063339
19	Ladhakh	Smt. Kunzang Dolma, Jr. Assistant, Youth Services & Sports Affairs, Leh	9596607628

COORDINATING WITH NODAL OFFICER AND CDMS TO GET THE DETAILS OF CONTINGENT ON PORTAL

The details of CDMs and Dy. CDMs are required on the portal so that further arrangements can be made in terms of accreditation, travel plans, Accommodation, catering etc. can be obtained on time. Also educating officials regarding the portal is necessary for the later procedure of obtaining detail of wild card entries and other participating athletes.

WILD CARD ENTRY

WILD CARD – KIYG 2020

- As per the participation format of Khelo India, the Wild card entry will be provided to States/UTs, whose participation of athletes is less than the desired nos. for 3rd edition (this year). Wild Card entry will be given to those States/UTs whose participation was less than 90 athletes in last Khelo India Youth Games i.e., KIYG 2020.

- Wild Card entry, names are required in following 12 individual sports disciplines.

U–17 & U–21 (Boys & Girls)			
Archery	Athletes	Badminton	Boxing
Cycling	Judo	Shooting	Swimming
Weightlifting	Wrestling	Table Tennis	Tennis
Eligibility: Nominated Player must have participated in any State/ Jr/Sr./ National /International / events. Wild card List to be prepared and send to Khelo India according to Athletes ranking.			

WILD CARD STATES – KIYG 2022

Sl. No.	State/UTs
1	Andaman Nicobar
2	Arunachal Pradesh
3	Bihar
4	Chhattisgarh
5	Dadra & Nagar Haveli
6	Damn and Diu
7	Goa
8	Himachal Pradesh
9	Jammu and Kashmir
10	Ladakh
11	Lakshadweep
12	Meghalaya
13	Nagaland
14	Puducherry
15	Sikkim
16	Tripura
17	Uttarakhand

AIMS & OBJECTIVES– WILD CARD

- To Increase the participation of those States/UTs, who had lesser participation in the previous edition of Khelo India (KIYG 2019).

- To encourage the athletes and concerned states to participate in Khelo India and experience the platform provided by Khelo India.

- Opportunity for the talented athletes to participate in KIYG who were unable to gain participation through the nominations of NSF's, SGFI, CBSE, etc

U-17

S. No	Sports Disciplines	Wild card Entries	Number of events		Total Entries
			Men	Women	
1	Archery	2	2	2	8
2	Athletics	2	15	13	56
3	Badminton (Singles)	2	1	1	4
4	Boxing	2	10	10	40
5	Cycling (Track Team)	1	2	2	4
	Cycling (Track Individual)	1	2	2	4
	Cycling Road	1	1	1	2
6	Gymnastics-Artistic Individual All Around	2	1	1	4
	Artistic Individual Apparatus	2	6	4	20
	Gymnastics (Rhythmic)-	2	0	1	2
	Gymnastics (Rhythmic)-	1	0	4	4
7	Judo	2	7	7	28
8	Shooting	2	2	2	8
9	Swimming	2	17	17	68
10	Weightlifting	1	10	10	20
11	Wrestling	2	14	7	42
12	Table	2	1	1	4
13	Tennis (Singles)	2	1	1	4
				Total	322

U-21

S. No	Sports Disciplines	Wild card Entries	Number of events		Total Entries
			Men	Woman	
1	Archery	3	2	2	12
2	Athletics (Track Events)	3	9	9	54
	Athletics (Field Events)	2	8	8	32
3	Badminton (Singles)	3	1	1	6
4	Boxing	1	10	8	18
5	Cycling (Track Team)	1	2	2	4
	Cycling (Track Individual)	1	3	3	6
	Cycling Road	1	1	1	2
6	Gymnastics-Artistic Individual All Around	1	1	1	2
	Artistic Individual Apparatus	1	6	4	10
	Gymnastics (Rhythmic)- Individual All Around	1	0	1	1
	Gymnastics (Rhythmic)- Individual Apparatus	1	0	4	4
7	Judo	1	8	8	16
8	Shooting	3	6	6	36
9	Swimming	1	17	17	34
10	Weightlifting	1	10	10	20
11	Wrestling	1	14	7	21
12	Table Tennis (Singles)	3	1	1	6
13	Tennis (Singles)	3	1	1	6
				Total	290

WILD CARD ENTRY QUOTA – KIYG 2022

PROCESS FOR SELECTION OF WILD CARD ENTRIES

Circulation of notification from Khelo India to Concerned state:

The notification mentioning the states, rules and regulations etc. requesting the nomination of the athletes.

For example, the letter attached below,

F.No. KIYG/WILDCARD/0808/2018-19   04 Nov 2019

To,

Addl. Chief Secretary/Principal Secretary/Secretary (Sports)
(Concerned 17 States/ UTs)

Khelo India Youth Games 2020 : Wild Card Entry

Sir/Madam,

As you are aware that the 3rd edition of Khelo India is scheduled to be held from 10th to 22nd Jan 2020 in Guwahati (Assam).

2.   As per the participation format of Khelo India the Wild card entry will be provide to States/UTs where participation of athlete is less than desired Nos. For 3rd edition (this year) Wild Card entry will be given to those States/UTs whose participation was less than 90 athletes in last Khelo India Youth Games i.e. KIYG 2019.

3.   Wild Card entry, names are required in following 12 individual sports disciplines;

U-17 & U-21 (Boys & Girls)			
Archery	Athletes	Badminton	Boxing
Cycling	Judo	Shooting	Swimming
Weightlifting	Wrestling	Table Tennis	Tennis
Eligibility: Nominated Player must have participated in any State/ Jr/Sr National /International / events.			

4.   It is therefore requested to provide names of best **TWO Boys & TWO Girls** for **U-17 & U-21 age group** (as per above given eligibility) for each event from 17 States/UTs. Event chart and list of affected States/UTs is being attached. The names received from you will be placed before the Wild Card Evaluation Committee who is entrusted with the duties to do so, the names recommended by committee will be then communicated to you for final nomination on Khelo India portal for participation in KIYG-2020.

5.   The details of athletes may be provided to us on the attached form and mailed on gtcc.kheloindiayouthgames@gmail.com before 20 Nov 2019.

With Regards

Rohit Bhardwaj
Secretary SAI

Copy To,
i.   All Concerned States/UTs Nodal Officers.
ii.   All Regional Directors, SAI
iii.   AD to DG, SAI

PROCEDURE FOR GETTING THE NOMINATIONS

- A Wild Card Nomination form is firstly shared with the mentioned States/UTs, asking for the details of the athletes ranking wise (Top Athlete on 1st sr. no.) for their wild card entries.

- A format regarding the same is sent to the state which needs to be duly signed by the athletes and the concerned Nodal Officers of those States/ UTs.

- Also, the same information needs to be filled into the Khelo India portal, with proper information as in I.D. proof, apparel size, achievements etc.

- The following information needs to be filled in the portal which is placed in (annexure1)

KHELO INDIA YOUTH GAMES 2020

WILD CARD ENTRY NOMINATION FORM

1. Name of State : _____

2. Category U – 17 / U – 21 (B &G) : _____

3. Name of Individual Sport with Event :_____

4. Name of the Athlete: _____

5. Date of Birth : _____

6. Contact Number : _____

7. Father's Name: _____

8. School / College / Institution Name: _____

9. Permanent Address:

   _____

   _____

10. Achievements of the year 2017, 2018 & 2019 (**Mandatory to attached document)**

    _____

    _____

    _____

Signature
(Athlete)

Signature
Name ....
Date.........................)
(State Nodal Officer)

ALLOTMENT OF WILDCARD QUOTA

S.No	States	\<U17\>																																				TOTAL
		B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	
	Wild Card Quota	4	4	30	26	2	2	20	20	2	2	2	2	1	1	2	2	12	8	0	2	0	4	14	14	4	4	34	34	2	2	2	2	10	10	28	14	322
1	Andaman and Nicobar	0	0	6	5	1	1		0																			3	4	1	1							22
2	Arunachal Pradesh	0	2	1	2	2	2	2	2															2	2					2	2			2	2			25
3	Bihar	5	1																					2	2											1	0	11
4	Chhattisgarh	11	9	15	16	4	5	2	0					2	2									2	2			3	6	2	2			0	2			85
5	Dadra and Nagar Haveli			6	0	2	2	3	0																					2	2							17
6	Daman and Diu			1	0	3	1	9	1																					0	1	0	1					17
7	Goa	3	1	5	0	2	2																			2	0	13	9									37
8	Himachal Pradesh																																						
9	Jammu and Kashmir	1	1	2	0	3	1	1	4					1	0									5	5	2	2	4	3					3	0			38
10	Ladakh	2	2					2	2																					2	2							12
11	Lakshadweep			20	12	1	0																					9	0									42
12	Meghalaya	0	3	4	2			0	4															3	0	0	1											17
13	Nagaland			2	1	0	2	5	0																											2	2	14
14	Puducherry	3	2	10	9	2	2																	1	1	0	0	26	4	1	2	2	2	7	9			83
15	Sikkim							0	1																					0	2							3
16	Tripura	0	0	12	9	1	0	0	0															7	10			9	2	2	2	0	1	0	2			57
17	Uttarakhand																																						
	TOTAL	25	21	84	56	21	18	24	14					3	2									22	22	4	3	67	28	12	16	2	4	12	15	3	2	480

STATE LIASONING OFFICER

SLOs plays an important role in functioning of State Coordination FA as they are the ones running around with CDMs and implementing the standards of the games with the help of team and familiarizing the contingent with the process laid to get the accreditation and other necessary things i.e., Transportation, accommodation, Catering etc.

SLO's are being allotted to all the participating States and UTs for better coordination and Supervisor are put above them to maintain the flow of communication and escalation mechanism. Distribution of SLOs is as follows,

TEAM 1

S.R.No.	State	Name
1	Maharashtra	Ojas Kamat
2	West Bengal	Saurabh Mittal
3	Karnataka	Siddhesh Ubale
4	Manipur	Upasana Das
5	Dadra & Nagar Haveli	Prandeep Bora
6	Daman & Diu	Juli Sharma
7	Puducherry	Biprajit Singh
8	Odisha	Yash Chavan

TEAM 2

S.R.No.	State	Name
9	Uttar Pradesh	Ishan Singh
10	Madhya Pradesh	Amey Vaidya
11	Assam	Kham Seng Phukon
12	Jharkhand	Jayesh Sharma
13	Himachal Pradesh	Ratul Vohra
14	Jammu & Kashmir	Shabnam Yasmin
15	Andaman & Nicobar	Niharika Kashyap

TEAM 3

S.R.No.	State	Name
16	Haryana	Sonia Chhabaria
17	Chandigarh	Rajat Tirmare
18	Gujarat	Yash Sippy
19	Mizoram	Omkar Patil
20	Lakshdweep	Chiranjeev Saikia
21	Chhattisgarh	Aman Agagrwal
22	Uttarakhand	Abhishek Thapliyal
23	Ladakh	Dipanjal Hazarika

TEAM 4

S.R.No.	State	Name
24	Kerala	Dasaratha Reddy
25	Tamil Nadu	Shivam Agarwal
26	Telangana	Nagesh Katkur
27	Andhra Pradesh	Harjeet Singh
28	Arunachal Pradesh	Biswajit Das
29	Goa	Debraj Kashyap
30	Nagaland	Hemant Agarwal

TEAM 5

S.R.No.	State	Name
31	Delhi	Dhruv Nakti
31	Piunjab	Mandeep Dhankar
33	Rajasthan	Sambhav Bengani
34	Meghalaya	Ankur Borah
35	Bihar	Masoom Jain
36	Tripura	Kaushiki Pathak
37	Sikkim	Himraj Talukdar

TRAVEL PLANS

All the SLOs coordinate with the CDMs and the respective coordinators of the participating States/ UTs to ascertain their travel plans so that it can be shared further, and arrangements are in place when the teams arrive at host State. Also, there are certain restrictions to arrival and departure SLOs also communicate the same to the teams and communicate to OC if any team have difficulty following it.

The travel details are ascertained in the format as shown below,

Khelo India Youth Games Guwahati 2020																	
State Coordination FA								**Travel Details of Athletes & Officials**									
Name of State/UT :								Note : Arrival to be done 2 days before event and departure to be done 1 day after event									
Travel Details		ARRIVALS								DEPARTURES							
SL no.	Discipline	No. of Athletes		No. of Officials		Train No.	Flight No.	Arrival Date	Arrival Time	No. of Athletes		No. of Officials		Train No.	Flight No.	Departure Date	Departure Time
		Male	Female	Male	Female					Male	Female	Male	Female				
1	ARCHERY																
2	ATHLETICS																
3	BADMINTON																
4	BASKETBALL																
5	BOXING																
6	CYCLING																
7	FOOTBALL																
8	GYMNASTICS																
9	HOCKEY																
10	JUDO																
11	KABADDI																
12	KHO KHO																
13	LAWN BALL																
14	SHOOTING																
15	SWIMMING																
16	TABLE TENNIS																
17	TENNIS																
18	VOLLEYBALL																
19	WEIGHTLIFTING																
20	WRESTLING																

RESOLVING ISSUES/PROBLEMS ARISED DURING THE EVENT FACED BY THE PARTICIPANTS AND STATES/UNION TERRITORIES

During the event State Coordination FA works as a crisis management team as they are the one who gets to know an issue which is faced by the contingent and resolves the issue by communicating the issue to the concerned functional areas. SLOs also play a vital role in escalating the problems and issues if any.

| KIYG Vs KIUG		
S. No	Youth Games	University Games
1.	37 State Liaisoning Officers were there in Youth games for 29 States and 8 UTs	48 University Liaisoning Officers were there in University Games for 159 Universities
2.	Chef de Mission an official from the State/UTs to supervise the arrangements and help the contingent in the process of the event	University Contingent Manager a support staff from the university who is there to help the university in the process
3.	Wild card entries were there	Host State Universities quota were there as it was first edition

SECURITY

INTRODUCTION

Security has a critical interconnection with all other Games Functional Areas and Programmed. It is an integral supporting component for every element of the Games operational overlay. To function effectively, security infrastructure and procedures must be seamlessly integrated with venue design and venue operations.

The effective operation of the Security Functional Area will depend on the appropriate alignment of local government and government agencies to promote the single goal of integrated effective Games security. This will in turn require a clear understanding by the host government and the Organizing Committee, which will in turn delegate this to the agreed unified command structure. The host government must also ensure that sufficient resources are made available for the Organizing Committee to adequately secure the Games.

STRUCTURE
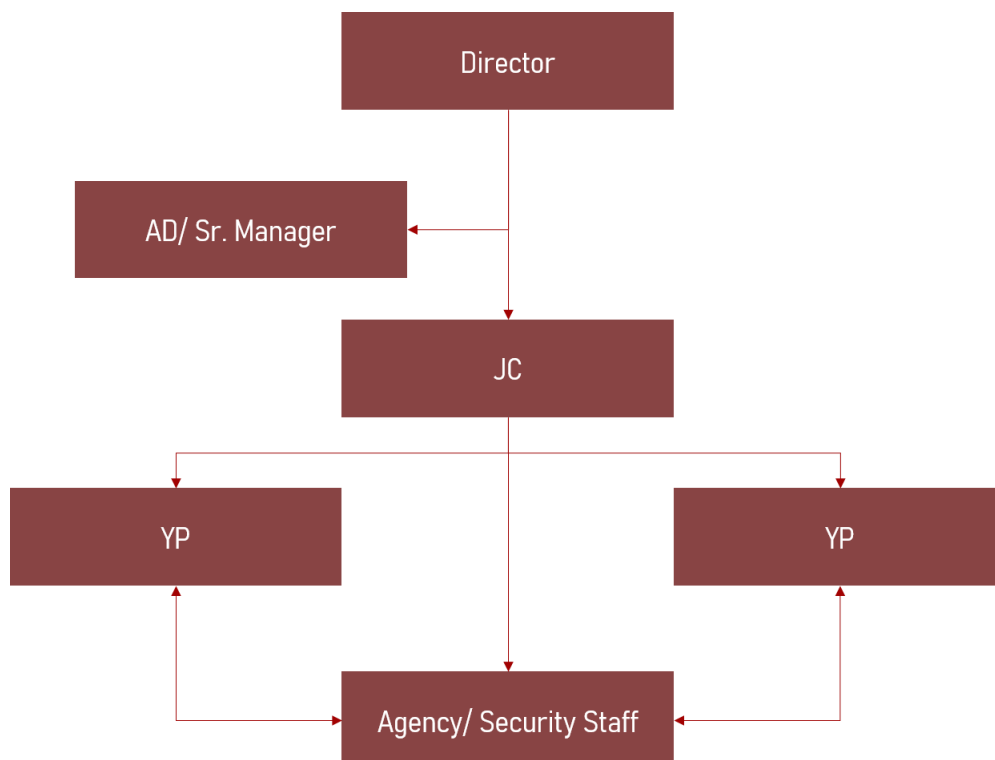
ROLES AND RESPONSIBILITY

- Security FA requirements to be finalized in consultation with Police. (CCTVs, HHMD& DFMD, Area of deployment with staff details, Baggage Scanners)

- The Security Supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.

- Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.

- No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Department.

- No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.

- The officers and staff of the Department will keep the Identity cards with them got checking and allowing entry by the security personnel.

- Deployment of Guards/Gunmen/Security Supervisors will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.

- Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.

- The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Department.

- Security personnel shall also ensure door keeping duties.

- The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the Department.

- Entry of the street-dogs and stray cattle into the premises is to be prevented. It should be at once driven out.

- The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open area all over the premises.

- It should be ensured that event premises, flower plants, trees and lawns etc. are not damaged either by the staff or by the outsiders.

- The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.

- In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.

- The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors.

- The Security Guard on duty shall not leave the premises until his reliever reports for duty.

- Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.

- Financial Implications to be finalized according to the requirements of Security staff and Equipment's.

PROCESS WITH TIMELINES

S.NO.	PARTICULARS	TIMELINES
1	Venue Reece for security operations at the venue	T-30
2	Access Control system to be finalized	T-25
3	Security vetting of venues under construction	T-20
4	Venue Command Centre to be organized	T-15
5	Finalization of roles and responsibility of Security FA	T-20
6	Finalize service levels of each constituent group in consultation with police	T-15
7	Complete Transport Security Plan with ACT team, police, and Traffic	T-10
8	Venue evacuation plan to be finalized	T-10
9	Finalize list of restricted Items and Actions for Competition Venues	T-8
10	Define Policy & Procedures with Police	T-10
11	Finalize lockdown Procedures for all venues according to Access plan	T-5
12	Initiation of security lock in and activation of all security arrangements	T-3
13	Security Briefing	T-3
14	Deployment of Security Staff	T-2