

# INDIAN OLYMPIC ASSOCIATION

## NATIONAL GAMES

### MANUAL - 2002

#### CONTENTS

S. No.		Page
1.	Preamble	1
2.	Objectives	1-2
3.	National Games Venues	2-3
4.	Disciplines for the Games	4
5.	Infrastructure facilities	4-7
6.	Disciplines - Code - Number of events	8
7.	Periodicity of Games - Accommodation - Bid for the Games	9-10
8.	Allotment of Games - Host City Contract - Organising Committee	10
9.	GTCC Games Venue - Duration of the Games - Period - Games Budget	11
10.	Technical Handbook - Conduct of the Games - Technical Conduct Technical Regulations	11-12
11.	Eligibility code	13
12.	Invitation for Participation	14
13.	Invitation for Opening Ceremony - invitation Format - Protocol - Precedence	14-15
14.	Opening Ceremony	15
15.	March Past of Contingents Games Flame - Oath	16-17
16.	Flag, Emblem & Mascot - Victory Ceremony Trophies, Medals & Certificates	17-18
17.	Closing Ceremony - Invitation format	18-19
18.	IOA Flag cheering group Video Coverage of Games	19
19.	Hospitality Travel Cost of Technical Officials - Transport facilities - Media Centre - Medical facilities	20-21
20.	Dope Control - Distribution of Profits and Funds - Disputes	21
21.	Participation at IOA discretion - Token Participation - Demonstration Sports - Holidays - Games Report	22
22.	Bid Application	22-33
23.	KEY Issues	34-42
24.	Functions of Director of Competition	43-44
25.	Role of Chef de Mission	45-46
26.	Chef de Mission Manual	47-77
1.	Introduction	48
2.	Six Steps to Participation in the National Games	49-53
3.	Arrival and Departure Procedures	53
4.	Games Village	58-72
	(a) Introduction	58-59
	(b) Residential Zone	59
	(i) Plan for Allotment of Housing	59
	(ii) SOA Offices, Medical Space and Storage	59
	(iii) Resident Centres	59-61
	(iv) Sports Information Centre	61
	(v) SOA Services Centre	62-63
	(vi) SOA Services' Chef Relations Staff	63-64
	(vii) Volunteers	64-65
	(viii) Chefs Meetings	65-66
	(ix) Dining	66
	(x) Medical Services	66-67
	(xi) Gymnasium	67-68
	(xii) Entertainment	68-69
	(xiii) Retail Services	69-70
	(xiv) Guest Passes	70-71
	(xv) VIP Village Tours	71
	(xvi) Media Visitors	71-72

5.	Transportation	72		
	(i) Village Bus System	72	Selecting the sampling kit	80
	(ii) Transport Mall	72-73	Dividing and sealing the sample	80
	(iii) IOA/SOA/NSFs Dedication Vehicles	73	Checking the seal of the bottles	81
	(iv) Public Transportation	73	Suitability of a sample for testing	81-82
	(v) Taxis	73	Certifying the information	82
6.	Security	73-74	Transferring the samples to the laboratory	82
7.	Protocol & Ceremonies	74-75	Analysis of a sample	82
8.	Technology	75-76	Management of results	82
9.	Non Games Village Constituents	76	Sample Collection Procedures - Check List for Athletes	83
	(a) IOA, SOA & NSFs Presidents and Secretaries General	76-77	Prohibited Substances and Prohibited Doping Methods	83
	(c) Sports Ministries of Central & State Government		Useful Information for athletes competing	83
10.	Health & Insurance	77		
11.	Sport			
	(i) Competition Venues & Schedule			
	(ii) Arrival – Departure & Meeting Schedule			
	(iii) Doping Control			
27.	Doping Control Handbook	78-83		
	Welcome	78		
	<u>Responsibility for Doping control</u>	78		
	Facilities	79		
	Selection of athletes to be tested	79		
	Drug Testing Procedures	79-80		
	Report for testing	80		
	Selecting a collection vessel	80		

# INDIAN OLYMPIC ASSOCIATION

## NATIONAL GAMES

### MANUAL - 2002

#### PREAMBLE

To strengthen the Olympic movement and to promote the Olympic sports, the Indian Olympic Games were launched in 1924. These Games after partition were named as National Games in 1948.

**The National Games belong to The Indian Olympic Association (IOA.)**

#### 1. OBJECTIVES :

- i) The National Games are organised for the benefit of the Sports persons, the Sports Organisations, the Sports Technical officials, the Sports Administrators of India.
- ii) The Games are to be organised economically with Administrative and Technical efficiency by providing decent accommodation & catering facilities to the participants besides providing the International Standard competition venues and sports equipment.
- iii) To bring awareness among the States/UTs the necessity for creating the Sports Infrastructure of International specifications for raising the Standard of Indian Sports.
- iv) To enable the States/UT to organize the National and International competitions thus strengthening the competition programme in the country with focus on talent identification for building the medals winning National teams in the International competitions.
- v) To attract the youth in large numbers for participation in sports activities.
- vi) To improve the organisational skills of the Sports Administrators for staging the International multidiscipline Games in India.
- vii) To provide avenues to the persons associated with Sports to acquire the latest skills in Sports Administration and Technical developments of the discipline concerned.

- viii) To enable the persons associated with Sports to acquire the latest interpretations on the Technical Rules and Regulations of the discipline concerned and their correct application during competition situation.
- ix) To inculcate the Sports culture among the people of all walks of life and educate the people the importance of Sports to build the healthy Society.
- x) To develop and strengthen the Marketing of Sports in a professional way to make the Sports Organisations at National, State and District level self sufficient to implement their sports developmental schemes such as Talent identification and nurturing and holding Competition.
- xi) To inspire the Government and non Governmental Organisations to spread the sports culture among their employees and the people in the neighbourhood.
- xii) To utilise the leisure time and surplus energies of the people for constructive activities through participation and organising the Sports activities.

#### 2. NATIONAL GAMES VENUES :

Sl. No.	Venue	Year	Sl. No.	Venue	Year
	<b><u>Indian Olympic Games</u></b>			<b><u>National Games</u></b>	
I.	Lahore	1924	IX	Bombay	1940
II.	Lahore	1926	X	Patiala	1942
III.	Lahore	1928	XI	Lahore	1944
IV	Allahabad	1930	XII	Lahore	1946
V.	Madras	1932	XIII	Lucknow	1948
VI	Delhi	1934	XIV	Madras	1952
VII	Lahore	1936	XV	Jabalpur	1953
VIII	Calcutta	1938	XVI	Delhi	1954

XVII	Patiala	1956	XXI	Calcutta	1964
XVIII	Cuttack	1958	XXII	Bangalore	1966
XIX	Delhi	1960	XXIII	Madras	1968
XX	Jabalpur	1962	XXIV	Cuttack	1970
			XXV	Hyderabad	1979
			XXVI	Delhi	1985
			XXVII	Kerala	1987
				(Trivandrum-Calicut -Allepy-Ernakulam -Cochin-Trichur- Quilon)	
			XXVIII	Maharashtra	1994
				(Pune-Mumbai)	
			XXIX	Karnataka	1997
				(Bangalore-Mysore)	
			XXX	Manipur	1999
			XXXI	Punjab	2001
				(Ludhiana-Jalandhar- Patiala-Anandpur Sahib- Chandigarh)	
			XXXII	Hyderabad	2002

### 3. DISCIPLINES FOR THE GAMES (33)

The host State is expected to select the Sports disciplines out of the disciplines approved by the Indian Olympic Association and any departure from this can be made only with the approval of the IOA.

#### Individual Sports

##### i) Measurable Sports (7)

1. Archery, 2. Aquatics (Swimming), 3. Athletics, 4. Cycling, 5. Shooting,
6. Triathlon, 7. Weightlifting.

##### ii) Measurable Sports on points (10)

8. Boxing, 9. Equestrian, 10. Fencing, 11. Gymnastics, 12. Judo, 13. Karate do,
14. Sepak Takraw, 15. Taekwondo, 16. Wrestling, 17. Wushu aquatics.

##### iii) Individual & Team Sports (4)

18. Badminton, 19. Golf, 20. Table Tennis, 21. Tennis

##### iv) Team Sports (9)

22. Basketball, 23. Baseball, 24. Football, 25. Handball, 26. Hockey, 27. Kabaddi,
28. Kho Kho 29. Netball, 30. Volleyball and Waterpolo as part of Aquatics discipline.

##### v) Water Sports (3)

31. Canoeing & Kayaking, 32. Rowing, 33. Yachting

#### 4. Infrastructure facilities required

##### Outdoor (14)

01.	Aquatics	:	<ol style="list-style-type: none"> <li>i. Swimming Pool of 50 m x 25 m x 2 m with heating system wherever required.</li> <li>ii. Diving pool 5m x 5m</li> <li>iii. Warm up Pool 25m x 25m x 2m Seating capacity for 3000 to 4000 spectators</li> </ol>
-----	----------	---	--

02.	Archery	:	Open levelled fenced field : 120 m x 75 m VIP area, Temporary seating arrangements for 500 to 1000 spectators.
03.	Athletics	:	<ul style="list-style-type: none"> <li>i) 400 m 10 lanes Synthetic Athletic Track with facilities for field events. Seating capacity 30 to 50 thousand which can be used for opening &amp; closing ceremonies.</li> <li>ii) 400 m Warm up Synthetic Athletic Track (4 or 8 lanes with change rooms and toilets.</li> <li>iii) Indoor Synthetic Track strip of 10 m x 50m with toilet facilities located at the entry point to main stadium from Warm up track.</li> <li>iv) 400 m grass Athletic Track of 6 or 8 lanes for training.</li> </ul>
04.	Baseball	:	100 m x 100 m open levelled field. Temporary seating arrangement for 500 to 1000 spectators
05.	Cycling	:	Velodrom with Seating arrangement for 1000 to 1500 spectators.
06.	Equestrian	:	<ul style="list-style-type: none"> <li>i) Open area For Dressage, Show Jumping &amp;</li> <li>ii) X County course for 3 day event</li> </ul> Temporary seating arrangement for 500 spectators
07.	Football	:	Two Football grass fields of 110 m x 70 m with 10 to 25 thousand seating capacity for spectators.
08.	Golf	:	18 hole Golf course Seating capacity for 500 spectators.
09.	Hockey	:	Two Synthetic Hockey fields with 10 to 15 thousand temporary seating capacity for spectators.
10.	Kabaddi	:	Levelled open field with temporary gollories for 3500 spectators

11.	Kho Kho	:	
12.	Shooting	:	Ranges with temporary seating capacity at each range for 200 to 500 spectators i) 10 m, ii) 25 m, iii) 50 m, iv) Trap, v) Skeet
13.	Tennis	:	6 Synthetic Tennis Courts with 4000 seating capacity for spectators at Centre Court and 1000 at other courts.
14.	Triathlon	:	
<b>INDOOR (15)</b>			
	Badminton & Table Tennis	:	40 m x 40 m x 10 m - Seating capacity of 3000
	Basketball & Volleyball	:	Indoor hall with wooden flooring 60 m x 40 m x 12.5 m Seating capacity of 3,000 to 5,000
	Boxing	:	Indoor hall - 40 m x 25 m x 10 m Seating capacity of 3000 to 5000
	Gymnastics Handball	:	60 m x 50 m x 10 m - Seating capacity of 2000 to 3000. Indoor Hall with wooden flooring.
	Judo-Wrestling -Karate do	:	30 m x 20 m x 7 m - Seating capacity of 2000 to 3000.
	Sepak Takraw - Taekwondo- Fencing-Wushu	:	40 m x 40 m x 10 m - Seating capacity of 3000
	Weightlifting	:	Indoor Hall 30 m x 15 m x 7 m One Competition platform of 4 m x 4 m Eight (8) paltforms at Warm up area adjacent to Competition Venue. Seating capacity of 1500 to 2500.

	Netball	45 x 25 m * The Court is wooden or concrete.
	1. Water Sport 1. Canoeing 2. Rowing 3. Yachting	Lake of 2500 m length

**Facilities at Stadia, Aquatics Complex & Water Sports Venue**

- Seating at outdoor can be of **temporary structure** raised for the Games. Outdoor & Indoor Stadia, Aquatics complex and venue for Water Sports shall have the facilities for **Dressing rooms, Toilets, Medical, Dope sample collection rooms, Conference room, VIP Lounge, Hospitality Lounge, Media room** and **Cafeteria** for athletes, officials, media & spectators.
- Revenue Generation
- Each Indoor and outdoor stadia should have the facilities for generating the revenue to meet the future expenditure on the establishment of the maintenance of the stadia.
- Accomodation
- Each stadia should have the **living accomodation** for the sportspersons of the disciplines concerned to stay during **competitions** and State & National **coaching** camps.
- 6. Proposed Disciplines - Code - number of events
- If the number of teams or participants in Individual events is less than four (4) the competition will not be held in that discipline / event.



## 7. PERIODICITY OF NATIONAL GAMES :

The National Games are held once in two years leaving those years in which the Olympic Games and Asian Games are scheduled to be held. The duration and the regulations of the National Games is entirely within the jurisdiction of the IOA.

### 8. Accomodation :

- i) Games Village for State contingents (6500 to 7000 beds)
- ii) Media
- iii) Technical officials
- iv) Delegates of IOA National Federations, State Olympic Associations, Central & State Sports Ministries and National Sports award recipients and medallists in Olympic Games, Commonwealth Games and Asian Games of host State who are residing in other cities / towns.

### 9. Bid for Games :

IOA will invite the bids for staging the National Games. Bid for hosting the National Games must be made in a prescribed application to IOA by the State Olympic Association affiliated to IOA at least **three (3) years** in advance. The application should be accompanied by a **letter from the State Government and the Municipal Corporation of the host city concerned** supporting the bid for the Games along with a bank draft of Rs. 5 lakhs (Rupees Five lakhs) out of Rs. 25 lakhs (Rupees Twenty Five lakhs) Royalty money payable to IOA. (This amount can be increased at the discretion of the IOA Executive Council). The balance amount of Royalty money of Rs. 20 lakhs shall be paid to IOA by the State Olympic Association that wins the bid soon after the host city is selected.

The application should specifically state that the Games will be organized to the satisfaction and requirements of the IOA in particular those pertaining to the **eligibility rules, Technical details, Infrastructure, Equipment, Boarding, Accomodation and IOA protocol.**

The details of the Infrastructure already available and that proposed to be raised should be clearly mentioned.

**The financial resources for staging the Games should be mentioned in detail.**

It should also state the arrangements proposed to be made for Catering and

accomodation for the Participants, Contingent Officials, Technical Officials, Office bearers and Administrative staff of IOA, National Sports Federations, State Sports Ministers, State Sports Directors and Union Sports Ministry and other VIPs.

## 10. ALLOTMENT OF THE GAMES & HOST CITY CONTRACT

### 10.1 ALLOTMENT OF THE GAMES :

The bid application for staging the National Games will be referred to the General Assembly of the IOA which will allot to the successful bidder at **least 2 years in advance** of staging the Games.

The General Assembly of the IOA shall entrust the holding of the National Games to a State Olympic Association which, in turn, can entrust the responsibility of Organising of the Games to an Organizing Committee. The officials of the Organizing Committee may thereafter correspond directly with the IOA and other agencies on the issues related to the conduct of National Games.

### 10.2 HOST CITY CONTRACT :

The **State Olympic Association** to which the Games were allotted, the **Host City** and the **State Government** should jointly sign the HOST CITY CONTRACT with IOA within SEVEN (7) days of allotment of the Games.

## 11. ORGANISING COMMITTEE :

Soon after the allotment of the Games by IOA the host State Olympic Association on priority shall constitute an Organizing committee and other committees required for staging the games neither the president nor any officer hearer of IOA excepting those belonging to the host state shall be a member of the Organizing Committee of the National Games.

11.1 GTCC : The Organizing Committee shall constitute the GAMES TECHNICAL CONDUCT COMMITTEE (GTCC) in consultation with IOA. The GTCC will consist of the representatives from the State Olympic Association, the State Sports Associations, the National Sports Awardees of the State and the medal winners in Olympic Games, Commonwealth Games and Asian Games of the host State.

11.2 The Organizing Committee will set up the GAMES SECRETARIAT (NGS) for coordinating day to day business with various Committees, State Olympic Associations National Sports Federations and IOA.

12. Games Venue :

The honour of holding the National Games will be entrusted to a State Olympic Association affiliated to IOA. The choice of a city to host the Games is at the discretion to the State Olympic Association concerned in consultation with the State Government subject to the approval of IOA. It is mandatory to hold the National Games in one city. Only in exceptional cases for want of sports facilities in one city for certain disciplines, IOA may allow the host State to conduct the Games in two cities within the State.

13. **DURATION OF THE GAMES:**

The period of the National Games should not be less than 10 days and more than 14 days, including opening and closing ceremonies.

14. **DATES FOR THE GAMES:**

The host State Olympic Association will suggest the period for holding the Games, keeping in view the climatic conditions. The final decision will rest with the IOA.

15. **GAMES BUDGET:**

The Budget for the Games shall be prepared as soon as the Games are allotted by the Finance Committee of the Organising Committee.

16. **TECHNICAL HANDBOOK:**

The Games Technical Conduct Committee (GTCC) of the Organizing Committee should prepare the TECHNICAL HANDBOOK and seek the approval of the National Sports Federation concerned at least SIX (6) months before. One complete set of the Technical Handbook of all the disciplines should be made available to the State Olympic Associations and two copies to each State Association concerned, two copies to the concerned National Federations and two full sets of all the disciplines to IOA SIX (6) months before the start of the Games.

17. **CONDUCT OF THE GAMES:**

The Organizing Committee shall be responsible for the conduct of the National Games with the collaboration of the National Federations concerned and shall subject to the approval of the IOA, make all necessary arrangements for this purpose. It shall regularly report **once in two months to the State Olympic Association and through it to the IOA**, on the progress and arrangements for the Games. The report shall, **during the year of the Games, be made every month**. IOA at its discretion may depute one or more of its office bearers, as and when considered necessary to hold discussions with the Organizing Committee on the progress of the Games. Their travel expenses shall be met by the Organisers.

18. **TECHNICAL CONDUCT:**

For all the Technical conduct of the Games, the Organizing Committee must consult the respective National Sports Federations which are solely possible for the conduct of the Competitions. The Organising Committee must ensure that all the National Games disciplines are placed on the same footing and that one is not favoured over another.

19. **TECHNICAL REGULATIONS:**

- (i) The Organizing Committee will set up a Games Technical Conduct Committee (GTCC) on which all the National Sports Federations and the State Sports Associations are duly represented. The Chairman and the Convenor of the Committee will also be appointed by the Organizing Committee.
- (ii) The Technical conduct of the competitions will be the responsibility of the National Sports Federations concerned. The programme of events will be finalised by GTCC in consultation with the National Sports Federations, keeping in view the media and TV coverage.
- (iii) Competitions in all the disciplines will be conducted on Inter-State basis. The qualifying norm both for team and individual disciplines will be finalised laid by I.O.A in consultation with the National Federations concerned.

The host State will be eligible for participation in all the disciplines and the qualifying norms are not applicable in their case. No discipline or event will be organised/conducted without a minimum of 4 entries/participants.

The Sports infrastructure and the Sports equipment provided should be of International standard and approved by the concerned National Sports Federation.

20. **ELIGIBILITY CODE:**

- a) **Sportspersons**  
 The National sports Federations, State Olympic Association and State Sports Associations should inform their sportspersons the eligibility rules at least One (1) year prior to the start of the Games.
- (i) To be eligible for participation in the National Games, a competitor must observe and abide by the National Games rules of the IOA and, in addition, the rules of the National Games rules of the IOA and, in addition, the rules of the National Sports Federation of the discipline he/she represents.
  - (ii) A sportsperson can represent either the State to which he / she belongs by birth  

Or

 the State in which he / she is working or residing **at least for a period of six (6) months** immediately preceding the National Games. Participation from any other State shall disqualify him/ her from the National Games.
  - (iii) In case of a sportsperson **employed in a State other than his/her State of birth** and **chooses to represent the state of birth** he / she should inform the State Association where he is working of his option **two months** before the National Games. **Failing which he willn't be allowed to represent his state of birth.**
  - (iv) State / UT team or individual for National Games shall be sponsored by the State Olympic Association concerned which is affiliated to IOA. State Olympic Association will sponsor the State teams selected by the State Sports Association of the respective discipline affiliated to the State Olympic Association and to the National Federation which in turn is affiliated to or recognised by IOA.

**21. INVITATION FOR PARTICIPATION:**

21.1 The **invitation** to take part in the National Games is to be sent out **by the Organizing Committee** at least **six (6) months** before the Games are due to be held to the **National Sports Federations** and **State Olympic Associations** and must be drawn within the following terms:

“In accordance with the instructions given by the Indian Olympic Association,

the Organizing Committee of the ..... National Games 20 ... has the honour to invite ..... State Olympic Association to take part in the National Games which will take place at ..... from ..... to.....

- 21.2 All documents (invitations, entries, entrance tickets, programmes etc..) printed for the National Games must bear the **number of Games**, the **emblem** and **mascot** of the Games, **monogram** of **IOA, State Olympic Association** and the **name of the City** where the Games are being held.
- 21.3 **Invitation for Opening and Closing Ceremony:** The invitation card should bear the **IOA monogram, State Olympic Association monogram** and the **logo of the National Games. The matter to be printed on the invitation card should have the prior approval of the IOA.**

**OPENING CEREMONY**

**(INVITATION FORMAT)**

**The Indian Olympic Association**  
*and the*  
**Organizing Committee of the National Games**

*Cordially invite you to the*  
**Inaugural Ceremony of the**  
 .....National Games .....

at..... on.....  
**at National Games Sports Complex**

.....consented to preside over the function

.....President IOA will grace present the Presidential address

.....President of India will grace the Guest of honour and  
 declare the Games open

**Org. Secretary**  
 .... National Games

**Chairman**  
**Organizing Committee**  
 .... National Games

**Secretary General**  
**IOA**

**22. Protocol :** Protocol for IOA family approved by IOA should strictly be followed.

**22.1 State Guests :** President and Secretary General, IOA shall be treated as State Guests.

**22.2. PRECEDENCE:**

During the Games, the President, IOA, Life Presidents of IOA, IOC Members,

Vice-Presidents, Secretary General and Honorary Treasurer of the IOA take precedence followed by the members of the Organizing Committee. Those from the National Games Organizing Committee take the first row seats next to the Chief Guest. The Presidents and the Secretary Generals of the National Sports Federations and State Olympic Associations and the members of the Executive Council of the IOA will be accommodated in a Special VIP Box next to the Chief Guest.

**22.3 Seating Plan :** The proposed seating plan in the VVIP Box sphere to the following is given below.

- Centre : Chief Guest President/Prime Minister of India
- Right : President, IOA Secretary General, IOA, IOC Member, Chairman, Organizing Committee, Secretary General, Organizing Committee, Secretary Sports, State Govt.
- Left : Governor of the State, Chief Minister, Union Sports Minister, State Sports Minister, Mayor of the City, Union Sports Secretary.

**23. OPENING CEREMONY:**

- (i) The **President of India** shall be invited to open the National Games. In case the President of India is not available, the Organizing Committee in consultation with IOA may invite any other dignitary keeping in view the high status of the Games.
- (ii) The HIGH DIGNITARY opening the National Games shall be received at the entrance of the Stadium by the **Chief Minister** of the State concerned, the **President** and **Secretary General** of the **Indian Olympic Association**, the **Chairman of the Organizing Committee** and the **President of the State Olympic Association** hosting the Games. The Chairman, Organizing Committee along with the President and the Secretary General, IOA shall present to the Chief Guest, the Chairman and Convenors of various Committees and then conduct him to the Grand stand where he is greeted with the National Anthem.

**24. MARCH PAST OF CONTINGENTS:**

The March past of the athletes then take place. Each contingent dressed in official Uniform provided by the State Olympic Association concerned must be preceded by an individual holding placard bearing the name of the state and the State Olympic Association's flag carried by the Captain of the State contingent.

The State contingents will march in the alphabetical order except that the host state which shall march at the rear of the participating contingents.

The name placards and the flags of the States (Specimen to be furnished by the participating State Olympic Association) shall be provided by the Organizing Committee and shall be of equal size. Each contingent after completing the March Past shall line up in the centre of the field in the stadium in a column behind its placard and the flag. The Chairman, Organizing Committee, the President, IOA, and the President of the host State Olympic Association conducts the Chief Guest to the Tribune of Honour. The Chairman of the Organizing Committee after a brief opening remarks (not more than two minutes) requests the President IOA to present his welcome address. The President I.O.A. then delivers his brief welcome address (not more than two minutes) and then say that "I have the honour to request ..... (chief guest) ..... to declare the Games Open". The Chief Guest after blessing the participants and wishing the organisers success pronounces that "I declare open the ..... National Games .....

- (iii) Immediately a fanfare of trumpets is sounded, IOA flag is slowly hoisted in the arena. Pigeons are released. The National **Games flame** carried by an outstanding sportsperson enters the Stadium. The **TORCH** will be carried to the **GAMES FLAME BOWL** by the outstanding sportspersons. The last runner carrying the Games torch after reaching the Games Flame Bowl faces the Grand stand shows the Games torch by raising the torch and lights the **GAMES FLAME**.

**OATH:** The National Games oath is taken by the **captain** of the **host Contingent** on behalf of the participating contingents from the **Tribune of Honour**. The Captain hands over the flag to another participant of his Contingent. He holds the lower corner of the flag in his left hand, raising his right hand to 45° pronounces the following oath:

**"IN THE NAME OF ALL COMPETITORS, I PROMISE THAT WE WILL TAKE PART IN THE DRUG FREE NATIONAL GAMES, RESPECTING AND ABIDING BY THE RULES WHICH GOVERN THEM, IN THE TRUE SPIRIT OF SPORTSMANSHIP FOR THE GLORY OF SPORTS AND THE HONOUR OF OUR TEAMS"**.

The flag bearers of the participating teams form a semi circle behind the

TRIBUNE OF HONOUR.

As soon as the OATH is taken the flag bearers return to their original places and the teams leave the arena.

Cultural programme if any arranged by the Organizing Committee starts. The cultural programme should not exceed **one hour**.

25. **FLAG:**

- (i) In all the stadia, the National Games Village and other prominent places connected with the Games, the Flag of the Indian Olympic Association must be freely flown with the flags of the State Olympic Association and the National Federation concerned. **I.O.A. flag** of 6' x 4' must fly at a prominent place in the Main Stadium during the Games from a flag pole in the arena where it shall be **unfurled** at the moment the Games are **declared open** and lowered when the Games are **declared closed**.

**EMBLEM & MASCOT:**

- (ii) The emblem and mascot for the Games is to be got designed by the Organizing Committee keeping in view the general instructions issued on the subject by the IOA and finally approved by the I.O.A.

26. **VICTORY CEREMONY:**

The list of Guests of honour for presenting the Medals and merit Certificates will be made by IOA. The Guests of honour are drawn from IOA, National Federations, State Olympic Associations, Organizing Committee and the State Government of the host State.

28. **TROPHIES, MEDALS & CERTIFICATES:**

- (i) Raja Bhalendra Singh Rolling Trophy donated by the family of Late Raja Bhalendra Singh is awarded to the State adjudged best on the basis of the highest number of Gold Medals and total medals won.
- (ii) The IOA trophy is awarded to the Men & Women sections separately a adjudged as the **best sportsperson** of the National Games.
- (iii) The Medals & Certificates will be provided by the Organizing Committee with the approval of the IOA.

29. **CLOSING CEREMONY:**

Prime Minister of India may be the Chief Guest for Closing Ceremony.

**(INVITATION FORMAT)**

**The Indian Olympic Association**

*and the*

**Organizing Committee of the National Games**

*Cordially invite you to the*

**Inaugural Ceremony of the**

**.....National Games .....**

**at..... on.....**

**at National Games Sports Complex**

**.....consented to preside over the function**

**.....President IOA will grace present the Presidential address**

**.....President of India will grace as the Guest of honour and declare the Games open**

**Org. Secretary**  
**.... National Games**

**Chairman**  
**Organizing Committee**  
**.... National Games**

**Secretary General**  
**IOA**

- (i) The closing ceremony takes place in the main stadium after the last event of the Games. The participating teams shall march together (not by statewise) into the stadium behind the placards and flags of all the participating States. Participants will take up their position in a semi circle behind the **Tribune of Honour** in the arena. The President, IOA, accompanied by the Secretary General, IOA, the Chairman of the Organizing Committee and the President of the host State Olympic Association conducts the Chief Guest to the Tribune of Honour. The Chairman Organizing Committee delivers a brief speech of thanks (not more than two minutes) and request the Chief Guest to address the participating Contingent and the august gathering and present the Trophies. The Chairman of the Organizing Committee requests the President IOA to declare the Games closed.

The President IOA after a brief speech of thanks to the organisers , participants, National Federations, State Sports Association and State Olympic Association pronounces that "I declare the ..... National Games held at ..... CLOSED."

- (ii) On conclusion of the trumpets sound, the Games flame is extinguished and simultaneously the IOA flag is slowly lowered from the flag pole in the arena.
- (iii) **IOA Flag:** The president of the State Olympic Association and the Mayor of the city or the Government nominee entrusted with the responsibility of hosting the next National Games receives the Flag of the IOA, from the President, IOA.

The cultural programme if any arranged by the Organizing Committee will then start.

30. **CHEERING GROUPS**

NOGOC may organise the Cheering Groups for each competition venue. The participants for cheering groups may be selected from the Educational Institutions.

31. **VIDEO COVERAGE OF GAMES:**

The Organising Committee will arrange the Video coverage of the Competitions of all National Games disciplines including opening and closing ceremonies. **One set of Video cassettes** is sent to the State Olympic Associations, National Federations concerned. **One set of Video cassettes** is given to IOA.

32. i) **IOA OFFICE:**

During the Games, the IOA shall open a temporary office. The furnished office accommodation for six persons to work shall be provided by the host Organizing Committee at a location easily accessible to the representatives of the National Sports Federations and State Olympic Associations. The Organizing Committee at its cost shall also provide **two Telephones** one with STD facility, **two Computers with Internet facility, two Printers, one Photocopying Machine**, a Fax machine and the stationary.

ii) **NSFs Office:** Organising Committee shall provide furnished office accommodation to each National Federation.

iii) **Chef de Mission office :** Organising Committee shall provide furnished office accommodation to each chef de Mission of the State Olympic Associations.

33. **HOSPITALITY:**

i) **BOARD & ACCOMMODATION:**

The Organizing Committee shall provide **free board and accommodation** of appropriate standard to the accredited members of State contingents, Technical Officials, Directors of Competition, Members of Jury, Presidents and Secretaries of all National Sports Federations and State Olympic Associations, National Sports awardees of the host state, IOA delegates including its Administrative staff, Union and State Sports Ministries and special invitees.

ii) **Travel:**

As and when, the President, Secretary General and the Honorary Treasurer of the IOA to make visits to the place where the National Games are to be held, the Organizing Committee will meet their travel cost (Air/Rail) and hotel expenses. The number of such visits will be limited to four. The President, Secretary General & Treasurer, IOA, will be provided with 5-star hospitality.

iii) The representatives of the IOA incharge of National Games not more than **THREE** have to make number of visits to attend the meetings of the Organizing Committee and other Committees and also to assess the progress of the construction of infrastructure. The Organizing Committee will meet the travel cost (Airfare/Railfare) and provide board, accommodation and local transport. The accommodation should not be less than 4 star hotel. They are to be extended the same hospitality **a week prior** to the start of the Games, **during the Games** and **three days after the Games** to settle all the issues related to the National Games.

34. **TRAVEL COST TO TECHNICAL OFFICIALS:**

Members of Jury, Directors of Competition and Technical Officials including Judges, Referees etc., will be paid by the Organizing Committee Second Class AC Sleeper rail fare, daily allowance during journey, and stay at the place of competition besides free board and lodging. The Directors of competitions will also be paid TA/DA, accommodation, boarding and local transport as and when they are required to attend the meetings of the GTCC or for Technical advice/Supervision.

35. **TRANSPORT FACILITIES:**

Adequate transport facilities shall be provided free of cost by the Organizing Committee to the Office bearers of the IOA, National Sports Federations and

the State Olympic Associations.

36. **MEDIA CENTRE:**

The Organizing Committee shall set up a Main Press Centre and sub centres at Competition Venues with telephones, Internet, computer, fax machines, photocopy facilities. Board and lodging facilities at a **reasonable cost** to the Print and Electronic media be made.

37. **MEDICAL FACILITIES:**

i) The Organizing Committee shall provide free medical facilities to the State Contingents and other delegates from various States/Uts. Medical facilities shall also be provided at Competition and Training Venues.

ii) Insurance : Organizing Committee of the National Games shall arrange the insurance coverage to the accredited participants and the accompanying officials of the State Contingents from the day they leave from the State/UT to the National Games till they return to their State.

38. **Dope Control:**

The Organizing Committee shall provide **three rooms** at each ompetition venue for collection of DOPE SAMPLES. The Organizing Committee shall provide the 450 to 500 Dope kits approved by IOC Medical Commission for collection of samples. The charges for transporting the kits from the host city to the SAI Dope Control Laboratory at J.N. Stadium, New Delhi shall be met by the Organisers.

39. **DISPOSAL OF PROFITS AND FUNDS:**

All profits and funds derived from the holding of the National Games, after payment of all proper expenses by the Organizing Committee in connection with the staging of the Games shall be divided between the State Olympic Association which organized the Games and the State Sports Association of the host State and IOA as per the ratio decided by IOA.

40. **DISPUTES**

i) Participation: Disputes if any regarding the eligibility for participation by any State team or State Olympic Association shall be referred to IOA for settlement.

ii) Officiating: Disputes if any on the decisions of the Technical officials during the National Games competition should be referred to the Jury of Appeal of the disciplines concerned. If the dispute is still not resolved it should be referred to IOA.

41. **PARTICIPATION AT IOA DISCRETION:**

41.1 Keeping in view the National character of the Games, the IOA at its discretion can allow participation, through the State Olympic Associations, the National Sports Federations not affiliated to IOA but controlling any of the Olympic/ Asian Games discipline.

41.2 **TOKEN PARTICIPATION:**

The IOA can allow token participation to States which do not have its State Olympic Associations affiliated to the IOA.

42. **Holiday** : During the period of the Games holidays should be declared for the educational Institutions in the host City to enable the students to witness the Games directly and through television.

43. **GAMES REPORT:**

Within one (1) months after the conclusion of the Games, the Organising Committee, through the State Olympic Association, will submit its full and complete printed report of 12 sets of the Games to the IOA with a copy to all the **National Sports Federations** and **State Olympic Associations**.

**INDIAN OLYMPIC ASSOCIATION**  
**APPLICATION TO BID FOR NATIONAL GAMES**

01. **Name of the State Olympic Association** :
02. **Year proposed to hold the Games** :  
(2007 / 2009)
03. **Name of the host City** :
04. **Tentative Dates** :  
(Suggested duration between 10 and 14 days)
05. **Letter of support for bidding the Games** from the
- i) State Government :
- ii) Host City Municipal Corporation :

*(Please attach separate sheet for each item below for providing detailed information)*

06. **Disciplines proposed for the Games** :  
(IOA approved disciplines at Annex-I)
07. **Details of Sports Infrastructure** :  
(Outdoor & Indoor, Aquatics, Cycling, Synthetic surfaces for Athletics, Hockey, Badminton and Volleyball)  
(IOA suggested infrastructure at Annex-II)

**Outdoor**

- i. Year of construction of existing Sports Infrastructure :
- ii. Dimensions of the playing area Outdoor venues. :
- iii. Details of existing Flood lighting arrangement for outdoor fields and the lighting intensity in lux :
- iv. Capacity of spectators gallery at each venue and availability of toilet facilities :
- v. Capacity of VIP enclosure at each venue :
- vi. Whether the spectators gallery & VIP enclosure are partially or fully covered. :
- vii. The present condition of the sports infrastructure for each discipline. :
- viii. Sports infrastructure proposed to be constructed & Estimated cost of each and probable date of completion. :
- ix. Renovation and replacements required to the existing infrastructure alongwith the Estimated cost and probable date of completion. :
- x. Source of Funding for
- a) Creation of new infrastructure :
- b) Renovation of existing Infrastructure :

08. **Aquatics**

i) **Swimming Pool**

- a) Dimensions in metres : Length: Width: Depth:
- b) Whether heating facility is available to :  
maintain the water temperature between  
25° and 28° Celsius
- c) If not what would be the Water :  
temperature in the Swimming Pool  
during the period of competition
- d) Whether the spectators gallery is :  
covered with a permanent or  
temporary structure

ii) **Diving well :**

- a) Dimensions of the Diving well : Length: Width: Depth:
  
  
  
  
  
  
  
  
  
  
- b) Whether heating system exists to :  
maintain water temperature of 26°  
Celsius
- c) If not what would be the Water :  
temperature in the Diving well :  
during the period of Competition :

09. **Cycling**

- i.) Length of the **Velodrome** track :
- ii.) Track Inclination ranging :  
from .....° to .....°

10. **Shooting Range (10 M – 25 M – 50 M  
Trap Skeet)**

- a) Facilities available for :
  - i)Pistol :
  - ii) Rifle :
  - iii) Trap :
  - iv) Skeet :
- b) New facilities to be created for
  - i)Pistol :
  - ii) Rifle :
  - iii) Trap :
  - iv) Skeet :

11. **Water Sports:**

Lake/Water Course  
Length: Depth: Width:

- Facilities available for:
  - i) Canoeing & Kayaking :
  - ii) Rowing :
  - iii) Yachting :

12. **Indoor Facilities**

- Number of existing**
- i) Indoor Halls :
- ii) Dimensions of each hall (Length – width – Ceiling Height) :
- iii) Flooring (Wooden/Synthetic) :
13. **Medical facilities** proposed during the Games to the
- i) State Contingents at the sports village and venues :
- ii) Technical officials :
- iii) Delegates from IOA, National Federations & State Olympic Associations :
- iv) Arrangement at local hospitals for providing medical assistance. :
14. **Dope Control requirements**
- i) Three rooms at each venue for collection of Dope samples. Two (2) rooms should be with attached toilet :
- ii) Refrigerator/ Deep freezers for storing the Dope samples :
- iii) Arrangements proposed for sending the Dope samples to the SAI Dope Control Lab. at J.N. Stadium, New Delhi :
15. **Media**
- Arrangements (Telephones, Computer with Internet facility, Fax machines) for **Print** and **Electronic Media** at

- i) Main Press Centre :
- ii) Media Centre at Competition Venues :
- iii) Accommodation (on payment) :
16. **Bid money**
- a) Rs. 5 lakhs with bid application : i) Rs. 5 lakhs (Rupees Five lakhs only) through DD drawn in favour of Indian Olympic Association, New Delhi shall be sent along with the application.
- b) Balance of bid money (Rs. 20 lakhs) and signing of Hot City Contract : ii) Rs. 20 lakhs (Rupees Twenty lakhs only) payable by the State Olympic Association that wins the bid for staging the National Games within 10 (Ten) days after the allotment of the Games is announced by IOA. The **HOST CITY CONTRACT** shall be signed within 10 (Ten) days of after the allotment of the Games.
- c) IOA reserve the right to raise the bid money
17. Indicate the tentative period for **elections if any scheduled** during the year of Games
- i) State Assembly :
- ii) Host City Municipal Corporation :
18. Whether **Games Village** for about 7000 beds is proposed to be constructed. If so give details. :

19. **Accommodation** requirements for :
- i. Athletes & Team officials (6500 to 7000 beds) :
  - ii. Types of COTS to be provided to contingent members :
  - iii. Technical officials (250 rooms) :
  - iv. National Federation delegates (President – Secretary General – Treasurer) from each Federation (60 to 90 rooms) :
  - v. State Olympic Association delegates (President – Secretary General – Treasurer) from each State (70 to 105) :
  - vi. Indian Olympic Association delegates (President – Secretary General – Treasurer & 10 others) (15 rooms) :
  - vii. IOA Administrative staff (Six) :
  - viii. IOA Medical Commission (Seven) :
  - ix. State Sports Ministers (15) :
  - x. State Sports Directors (15) :
  - xi. Union Sports Ministry (6) :
  - xii. SAI officials (6) :
  - xiii. Observers of the next Games host city & State Government (10) on payment. :
20. **Distance from :**
- i. Place of accommodation of athletes to each venue of respective disciplines :
  - ii. Place of accommodation of Technical :

- officials to respective venues
- iii. Place of accommodation of IOA, National Federations, State Olympic Associations delegates IOA Medical Commission, Union Ministry, SAI Officials & observers of next Games host City. :
21. **Catering arrangements during the Games** (Items being provided should have the approval of the Health Department of City Corporation)
- i.) State Contingents :
  - ii) Technical officials :
  - iii) National Federation delegates :
  - iv) State Olympic Association delegates :
  - v) IOA delegates :
  - vi) IOA Administrative Staff :
  - vii) IOA Medical Commission :
  - viii) State Sports Ministers :
  - ix) State Sports Directors :
  - x) Union Sports Ministry :
  - xi) SAI officials :
  - xii) Observers of the next Games :
  - xiii) VIP Lounges at Competition Venues :
  - xiv) Media Centres :
  - xv) Participating teams & spectators at Competition Venues :
  - xvi) Meetings held by IOA, National :

- Federations, State Olympic Associations
22. **Transport arrangements** during the Games for:
- i) State Teams :
  - ii) National Federations & State Olympic Association delegates. :
  - iii) IOA delegates :
  - iv) IOA Administrative Staff :
  - v) IOA Medical Commission :
  - vi) Observers of next host city & State Government :
  - vii) State Sports Ministers :
  - viii) State Sports Directors :
  - ix) Union Sports Ministry :
  - x) SAI officials :
  - xi) Media :
23. **Communication**  
Mobile Phones to:
- i) Chief de Mission of each Contingent :
  - ii) President & Hon. Secretary of each State Olympic Assn :
  - iii) President & Secretary General of the National Federations :
  - iv) Director of Competition of each discipline :
  - v) Competition venue incharge :
  - vi) Telephone in each house where the

- teams are staying. :
  - vii) Walkie Talkie to Technical officials :
  - viii) President, Secretary General & Treasurer, IOA :
  - ix) IOA Administrative Staff :
24. **An undertaking to observe IOA Protocol from the**
- i) Bidding State Olympic Association :
  - ii) State Sports Ministry of the State Bidding for the Games. :
25. **Prizes**
- i) Medals for **first three places**. In case of **some disciplines sportsperson placed fourth** will also be awarded a medal :
  - ii) **Certificates :**
    - a) Merit certificates to **first three places and fourth place** in some disciplines :
    - b) Participation certificates to all participants and contingent officials :
    - iii) **Commemorative medal** to the members of the **Organizing Committee, other Committees, State Olympic Associations, National Federations and IOA** delegates. :
26. **Demonstration** Sports proposed by the HOST State Olympic Association
- 1.
  - 2.
27. **Temperature and whether condition** during the dates proposed for the Games.

i)Day

ii) Night

Signature of the  
Hon. Secretary

..... Olympic Association

Date:

Signature of the  
President

..... Olympic Association

Date:

**Key issues to remember and to act promptly by the State  
Hosting the National Games**

1. To form the National Games Organizing Committee (NGOC) and other Committees required for staging the Games at least TWO (2) years prior to the opening ceremony of the Games.
2. To register
  - i) the Memorandum of Association of National Games
  - ii) the Games Mascot and Emblem
3. To formulate the Budget estimates and seek the approval of the NGOC.
4. To submit the proposal to the Union Ministry of Youth Affairs and Sports for **FINANCIAL ASSISTANCE** for creating Infrastructure & for procurement of sports equipment.
5. **Dates and Disciplines** for the Games to be informed **EIGHTEEN** (18) months in advance to the
  - i) State Olympic Associations
  - ii) National Sports Federations
  - iii) State Sports Directorates/Sports Authorities/Councils
  - iv) Union Sports Ministry
  - v) SAI
  - vi) AIU
  - vii) SGFI
  - viii) Sports Control Boards
  - ix) Print & Electronic Media including private TV Channels
6. To seek the Income Tax exemption on the donations / contributions received by the NGOC from corporate houses and individuals.
7. Host Olympic Association to ensure that the State Sports Associations **to**

- select the probables** two years in advance for the National Games and start systematic training with the aim of improving the overall performance of the State teams over the previous editions.
8. Host Olympic Association to send **Invitation for participation** in the National Games to the State Olympic Associations and National Sports Federations **TWELVE (12) months** before the opening ceremony along with the eligibility rules.
  9. To prepare the **Technical Hand book** on each discipline of the games Twelve (12) months before the Opening Ceremony and seek the approval of the respect National Federations.
  10. To take in writing Twelve (12) months before the Opening Ceremony from the probables employed in a state other than the State of birth, **his/her option** to represent either the **State one belongs to** or the **State where he/she is working** in National Games.
  11. **Officiating fee** and other **facilities** such as TA/DA to be provided to the Technical officials be ascertained TWELVE (12) months before the Opening ceremony from the National Sports Federations for the purpose of preparing the budget.
  12. To write to the National Sports Federations **SIX (6) months** before the Games
    - i) the number of **Technical officials** required for the conduct of the competition of each discipline and
    - ii) the **items of uniform, colour of uniform** and **material** for uniforms to be months prior to the Games.

provided to them.

13. To finalise the **colour, material** and **items of ceremonial dress** and the competition kit to the State contingent **SIX (6) months** before the Games and get them stitched in time according to the measurements of the individuals for proper fitting.
14. Monthly **NEWS letter** for the last **six (6) months** of the Games be sent to the State Olympic Associations, National Sports Federations, Universities in the State, State & Union Sports Ministries, SAI, Physical Education Colleges in the State, State Sports Directors/Sports Authority/Sports Council & Media.
15. To advise the National Federations Concerned to appoint the **Director of Competition** SIX (6) months before the opening ceremony of the Games. Inform the fuctions or the Director of Competition.
16. To advise the State Olympic Association to appoint Chef de Mission for the State Contingent Six (6) months before the Opening Ceremony. Inform the role the Chef de Mission to play from the day he is appointed till the state contingent returns to the State after the National Games.
17. To work out the Communication (Telephone-Fax-Mobile Phone – Walkie-Talkie) requirements SIX (6) months in advance of the Games and initiate action for procurement.
18. To place orders for the **Indigenous** and **imported Sports equipment** well in time in oreder to **receive** them at least **THREE (3) months** before the Opening Ceremony of the Games.
19. **Design** for the **Medals** and **Certificates** be got approved from IOA SIX (6)

20. Orders for MEDALS & CERTIFICATES be placed SIX (6) months in advance.
21. To get the **names of the likely participants** from the National Federation concerned **Six (6) months** before the Games.
22. Obtain a copy of the **latest rules book** from each National Federation / State Sports Associations THREE (3) months before the Opening Ceremony.
23. Obtain **one flag** each of the **State Olympic Association** and National Sports **Federations** THREE (3) months before the Opening Ceremony to make the number of flags required for display at various competitive venues, games village Olympic family hotel(s) and other important places in the city of the games.
24. To convene a meeting of the National Sports Federations and Director of Competition to finalise the Technical modalities of the conduct of the Games **THREE (3) months** before the Games or soon after receiving the preliminary entries.
25. To invite **THREE (3) months** before the Games the **President of India** and the **Prime Minister of India** to be the Chief Guest for **Opening and Closing Ceremonies** respectively.
26. **Railway Ministry** be requested THREE (3) months before the Games for arranging **Special Bogies** for the State teams to travel to the City hosting the Games and back.
27. List of participants for the **Games Torch** relay and the route passing through

- all the districts of the state be finalised **THREE (3) months** prior to the Opening Ceremony. The torch relay may start from four corners of the state and reach the Sports Complex the venue for Opening Ceremony passing on the day of the Games Inauguration.
28. **Games flame** bowl location and the mode of its operation during the Games keeping those of the sports person to hit the flame in view be finalised as early as possible before the Opening Ceremony.
29. To recruit the **Volunteers-Liaison Officers** from the State Sports Association NSS and Senior NCC Cadets THREE (3) months before the Games and conduct training programmes on the functions they have to perform. Their uniform and colour of uniform are to be finalised.
30. To select and train the ANNOUNCERS (English-Hindi-local language) what to announce at appropriate time for each discipline and during opening and closing ceremonies.
31. To organise clinics for the Technical officials assigned by the respective NSFs for conduct of competitions to keep them advert with the latest rules their interpretation and application.
32. To finalise the route for **Marathon, 20 Km Walk, Road events in cycling** and Triathlon THREE (3) months before the Opening Ceremony and inform the State Olympic Association and National Federation Concerned.
33. To receive the names of the TECHNICAL OFFICIALS assigned for the conduct of the competitions along with their photographs and uniform measurements **THREE (3) months** before the start of the Games and get them stitched by competent Tailor(s)

- 34.1. To work out the details of the **accreditation** categories and get the accreditation cards printed as per IOA protocol **THREE (3) months** prior to the Games for handing over the blank accreditation forms to the **Chef de Mission** of each State during their meeting.
- 34.2 To allocate the areas in each stadia for V.P.S. Olympic Family State Govt. Official, Local prominent persons, State contingent media and other invites signase for each enclosure should prominently be displayed.
35. To inform **TWO (2) months** before the Games the **accommodation** details to the State Olympic Associations, National Sports Federations and IOA for the State Contingents-Technical Officials-Delegates of the National Federations-State Olympic Associations-IOA-Union Sports Ministry-State Sports Ministers- State sports Directors-IOA Medical Commission-Media-Observers of the Host city of the next Games.
36. To work out the **transport** details **TWO (2) months** before the Games for Sate teams-Technical Officials-Media-National Sports Federations- State Olympic Associations-IOA delegates-IOA Medical Commission-Union & State Sports Ministers & Sports Ministries – State Sports Directors/Sports Authority/Sports Council – Medical Staff - Announcers-Volunteers-Invitees.
37. **To finalise the list of National Sports Awards (Arjuna-Dronacharya-Padmashree-Padma Bhushan-Rajeev Gandhi Khel Ratna) recipients from host State** their Invitations-Accommodation-Transport-Boarding-Accreditation cards be finalised **TWO (2) months** before the Games and despatched to them.
38. To hold a meeting of the **Chef de Mission** one (1) month prior to the Opening

- Ceremony or soon after receiving the entries by name alongwith the photographs of the participants and Team officials.
39. Despatch **ONE (1) month** before the Opening Ceremony detailed **Competition programme** to the State Olympic Associations-National Sports Federations - State Sports Directorates/Sports Authorities/Sports Councils-State and Union Sports Ministries-SAI-AIU-SGFI-Sports Control Boards-Physical Education Colleges in the State and Media.
40. Information on **Arrival & Departure** dates and the mode of travel (Air/Rail/ Bus) be obtained **ONE (1) month** before the Games.
- i) State Contingents indicating the number
  - ii) Officials of the a) State Olympic Association
  - b) State Sports Association
  - c) State Sports Directorate
  - iii) State Sports Ministers
  - iv) State Sports Secretaries
  - v) National Federation delegates
  - vi) Technical Officials
  - vii) IOA delegates
  - viii) Union Sports Minister
  - ix) Union Sports Ministry officials
  - x) SAI officials
41. National Sports Federations and Host Olympic Association in Association with the respective State Association to list out **ONE (1) month** before the Opening Ceremony the **Guests of honour to present the medals and certificates** to the winners.

42. **Souvenirs** if any the Organising Committee intends to present to the participants and officials be finalised THREE (3) months before and orders placed.
43. **Publicity** on Radio and TV should start 15 days prior to the opening Ceremony press briefing may be held periodically to all concerned to know the current status of preparation for National Games.
44. **INSURANCE:** OCNG shall arrange the INSURANCE coverage to all the accredited participants and accompanying officials from the day the contingents leave their State Capital or from the place decided by the State Olympic Association concerned till their return after the National Games.
45. National Games OPENING CEREMONY & CLOSING CEREMONY invitation be despatched to all the invitees TWENTY (20) days before the Opening and Closing Ceremony.
46. To select the cheering spectators from the educational institutions for each competition venue Two (2) months before the Opening Ceremony and train them how to cheer the team assigned to a particular group and also the other team. The number of the Cheering spectators shall be determined based on capacity of each competition venue.
47. Trophies for presentation to teams be collected from IOA office at least ONE (1) week before the Opening Ceremony.
48. Momentos to be presented to the Guests of honour during the Opening and Closing Ceremonies be kept ready ONE (1) week before the Opening Ceremony.
49. NGOC **may consider inviting** the President/Secretary General of the National

- Olympic Committees of SAARC countries (Bangladesh – Bhutan – Pakistan – Nepal – Maldives – Sri Lanka). NGOC may also consider inviting either President or Secretary General of each Asian Federation concerned for witnessing the National Games. Air travel, free board and Accommodation may be provided to them. Expose the possibilities of meeting this expenditure by the sponsors.
50. To finalise the report on the National Games before the Games are declared closed and present the same to the President, IOA during the Closing Ceremony.

## 32<sup>ND</sup> NATIONAL GAMES - HYDERABAD

### FUNCTIONS OF THE DIRECTOR OF COMPETITION

1. To coordinate with the Stadia / Competition Venue Administrator for providing facilities required for staging the competition.
2. To check the entries before the start of competition for their correctness.
3.
  - i) To check the equipment at least a month before the start of competition to ensure the availability of standard equipment conforming to the International standard is available for competition in required quantity.
  - ii) To ensure the availability of spare equipment and spare parts where required.
4. To ensure the best conditions at competition venue at Competition venue for holding the competition and to provide facilities for warm up.
5. To keep one copy of the latest **RULE BOOK** published by the International Federation of the discipline concerned.
1. To be present at the venue of competition **one (1) hour prior** to the start of the day's competition to ensure that everything that is required for the conduct of the competition is in place.
2. To ensure that ;
  - i) the competition schedule is strictly adhered to
  - ii) all the officials are present at the venue of competition well before start of the competition.
  - iii) the competition schedule is made available on the day of the meeting of the **Managers** and **Technical officials** which is held a day prior to the start of the competition.
  - iv) the results of each day's Competition are made available to the **Managers** and **Coaches** of the teams concerned soon after the competition.
  - v) the **next day's competition programme** is supplied to the Team Managers and Coaches.
  - vi) the change rooms, rest rooms and toilets in good conditions are available **separately** for the **participants** and **Technical officials** at the venue of

### Competition.

- vii) the pure drinking water is available at the competition venue and in change rooms.
- viii) the **TA/DA** claim of the **TECHNICAL OFFICIALS** are settled before the conclusion of the competition.
8. To make available the score sheets, and other materials required for the Technical officials.
9. In case of team Games such as **Basketball, Football, Handball** and **Hockey** ensure that each team has **two (2) sets of uniform** out of which **one set** of Uniform is **white in colour** with numbers printed.
10. To make available the protest forms to the Managers of the Teams on request for lodging the protest if any within 30 minutes of conclusion of the competition with applicable as per rules of National Games a protest fee. The protest received should be passed on to the Jury of the discipline and convey the same to the Organising Secretary & Chairman GTCC for information.
11. To attend the meeting of the Team Manager and Technical officials a day prior to the start of the Competition. The time and venue for the meeting to be ascertained from the Organising Secretary/ Convenor, GTCC.
12. To make available the results to the Convenor, GTCC, the **print and electronic media** soon after the results are officially declared.
13. To display the **competition schedule** and the **results** at appropriate points at the Competition venue for the benefit of the spectators.
14. To have a meeting every month three months prior to the Opening Ceremony with the State Association concerned, competition venue Administrator and the Organising Secretary to review and the progress of the technical issues related to the competition.
15. To attend the Chefs de Mission Meeting Organisers.
16. To prepare a detailed
  - i) **Administrative** and
  - ii) **Technical report** of the Competition **within 24 hours** of the Conclusion of the Competition and **submit** it one copy each to the **Chairman GTCC** and to the **Organising Secretary**.

## National Games

### Role of the Chef de Mission

1. To get the selection of the State teams finalised and the **entry by name** is sent to the Organising Committee within the stipulated date.
2. To ensure that the **Ceremonial dress** for **MARCH PAST** and the **Competition Uniform** are procured well in time for the members of the State Contingent as per the individual's measurements.
3. To arrange **Rail reservation** as per the schedule of **departure** for National Games and for **return journey** after completion of the competition of the respective disciplines.
4. To **meet the members** of each team, its Coaches, Manager and Medical staff of the State Contingent before the departure for National Games and **appraise** them of the **arrangements** made for their i) **Ceremonial dress**, ii) **playing kit**, iii) **travel, competition schedule** v) **Weather** and vi) the **conduct of the** members of the State Contingent while in the city of National Games.
5. To explain them **Does and Dont's** i) during the **train journey**, ii) while in the **National Games village**, iii) in the **Dining hall** iv) at the **Venue of competition** v) at the time of **Medals presentation** and vi) the dealings with the **Volunteers, Technical officials, spectators Print media and Electronic media**
6. To organise **MARCH PAST practice** for **marching** the State Contingent **smartly** in the **Opening and Closing Ceremonies**.
7. To carry to the National Games adequate State Olympic Associations flags for use during the Games.
8. To ensure that the **transport is arranged by the Transport Committee** of the **National Games** to receive the Contingent at **Railway Station**. Transport arrangements be made for return journeys of the State teams from the Games village to Railway Stations
9. To carry **first aid** material with the Contingent with all the medicines for common ailments like cough, cold, fever.
10. To collect i) correct **ACCREDITATION** cards of Contingent members as per the approved entry and ii) **keys** of the **rooms** allotted by the Games village to the Contingent.

11. To inform the team Managers concerned to ensure that the **medal winners** of the State **wear the Track suit** provided by the State Olympic Association for receiving the **medals** during **victory ceremony**.
12. To entrust the responsibility to the Manager of the State team concerned that the medal winner of the State **report to the Victory Ceremony** as soon as the announcement is made for receiving the medal. The medallist while on victory stand conducts himself/ herself with dignity and respect his/ her State flag and the State flags of other medallists while the flags are raised on the flag poles.
13. To inform the Manager of the State team to ensure that the participant of his /her team reports to the **Dope sample collection** area escorted by the **Dope Control escort**.
14. **Meet the Managers and Coaches** at a fixed time and place in the Games Village **every day** to review i) the position of every aspect of the **conduct of the Games**, ii) the **performance** of the State Contingent iii) the **welfare** of the **Contingent members** iv) and to inform the **next day's programme**.
15. **Re-check** the **return journey reservation** on arrival in the host City and intimate in writing the schedule of the departure of the teams.
16. Attend the **Chefs de Mission meeting** to be organised by the National Games Organising Committee to ensure the entries of the State Contingent are in order and to **get acquainted** with various arrangements made for the conduct of the Games, for the **stay of the Contingent, transport, Medical and catering** arrangements.
17. **Attend the Chefs de Mission meeting at 8.00 a.m. every day to be held by the Mayor of the Games Village at the Venue**.
18. Have friendly rapport with Print and Electronic media. Avoid controversial statements and any other statements that hurt others particularly the Organisers.
19. To bring **promptly** to the **notice** of the **Doctor** in the Medical Centre in the Games Village for **Medical assistance** needed to any member of the Contingent.
20. To submit a detailed report on State Contingent's participation, behaviour, performance, conduct of Games, problems if any experienced and the suggestions for implementation in future within 15 days after conclusion of the Games to the State Olympic Association and IOA.

**Teams Managers assistance** may be taken for discharging these functions effectively.

**CHEFS DE MISSION**

Dear Chef de Mission,

The National Games Organizing Committee (NGOC) for the National Games will welcome you to attend the Chefs de Mission Seminar on and . The Seminar will include information sessions, individual meetings with SOA Services, visits to competition venues and the Games Village.

IOA & NGOC have prepared this Manual to bring you up to date with information on NGOC policies, programmes and the services it will provide for athletes and officials during the National Games.

We urge you to read the Manual in advance of your visit to , so that you can take the opportunity to make comments on any aspects of our preparations and also to ask questions of us should you need clarification on any issue.

We look forward to welcoming you to , the capital city of . for what we are certain will be a very productive and rewarding Seminar.

Yours sincerely,

(.....)

**1. INTRODUCTION**

This Manual outlines what State Olympic Associations (SOAs) need to do to fully prepare their delegations for the National Games. The Manual, for example, contains information on travelling to and from Hyderabad how to accredit an SOA delegation, and how to enter athletes in specific events.

There is also a comprehensive section on the National Games Village and the services available to Village residents.

The Manual includes the latest sporting information on competition schedules.

It should be noted that NGOC is not claiming that the Manual contains all the information on all the topics listed within. Whilst NGOC has attempted to make the Manual as comprehensive as possible, it should be considered a working document.

NGOC, therefore, urges all Chefs de Mission to read the Manual well in advance of the Chefs de Mission Seminar on in so that they can take the opportunity, while in Hyderabad, to provide to HNGOC comments on any aspects of NGOCs preparations, and ask questions should clarification be needed on any issue.

The Manual will contain the most current NGOC policies as well as a comprehensive guide to the operating procedures the Chef de Mission will need to follow to guide his/her team through the arrival and accreditation processes, Games-time operations and life in the Games Village, and, finally, their SOAs departure from the National Games.

**National Games –**

**Chef de Mission Manual**

**SIX STEPS TO PARTICIPATION IN THE NATIONAL GAMES**

**1. The Steps**

In order to participate in the National Games, the State Olympic Association (SOA) delegations must be accurately registered through an integrated Accreditation and Entries for Sport Competition process. If an SOA follows the process as set out below accurately, it will minimise workload, and minimise delays on arrival.

**In Summary: The Six Steps**

	<b>NSF/SOA Responsibilities</b>	<b>NGOC Responsibilities</b>
1.		Send Preliminary entry Forms to NSFs by
2.	NSFs to return Preliminary Entry form duly filled in to NGOC by.....	
3.		Send FINAL Entry forms, blank Accreditation forms and Arrival & Departure forms to SOAs by.....
4.	SOAs to return FINAL entry forms & Accreditation forms to NGOC by.....	
5.	Distribute “Accreditation Cards” to members of the SOA delegation.	
6.	Delegation Registration Meeting at Validation and Accreditation of Delegations	

- NGOC : National Games Organising Committee.
- NSF : National Sports Federation
- SOA : State Olympic Association
- SSA : State Sports Association

**STEP 1**

Action :	<b>Send Preliminary ENTRY FORM</b>
Responsibility :	NGOC
When :	.....

.....National Games Organising Committee (NGOC) will send the Preliminary ENTRY Form to the National Federation concerned to reach them by

**STEP 2**

Action :	<b>Send Preliminary Entry</b>
Responsibility :	National Sports Federation
When :	.....

NGOC has started the process of registering SOA delegations.

The information that NGOC requires at this stage is the States qualified for participation in the .....National Games. In case of individual events the event/weight category in which each State qualified to be furnished.

NSFs to ensure that the Preliminary Entry form reaches the NGOC by.....NSFs will send one copy each of the Entry form to i) the Indian Olympic Association, ii) State Sports Association and iii) State Olympic Association concerned.

NGOC will send reports to each SOA to enable SOAs to verify that the information exchanged is correct.

NSFs should now send NGOC the names of the States qualified for the National Games.

**STEP3**

Action :	<b>Send Final Entry Forms, blank Accreditation forms and Contingent Arrival &amp; Departure forms to SOAs.</b>
Responsibility :	NGOC
When :	.....

NGOC will send by ..... the following forms to all SOAs:

- *Sport Final Entry* forms.
- *Application for Accreditation* forms (to register all members of SOA delegations);
- *Arrivals and Departures* forms (for all members of SOA delegations); and

NGOC will send Sport Entry forms, Application for Accreditation and Contingents Arrival & Departure forms to each SOA qualified for.....National Games.

**STEP4**

Action :	<b>Return Final Sports Entry Forms to NGOC</b>
Responsibility :	State Olympic Association (SOA)
When :	Returned to NGOC by .....

Each SOA qualified for.....National Games is required to complete and return the *Final Sports Entry* forms by name Accreditation forms and Arrival & Departure forms duly filled in to HNGOC before the.....deadline.

**SOAs must nominate in which events their athletes will participate by completing the “Sport Entry” forms and returning them to NGOC before the .....deadline and for athletics by**

The “Accreditation Card” is a document which performs two functions:

- Serves as an identity card.
- Once “validated” after arrival in ....., it becomes an official Games Accreditation Pass.

For all members of SOA delegations from whom NGOC has received a valid *Application for Accreditation* form with an acceptable photograph before the.....deadline, NGOC will send each SOA “Accreditation Cards” through the Chef de Mission of the respective State/UT. NGOC will also send a report summarising the status of all applications received from each SOA to that date.

The.....deadline will be applied strictly. Applicants for whom NGOC has not received an *Application for Accreditation* form with an acceptable photograph by .....will NOT receive “Accreditation Cards” before departure. They will be accredited at an accreditation centre after their arrival in

**STEP5**

Action :	<b>Distribute “Accreditation Cards” to members of SOA delegation</b>
Responsibility :	SOA
When :	Before departure for

**The SOA must distribute the “Accreditation Cards” to all members of their delegation before they depart for**

**NGOC will send “Accreditation Cards” to all participants for whom NGOC has received a valid application and photograph before..... Those who do not meet the deadline will be required to undergo slower accreditation processing involving pass production while waiting, after arrival. This may cause delays.**

**STEP5**

Action :	<b>Delegation Registration Meeting</b>
Responsibility :	NGOC and each SOAs Chef de Mission (or designee)
When :	From.....
Where :	Main Accreditation Centre, Games Village,

Delegation Registration is the meeting at least a day prior to the arrival of the contingent held between the Chef de Mission, or an official designated in writing by the Chef de Mission, and concerned SOAs Services In-charge and Accreditation Committee of NGOC whereby an SOAs participation is officially registered. In order for any member of an SOA delegation to become accredited and enter the Games Village, the Delegation Registration Meeting must be completed at the Main Accreditation Centre, Games Village,

The format of the Delegation Registration Meeting will be as follows:

- The SOA attends a Delegation Registration Meeting with NGOC as per the date & time fixed at a venue already intimated.
- The Chef de Mission arrives at the Main Accreditation Centre. Upon arrival the

Chef is taken to the Delegation Registration reception area where an SOA Services representative will escort him to a designated area.

- A representative from Accreditation Committee of NGOC reviews the *Sport Entry* forms and verifies their eligibility and correctness. Once all Entry Forms have been reviewed and agreed with the Chef, the Chef will be asked to approve with her/his signature the *Entries*;
- The representative of the Accreditation Committee then reviews with the Chef the total list of persons eligible to receive accreditation and confirms access privileges and other entitlements. The Chef will be asked to show her/his agreement by signing each page of the accreditation print-out;
- Based on the agreed total number of Games Village residents within the delegation, the Accommodation Committee of NGOC will allocate accommodation to the delegation;
- Only when the above procedures have been completed can the delegation be validated/accredited and have access to the Games Village.

Once the registration process is complete, athletes and officials may be accredited.

If they are in possession of a “Accreditation Card”, the card may be “Validated” on arrival at the Main Accreditation Centre.

If SOA delegation members are not in possession of a “Accreditation Card”, they must proceed to the concerned Accreditation Centre at Main Accreditation Centre for obtaining the Accreditation cards.

## 2. ARRIVALS AND DEPARTURES PROCEDURES

The procedures outlined below are designed to assist athletes and officials through their arrivals and departures experience as smoothly and quickly as possible. Standard processes will be followed as much as possible, and the Reception Committee of NGOC may assist athletes and officials on their arrival and departure in the most efficient and expeditious manner possible. The processes outlined below will also enable athletes and officials to remain with their baggage at all times, minimizing the chance for baggage being lost in the process.

### a) Advance Preparation

In order for the arrival process into.....to be streamlined, there

are some important advance preparation procedures to be followed. Failure to follow these procedures could lead to delays in the arrivals process.

### b) Arrivals and Departures Forms

SOAs are requested to complete *Arrivals* and *Departures* forms. Accurate completion of these forms and return to NGOC will ensure the NGOC is aware of specific arrival and departure information and can prepare accordingly for all SOA arrivals. Changes to, or additional information pertaining to, arrival and departure should also be made known to NGOC by fax or e-mail. All forms and updates should be sent to:

NGOC Reception Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Arrivals and Departures forms will be sent out with the Application for Accreditation forms in.....These forms should be Returned to NGOC by

From.....NGOC staff will be at the Railway Station/Airport to assist the arrivals process and other enquiries. Free transport services for athletes and officials to Official Accommodation from the Railway Station/Airport will commence on

### c) Transport to the Games Village and other Accommodation Places.

Transport to the Village arrival Gateway will be available from..... and.....Railway Stations and.....Airport. Athletes and Officials on arrival by rail/air should proceed with their accompanied baggage to the dedicated National Games Transport Load Zones outside the Railway Station/Airport Arrival Terminal. Directional signage and assistance from NGOC

staff will direct athletes and officials to these zones.

NGOC bus services will operate from the Transport Load Zones in order to transport athletes and officials to the Games Village/Hotels.

d) The Village Arrival Gateway

All athletes and officials residing in the Games Village must first go to the Village Arrival Gateway on arrival, regardless of accreditation status.

The Village Arrival Gateway is within the Games Village boundary, adjacent to the Main Sports Complex. Streamlined processes will be available for the processing of athletes who have already received the “Accreditation Cards” and simply require baggage screening before entry into the Games Village.

Accreditation processing is available at the Main Accreditation Centre, adjacent to the Village Arrival Gateway, for athletes not validated.

Vehicles will be permitted to drive to the Village Arrival Gate was for the purposes of dropping off athletes and officials and their baggage.

(i) Delegation Registration Meetings

In order for any member of an SOA Delegation to become accredited or enter the Games Village, the Delegation Registration Meeting must be completed by the Chef de Mission or the authorised delegate at the Main Accreditation Centre, located adjacent to the **Village Arrival Gateway.**

Delegation Registration Meetings will be conducted from....., NGOC strongly advises Chefs de Mission or authorized delegates to arrive at least 24 hours in advance of their delegation in order to complete the Delegation Registration Meeting before the delegation’s arrival.

(ii) Firearms Processing

Shooting competitors are not permitted to take their firearms inside the Games Village or the Village Arrival Gateway.

Shooting competitors who arrive at the Village Arrival Gateway carrying their firearms will be directed by signage or security to the firearms processing facility adjacent to the centre prior to proceeding into the centre. Shooting competitors will carry their firearms with them as accompanied baggage. At this facility NGOC’s shooting officials will take possession of athletes’ firearms and

ammunition and transport them under security to the armour at the appropriate venue for shooting where they will remain under 24-hour security until required for training or competition.

(iii) Archery Equipment

There will be no special requirements or processes for Archery equipment. Archery equipment will be transported and treated during the arrivals process as normal accompanied baggage. However, Archery equipment must not be in a fully assembled state at any stage during its transportation, or while being processed in the Village Arrival Gateway/Main Accreditation Centre, or while stored or carried in the Games Village.

(iv) Baggage Security check

Standard Games Village security measures will be applied at the entry to the Village Arrival Gateway and will not be reapplied at the Village boundary on initial entry.

(v) Athletes and Officials with Validated Accreditation

Athletes and officials already in receipt of a validated Accreditation Pass will move, with their baggage, from the Village Arrival Gateway straight to the accommodation in Games Village.

This will occur via a separate stream to those athletes and officials still requiring accreditation processing. Athletes and officials will then depart directly for their designated accommodation.

(vi) Athletes and Officials without Validated Accreditation

Athletes and officials without validated accreditation need to obtain their accreditation at the Main Accreditation Centre, located adjacent to the Village Arrival Gateway, before being allowed entry into the Games Village.

Those not yet already validated and whose Chef de Mission has completed the Delegation Registration Meeting, will proceed through baggage clearance and directly to validation. Once validated, they will proceed to their accommodation in the Games Village.

Those not already validated and not in possession of a “Accreditation Card” will advance to a “check-in” counter at the Main Accreditation Centre. If the

Chef de Mission has completed the Delegation registration Meeting, and the details in the system are accurate, the participant will be accredited. They will proceed to an Accreditation station, where their photo will be taken and a valid Accreditation Pass produced and issued. They are now accredited and proceed to their accommodation. If they are not yet able to be accredited they will meet the Chairman/Convenor of the Accreditation Committee to get the problem resolved to get accredited and will advance towards the accommodation.

Athletes and officials requiring accreditation processing at the Main Accreditation Centre will be given the option of having their baggage stored as they move through the accreditation process. This would allow easier movement through the accreditation facility. This would be via a cloak room type system where bags are checked in on entry to the accreditation area and collected on exit. They would then take their own baggage with them to the Games Village.

Athletes and officials that require accreditation and are not proceeding to the Village will enter the Main Accreditation Centre through the Village Arrival Gateway entrance. The same accreditation process is followed and they exit directly from the Main Accreditation Centre.

**e) Transport to Accommodation**

**(i) Games Village**

**All athletes and officials residing in the Games Village should first present at the Village Arrival Gateway on arrival, regardless of accreditation status or method of arrival.**

**(f) Departure Procedures**

Chef de Mission of each State Contingent should get their return Journey Reservations reconfirmed from the Railway Reservation Counter located in the Games Village Complex.

**Railway Station/.....Airport**

Free transport will be provided for athletes and officials from the Games Village and other accommodation places to ..... Railway Station and .....Airport on departure.

On arrival at the Railway Station and Airport, athletes and officials will be

directed to the relevant area of the station/terminal.

Rail & Flight Arrival & Departure schedule in

**(to be furnished by NGOC).**

**3. FREIGHT**

**Firearms and Ammunition**

It is a serious offence to attempt to carry or have possession of unlicensed firearms or weapons. Firearms for competition purposes (shooting) are ideally brought in as accompanied baggage with the correct documentation.

Firearms may also be brought as unaccompanied baggage. All relevant import requirements, including the presentation of correct documentation must be met. Arrangements to do so must be coordinated through the Logistics Team.

Ammunition arriving in ..... must be delivered to Main Accreditation Centre. NGOC will then transport all ammunition freight shipments to the appropriate venue for shooting. Arrangements for the coordination of ammunition and freight delivery to the Main Accreditation Centre must be through the Logistics Team.

**4. GAMES VILLAGE**

**a) Introduction**

The Games Village is adjacent to Main Sports Complex at .....hectares of land. For the period of its operation from....., it will offer residents a high standard of accommodation and associated services. This Section of the Dossier outlines the services that are provided in the Residential Zones of the Games Village.

<b>Dates</b>	<b>Events</b>
.....	Delegation Registration
.....	Games Village Opens
.....	Games Village Closes

The Chef de Mission (or designee) will receive his/her SOA's room allocation at the Delegation Registration Meeting, while the keys will be presented to the Chef upon his/her arrival in the Games Village.

Upon completion of their Delegation Registration Meeting, a limited number of passes will be made available to the SOA for the purpose of visit of its guests to the Games Village. During this period, these passes will be allocated at the Guest Pass Centre, which is located adjacent to the Main Entry to the Games Village, between.....and.....each day.

**b) Residential Zone**

**(i) Plan for Allotment of Housing**

NGOC will assign Games Village housing based on the contingent size. The final allocation will occur at the Delegation Registration Meeting once NGOC has determined the exact team sizes. Therefore, It is important that SOAs provide NGOC with accurate information regarding the size of their delegations within the stipulated date as this will affect the housing space allocated to each SOA.

**(ii) SOA Offices, Medical Space and Storage**

Administration office for each SOA will be located in the Games Village so that support facilities are close to SOA's accommodation. The offices will be situated adjacent to the accommodation of the State contingent. Office space allocated to each SOA will vary depending on the size of the delegation. NGOC will provide each SOA office with a standard configuration of equipment based on the size of the SOA delegation.

**(iii) Resident Centres**

NGOC will provide Resident Centres near the SOAs housing allocation. The Resident Centres have been designed as a customer service desk to cater to all the accommodation needs of the SOAs. They will be distributed throughout the Residential Zone at an average of one (1) Resident Centre per 1000 residents. All services and functions offered will be the same throughout each of the Resident Centres. The Resident Centres will be staffed and operational for 16 hours per day, with the exception of the three (3) Resident Centres which will be operational 24 hours per day for all emergency needs. The Resident Centres offer the following services:

<b>Information</b>	Athletes and Officials will be able to pick up maps and guides of the Games Village and general information regarding the National Games and twin cities of
<b>Problem resolution</b>	Residents can report issues or problems with their accommodation and other facilities that need repair.
<b>Mail delivery</b>	SOA mail will be delivered to the SOA's respective Resident Centres on a daily basis. The mail will be collected by the chef or designee. From.....families and friends of SOA delegation members can address mail to:  Name of the person Name of the State National Games Village
<b>Beverages</b>	Water and soft drinks will be available at each Resident Centre.
<b>INFO terminals</b>	Two (2) INFO terminals and one (1) printer will be provided within all Resident Centres for use by residents. Staff will be available to provide assistance to Village residents for sending e-mails and looking up competition results, athlete biographies and general Games information.
<b>Key :Lock-out" assistance</b>	If a resident requires assistance gaining entry to their accommodation, due to a lost key or problems with door locks, the Resident Centres will provide personnel to assist the resident in entering their room and if necessary, order a new key if approved by their Chef de Mission.
<b>Service vehicle reservation</b>	Team officials can reserve a service vehicle (Truck), with driver, through the Resident Centre front desk, to assist the team/team member with any logical movements within the Village (i.e. movement of freight, bicycles etc.)

Photocopying service	Resident Centres will provide a free photocopying service for small volume use for the residents.
Television lounge	The Resident Centres will be furnished with chairs and tables. Two (2) televisions per Resident Centre will be provided with live broadcast feed from all competitions.

**iv Service Laundry Facilities**

Free of charge serviced laundry facilities will be provided for all Games Village residents and will be co-located with each Resident Centre. Upon entering the Village, all residents will be given two (2) mesh laundry bags; one for white clothes and one for coloured clothes. These should be clearly labeled for identification.

Residents may deposit their individual laundry bags at the serviced Laundry located at the Resident Centre nearest their accommodation. When a resident delivers his/her laundry to the Serviced Laundry before 9.00 a.m., it will be available for pick-up by 9.00 p.m. the same day. Laundry delivered after 10.00 a.m. will be available for pick-up the following morning.

The laundering of team uniforms (laundering, pressing and folding) will be provided for a fee, with the uniforms being deposited and picked up from the Dry Cleaner located in the Games Village.

**(iv) Sports Information Centre**

The Sports Information Centre (SIC) will provide Chefs de Mission, Team Managers and Team Coaches with critical information relating specifically to training and competition for each sport. In order to provide the highest level of service to SIC constituents, access will be limited to Chefs de Mission, Team Managers and Team Coaches.

Sport Desks

Each sport will have a dedicated Sport Desk within the SIC. The desks will be staffed with personnel who report directly to the relevant Competition Manager and will liaise closely with the Sports Information personnel at competition and training venues. The following services will be provided at

each Sport Desk:

- individual mail slots for each Team Manager;
- Sport technical information (e.g. sports equipment details, competition and training schedules, Team Managers’ meetings, etc.);
- Confirmation of training session times and administration of change requests;
- Distribution of current results;
- Relevant correspondence from National Federations and NGOC relating to competition or training; and
- Communication with competition and training venues.

*Sport Entries Desk*

The Sport Entries in the SIC offers the Chef and/or Deputy Chef de Mission the opportunity to review all entries after the completion of the Delegation Registration meeting. Any changes to information on confirmed qualified athletes, corrections in event entries, or missing athlete details may be performed on the authority of the Chef at this location. A final review of the SOA’s delegation will be feasible prior to the commencement of each sport’s technical meeting. NGOC will publish a schedule for each sport’s technical meeting.

*Arrangements for Training Venues and Competition Venues*

Training venues can be arranged, or bookings changed, at the SIC. The SIC will also have a Transport Desk to enable SOAs to confirm or alter their transportation times for training and competition. The Transport Desk within the SIC will not assist with transportation other than for training and competition. Transportation for other events will have to be arranged at the SOA Services Centre.

**(v) SOA Services Centre**

The SOA Services Centre is the central location where the Chef de Mission from each delegation can conduct business relating to the needs of his/her SOA. Although NGOC has moved certain services traditionally in the SOA Services Centre closer to the SOA housing by placing them in the Resident Centres (e.g. mail, photocopying), some services will remain in the SOA Services Centre. The SOA Services Centre is centrally located at the annexe of the Residential Zone.

Services available at the SOA Services Centre include:

- An SOA Help Desk for general enquiries and assistance;
- A Protocol desk to assist the Chef to schedule his/her Team Welcom ceremony as well as other protocol functions will be conducted at the Protocol Office at the Main entrance to the Games Village;
- A Transportation office for SOAs to address their non-competition and non-training related transport issues. Staff in the Transport Office will provide assistance with SOA Dedicated Vehicles, Vehicle Access and Parking Permits, bus bookings for recreation and leisure purposes, and general transport information. Please note that non-Games transport services booked by the Chef or a designee (i.e. taxis, buses for private use) must be paid for by the SOAs;
- A Catering office to purchase bulk meal tickets, to facilitate the order for a catered function and/or make general enquiries or comments about catering, or to order box meals. **Box meals** orders must be placed by 6.00 p.m. each day to ensure delivery the following day and may be ordered for up to two (2) days in advance. Box meals will only be provided to accredited athletes (and officials in the “Ac”, “Ao” and “Am” categories), who are training or competing at their designated venues and will be away from the Games Village for four (4) hours or more;
- A Technology desk will be co-located in one office. Staff at the Technology desk will assist the Chef with any technology difficulties encountered by their SOA; and
- The IOA’s SOA Relations Department maintain offices in the SOA Services Centre.

**(vi) SOA Services’ Chef Relations Staff**

In the back of the SOA Services Centre will be a suite of offices where the SOA Services’ Chef Relations staff will be located. It is in these offices that the Regional Managers and Regional Coordinators who have been working with the SOAs prior to the Games and who conducted the Delegation Registration Meeting for the Chef will be located.

The role of SOA Services’ Chef Relations staff at Games-time is to assist the Chef to resolve any problems that were not resolved at the first level, at the Resident Centre, the Sports Information Centre, or by the service providers in the SOA Services Centre.

If their problems and complaints are not dealt with effectively and in a timely manner at this first level, the Chef will be directed to SOA Services’ Chef Relations staff.

SOA Services’ Chef Relations will also provide service to each SOA via the SOA Assistants who were recruited and trained by SOA Services’ Chef Relations staff.

**(vii) Volunteers**

*SOA Assistants*

A minimum of two (2) SOA Assistants will be assigned to each SOA to work with the Chef de Mission in the Games Village. This will allow sufficient staffing for the volunteers to work in shifts and have time off. The SOA Assistants are volunteers who have shown enthusiasm and dedication and are freely giving their time to attend the regular training sessions organised by NGOC. They have also committed to being available from the time the Games Village opens on . until it closes on

All SOA Assistants will be equally will trained to discharge their functions efficiently. This ensures that each volunteer will be equally able to assist the Chef de Mission. Their training will familiarize them with the necessary aspects of NGOC’s operations and the procedures and facilities in the Games Village. Great emphasis will be placed on ensuring that they are flexible and creative in their attitude to resolving problems and assisting the SOAs as requested.

By assigning teams of a minimum of two Assistants to each SOA, at least one SOA Assistant will always be available for a morning shift and an afternoon/ evening shift. Teams will work at the direction of the Chef de Mission. The table below shows how many volunteer SOA Assistants will be allocated to the SOAs:

SOA Delegation Size	SOA Assistants
1 – 75	2
76 – 150	4
151 – 350	6
351 – 550	8
551 and above	10

*Drivers*

In addition to the SOA Assistants, two (2) drivers will be assigned to each SOA dedicated vehicle supplied by NGOC. The number of vehicles per delegation varies in accordance with the size of the delegation.

Drivers will work in shifts of nine (9) hours. Shift times can be set or changed by agreement between the Chef and the drivers. Shifts begin and end at the Games Village. Drivers will be able to access the SOA office in the Games Village.

Please remember that some of the drivers are also volunteers. They will have been through a rigorous selection and training process. As part of their training, all drivers will undergo route and venue familiarization, incident management raining, and training for protocol and cultural sensitivities.

*Managing Volunteers*

NGOC asks that the SOAs respect the fact that their SOA Assistants and drivers are volunteers who are freely giving their time. NGOC will be treating their time, commitment and generosity with great respect throughout the training period, and therefore NGOC asks that all SOAs adopt a similar attitude during the National Games.

The volunteers were recruited on the following understanding:

- shifts will be limited to approximately nine (9) hours;
- meal breaks will be provided; and
- at least one rest day per week will be scheduled.

It is up to the Chef, in conjunction with the volunteers, to determine how best to schedule their time in order to meet the needs of the SOA within the above parameters.

**viii) Chefs Meetings**

Chefs de Mission Meetings will be held in the Games Village everyday commencing ..... Meetings will take place at 8.00 a.m. in the Chefs Meeting Hall located at the Games Village annexe Services Centre. Each meeting will be chaired by the Village Mayor. Meetings will provide a forum for

the Chef representing each SOA to raise any issues regarding the Games Village, transport, venues and outside services.

**(ix) Dining**

The Residential Zone of the Games Village will have \_\_\_\_ dining areas. The Main Dining area will be located \_\_\_\_\_.

*Main Dining*

The Main Dining area, seating approximately \_\_\_\_\_ guests, will operate during fixed hours a day, serving morning tea/coffee, breakfast, lunch, tea, snacks and dinner. Only Games Village residents will be able to eat there and Guests of the SOA may also eat in the Main Dining area with a meal ticket bought on payment.

The varieties of food offered will appeal to most States, religions, diets and cultures. A nutritionist will be on hand (for limited hours) to provide dietary information, advise on diet items and answer questions for athletes and coaches. The menu for lunch and dinner will be changed on a daily basis, to ensure that variety and interest is maintained for the duration of the Games. The breakfast menu will undergo some change on a daily basis.

Each entrance to the Main Dining area will have a bag check where bags may be left in a secure environment. No bags will be allowed in the Main Dining Area. No items of food be taken out of the Dining Hall.

**Meal Service Periods**

Morning Tea	06.00 a.m. to 07.00 a.m.
Breakfast	07.00 a.m. to 10.00 a.m.
Lunch	11.00 a.m. to 02.00 p.m.
Tea & Snacks	03.00 p.m. to 05.00 p.m.
Dinner	07.00 p.m. to 11.00 p.m.

**(x) Medical Services**

*Medical Centre*

Located within the Residential Zone, the Medical Centre offers a comprehensive range of services at no charge. Emergency services will be

available on a 24-hour basis. This service will offer immediate care to all residents of the Games Village. At the discretion of the athlete, NGOC will report any care provided to athletes to the appropriate SOA medical staff. Services at the Medical Centre will be supported by Athlete Care facilities at each of the training and competition venues. Medical Centre services will include:

- Emergency services supported by ambulance services;
- Sports Medicine;
- General Medicine;
- A range of Consultants working in Medical centre probably including Gynecology, Ear, Nose and Throat, Dermatology and Orthopedics;
- Dispensary;
- Eye Services;
- Physiotherapy;
- Massage therapy;
- Podiatry;
- Pathology;
- Health Care Interpreters;
- IOA Medical Commission office for medication notification; and
- Instrument sterilising facilities

*Hospital*

Patients seen in the Medical Centre requiring ongoing or overnight treatment will be transferred to nearby designated hospital by NGOC. In the event an athlete or official becomes acutely unwell at a venue away from the Games Village, they will be transferred to the closest designated hospital.

**(xi) Gymnasium**

The Village Gymnasium will be located at the \_\_\_\_\_ in the Games Village. It will offer facilities for strength and fitness training and weight control. The Village Gymnasium will be equipped with strength

training equipment to meet the needs of all residents of the Games Village. Weights machines and cardiovascular equipment will be available from 6.00 a.m. until 10.00 p.m. There will also be saunas, spas, change rooms and scales provided in the weight control area. The weight control area will be open 16 hours per day for athletes to check and control their weight before and during competition.

**(xii) Weigh in**

Official Weigh-in stations are available in the Games Village for Boxing, Judo, Taekwondo, Weightlifting and Wrestling.

**(xiii) Entertainment**

The Games Village will provide a wide range of Entertainment and Recreation facilities for the Residents to use as a form of relaxation and enjoyment. The Entertainment and Recreational facilities are located primarily in the Games Village. Facilities are provided apart from the living quarters to ensure that they do not interfere with the privacy of the athletes.

<b>Entertainment and Recreation</b>	<b>Location</b>	<b>Daily Operating Hours</b>	<b>Comments</b>
IBM Surf Shack		09.00 a.m. to 10.00 p.m.	An internet facility providing athletes and officials a place to surf the World Wide Web, build a personal web page, play computer games and receive fan mail through the IBM fan mail site.
Games Museum		09.00 a.m. 10.00 p.m.	A display of Games history, an information desk and a place for athletes to donate memorabilia for the IOA Museum.
Reading Room	Residential Zone	7.00 a.m. to	Offers a variety of reading material for residents to read at their leisure. Reading material will consist of books, magazines and newspapers focussing on international

			sports, recreation and lifestyles.
Video Viewing	Residential Zone	09.00 a.m. to 10.00 p.m.	Enables residents to view footage of National Games competition sessions to use as a training tool.
Music Listening Rooms	Residential Zone	08.00 a.m. to 10.00 p.m.	Offers residents a lounge to listen to a wide range of popular classical and world music and a place to relax and escape the stresses of competition.
Amphitheater Lounge		Midday to 10.00 p.m.	Showcases local and live talent and performances and serves as a central gathering place for Village residents.

#### Retail Services

A variety of retail shops and stores will be provided within the Games Village. The shops and services are provided for the convenience of the residents and will offer items to cater to the residents' basic needs.

The following stores and services will operate during or between the hours of 7.00 a.m. and 10.00 p.m. during Games Village operations:

SERVICE	COMMENTS
General Store	Sells a variety of items for day to day use.
Dry Cleaner and Shoe Repair	Provides a drop-off/pick-up dry cleaning and shoe repair service.
Post Office	Sells stamps and envelopes and serves as a mail drop-off point for all outgoing mail. Two (2) post boxes; one located outside the Games Village post office and one located near the Main Dining Area will serve as mail drop-off points for properly stamped letter mail after hours.
Florist	Sells and takes orders for fresh cut flowers and

	floral arrangements. Delivery will be provided to SOA offices on request.
Travel Agency	Provides a full service travel agency including:- making and changing airline/other reservations and providing travel tickets.
Hair Salon	Provides a range of salon services and haircuts to athletes.
National Games Store	Sells a full complement of Games merchandise to include apparel, pins, postcards, souvenirs etc.
Calling Lounge – Provided by ____	Provides Villages residents with a quiet, relaxing, comfortable area to make local and long distance phone calls 24 hours per day.
Banking – provided By _____	A fully operational bank and two Automatic Teller Machines (ATMs) will be located in the Games Village; one ATM at the Bank and one ATM in the Main Dining Area. The Games Village Bank will provide the following services: <ul style="list-style-type: none"> <li>• SOA Cheque accounts;</li> <li>• Cash travellers cheques;</li> <li>• Account opening;</li> <li>• Provide safe deposit boxes for storage of personal items; and</li> <li>• Transfer funds both to and from Hyderabad.</li> </ul>

#### (iii) SOA Guest Passes

NGOC will allot a specific number of Guest Passes to each SOA based on delegation size. An SOA Guest Pass will admit SOA guests into the Games Village, but they may only enter the Residential Zone if accompanied by a Village resident. The SOA Guest Pass system will be strictly enforced in order to maintain security in the Games Village.

SOA Guest Passes will be issued at the Guest Pass Centre, adjacent to the Main Entry to the Games Village. Chefs de Mission should advise their guests to travel to Games Village at Guest Pass Centre between 8.00 a.m. and 9.00 p.m.

Unaccredited vehicles (including taxis) will not be able to access the Guest Pass Centre.

SOA Guest Passes will be issued between the hours of 8.00 a.m. and 7.00 p.m. All guests must exit the Games Village and return their Pass to the Guest Pass Centre no later than 9.00 p.m. each day.

To enable a proper security check of SOA Guests, the Chef de Mission must submit a request for a Guest Pass by 7.00 p.m. on the evening prior to their expected arrival. SOAs should inform their guests that they will need to leave valid photo identification at the Guest Pass Centre in exchange for their Guest Pass.

**(iv) VIP Village Tours**

VIP Tours of the Village will commence daily at 9.30 a.m. and continue through until 6.00 p.m. VIP Venue tours will be arranged at either the Protocol Office at the Games Village or at the Olympic Family Hotel Protocol Desk. When possible the Protocol Office is to be informed in advance of visits and number of people per group.

**(v) Media Visitors**

In keeping with the terms of the Olympic Charter, NGOC will issue certain number of print and electronic media passes for the media to access the Media Zone in the Village.

A shuttle service will operate between the Games Village and the Main Press centre. Holders of a Media Pass will only be permitted in the Media Zone in the Games Village between 9.00 a.m. and 9.00 p.m. Journalists may use small interview rooms in the Media Zone to interview athletes. The SOA or Chef de Mission can schedule these rooms through the Media Sub-Centre staff.

Members of the Media will not be permitted in the Residential Zone on Media Passes. If a Chef wishes to allow a Media representative to visit the Residential Zone, he or she can authorise an SOA Guest Pass for that member of the Media. In all cases Media on SOA Guest Passes must be escorted by a member of the SOA delegation at all times while in the Residential Zone.

*Media Sub-Centre*

A Media Sub-Centre will be located adjacent to the Games Village. The facilities in the Media Sub-Centre will be suitable for large press conferences and broadcast interviews by members of the Media. A shuttle will run between the Main

Press Centre and the Media Sub-Centre. The Media Sub-Centre features a reception area, press staff workroom with 20 workstations, one large conference room (100 seats) and one medium-sized conference room (50 seats) plus space for Media Centre staff. There is no need for a Games Village Media Press to access the Media Sub-Centre.

**5. Transportation**

A range of transport services outlined in this document will be provided on behalf of NGOC by the Transport Committee.

**(i) Village Bus System**

The Games Village will be serviced by an internal Village Battery Operated Bus System. It will operate within the Residential Zone, enabling residents to travel around the Games Village in an efficient manner. The buses will also be able to carry the accompanying baggage of athletes and officials. The Village Bus System will operate on a continuous schedule with no more than a five-minute wait between buses during the peak time from 6.00 a.m. until 10.00 p.m.

**(ii) Transport Mall**

The Transport Mall will provide a safe and efficient bus interchange for athletes and officials. It will be located near to the Games Village. Bus services will commence operations from to the following destinations:

- Training Venues;
- Competition Venues;
- Access to Railway Station.
- Access to.....Airport;
- Services for athletes and team officials spectating during competition sessions.

*Competing Athletes*

A schedule bus network will provide links between the Games Village and all competition venues. The dedicated buses will drop athletes at venues at least 90

minutes prior to competition, or as required.

*Team Sports Athletes*

Dedicated buses will be provided for team sports athletes for training and competition. The buses will operate from.....until the closure of competition.

**(iii) SOA Dedicated Vehicles**

SOA President, Secretary General and Chef de Mission will have dedicated vehicles.

SOAs and NSFs will receive one (1) car and driver for the President and one (1) car and driver for the Secretary General for their exclusive use. In their absence during the Games the cars shall be returned to the Transport Department of the Games. The cars will be used for witnessing National Games competitions in twin Cities and for Official function.

IOA President, Secretary General, Treasurer and staff will have separate cars for their exclusive use.

**(iv) Public Transportation**

During the operational period of the Games Village from , accredited athletes and team officials will be entitled to free use of public transport for travel in twin cities.

**6. Security**

Security services at the Olympic Village will be provided on a 24-hour per day basis, by the A.P. Police. The Games Village will be surrounded by a secure perimeter.

A number of access control points (ACPs) will exist around the secure perimeter which will be strictly controlled. The two most commonly used ACPs by Games Village residents will be the Village Transport Mall and Village Main Entry.

Security will check the accreditation of all persons entering an ACP. Residents will be required to walk through the games village any hand-held items for an X-ray inspection.

Security advise that any type of firearm, knife, explosive device, explosive material, narcotic drug, prohibited drug, prohibited item or prohibited weapon will not be allowed in the Games Village. For security reasons, competition firearms will

also not be permitted inside the Games Village. However, there will be no restrictions on archery equipment provided it is not transported, stored or carried in a fully assembled state in the Games Village.

Residents will not be permitted to bring private or hire vehicles into the Olympic Village. A number of parking spaces for SOA vehicles are located immediately adjacent to the Village. Security will check vehicle permits and driver accreditation at the entrances to the SOA vehicle parking points.

Security will conduct 24-hour patrols in the Games Village, in the Residential and Competition venues. The patrols will also include the immediate areas surrounding the secure perimeter of the Village. Security will be clearly identifiable by their uniforms and marked vehicles.

The presence of Security in the Games Village and the strict access control and screening measures will provide a high level of protection for the Residents' possessions. Within their housing, Residents should secure their possessions either by storing valuables in the Bank Lockers or by locking the doors to the bedrooms.

**7. Protocol and Ceremonies**

*i) Protocol Office*

The Protocol Office will be located at the Main Entry to the Games Village, and will:

- Conduct VIP visits and tours of the Games Village for IOA Members, IOA Guests, Heads of Government, Ministry and other eligible VIPs;
- Manage the issue of Protocol passes to VIP guests;
- Ensure that all Commemorative Medals and Diplomas are completed on time and distributed to the Chef or the Chef's designee; and
- Ensure proper Protocol is followed at each Team Welcome Ceremony in relation to State Flags and other Protocol issues.

*(ii) Opening and Closing Ceremonies:*

National Games Opening and Closing Ceremonies will be staged at the Main Stadium at Gachibowli Main Sports Complex on .....and....., respectively. A highlight of the Games Opening Ceremony is the Athletes' where athletes and officials will march. The VIPs, Technical Officials and Media Personnel

will be transported to their places of accommodation for Opening and Closing Ceremonies by special buses.

#### 8. *Technology*

##### i) *Telecommunications*

To provide the best level of service, NGOC has identified one sponsor to provide the end to end service for all telecommunications requirements – telephony data, video, audio and cabling. \_\_\_\_\_ telecommunications company, is the major sponsor of telecommunications needs for the National Games.

NGOC will provide each SOA with one (1) Games Network Telephone Service line plus a Basic Telephone Handset in their Chef de Mission's room, and one (1) Games Network Telephone Service line plus a Basic Telephone handset and one (1) Olympic network Telephone Service plus a Facsimile Machine in the SOA Office.

Calls made on the Games Network are free.

##### ii) *INFO Terminals*

INFO is the primary resource for sharing information among members of the media, accredited athletes and officials (including SOA Presidents and Secretaries General), volunteers, broadcasters, National Federations, the IOA and NGOC staff attending the National Games. INFO has been designed to deliver timely National Games event results, breaking news and provide historical data to workstations and kiosks located in all Games competition and non-competition venues, including the Games Village.

This easy-to use information system with excellent security features provides comprehensive data about all aspects of the Games, including event results, historical results, biographies and profiles, news weather information, facts and figures, schedules and transport. A secure, internal e-mail capability allows accredited members of the Games Family to send messages to one another during the Games

and post messages using electronic bulletin boards.

- A user-friendly World Wide Web browser interface, making the system intuitive to learn and easy to use;
- The ability to search by sport, date, athlete or State Olympic Associations;
- English versions; and
- Print capability to local printers.

Because it is based on Internet technology, INFO is able to efficiently transfer information such as athlete biographies and news to the Official Games Web Site.

(www. \_\_\_\_\_)

#### 9. **NON GAMES VILLAGE CONSTITUENTS**

##### i) **SOA Presidents and Secretaries General**

###### *Accommodation*

SOA Presidents and Secretaries General will be accommodated in the Hotel. The \_\_\_\_\_ is one of the \_\_\_\_\_ Games Family Hotels. It is located in the \_\_\_\_\_ near to the \_\_\_\_\_ Hotel (the IOA Hotel).

NGOC will not allocate separate accommodation to a spouse or guest of the President or Secretary General. It is the responsibility of the SOA to secure accommodation for spouses and/or guests if they are not sharing the President' or Secretary General's room.

These hotel rooms will be made available at a special National Games rate as per NGOCs contractual agreement with the hotel and all costs will be paid by the SOA. The charges, per night, are as follows:

- \* Single Occupancy - Rs. \_\_\_\_\_ + taxes (includes cooked breakfast for one)
- \* Double/Twin Occupancy Rs. \_\_\_\_\_ + taxes (includes cooked breakfast for one)

Separate to its contractual commitments with the IOA, NGOC has decided to allocate a third room to each NOC, which requested it. The rooms will be available

at the applicable hotel rate confirmed to NGOC for the Olympic period.

ii) **Heads of State Government/Ministers**

*Accommodation*

NGOC will allocate accommodation as per Government's protocol.

Transport

As per Government protocol.

10. **HEALTH & INSURANCE**

i) **Health**

NGOC will provide free health care at venues and in the Games Village to all athletes and team officials from 12th Nov. until \_\_\_\_\_ in accordance with the IOA Host City Contract. Free health care will be provided where, in the opinion of a Medical Practitioner, the treatment is immediately necessary for the medical condition of the particular patient. For Chefs and staff members necessary for managing the arrival and departure of their delegation, it is anticipated that the coverage will extend to the period from \_\_\_\_\_

Other than for the Chefs de Mission as specified above, the provision of health care services outside this period will attract a charge in the private hospital system and the costs will be borne by the individual requiring the service. Because the fees for health care services may be considerable depending on the services required, SOAs are encouraged to ensure that, prior to departure, they have adequate travel or health insurance to cover any medical expenses which may be incurred before \_\_\_\_\_

ii) *Games Family Insurance*

NGOC will provide repatriation insurance to each accredited member of the SOA. In the event that an SOA member requires medical repatriation to their home, NGOC will purchase insurance that will provide for free air travel home, with the necessary accompanying medical specialists. In the event of death, repatriation insurance will also cover the cost of transporting the body home. All arrangements for this will be handled by NGOC.

**Welcome to**

This guide to the testing policies and procedures outlines the high standards of doping control that will be achieved by the IOA Anti Doping Commission.

The Doping Control Manual is for the purpose of competitors and officials.

**National Games.....Mission Statement**

The National Games Organising Committee is committed to hosting a fair and ethical National Games. We will strive to make the.....Games drug-free, an event where athletes from the States/UTs can realise their full sporting potential in an environment of excellence, free from the spectre of cheating.

**The IOC and the Fight Against Doping**

“Doping is cheating. Doping is akin to death. Death physiologically, by profoundly, sometimes irreversibly, normal processes through unjustified manipulations. Death physically, as certain tragic cases in recent years have shown. But also death spiritually and intellectually, by agreeing to cheat and conceal one's capabilities, by recognizing one's incapacity or unwillingness to accept oneself, or to transcend one's limits. And finally death morally, by excluding oneself de facto from the rules of conduct required by all human society.”

“To define doping is, if not impossible,

at best extremely difficult, and yet everyone who takes part in it or administers it knows exactly what it means. The definition lies not in words but in integrity of character.”

**(Sir Arthur Porritt, First Chairman, International Olympic Committee Medical Commission)**

**Responsibility for Doping Control**

The IOA Anti Doping Commission is responsible for the doping control programme throughout the Games. The Organising Committee as per the guidelines of IOA Anti Doping Commission will make arrangements for sample collection, analysis and secure chain of custody.

NGOC will provide trained Independent Sampling Officers and chaperones to collect the samples and provide the overall independent accountability for the doping control programme. The procedures outlined in this guide will conform to the International Standards for Doping Control.

A departure from the procedures in this guide will not invalidate the finding of a prohibited substance unless it was sufficient to affect the reliability of the finding.

In-competition testing will take place between.....and athletes

will be eligible for urine testing.

### **Facilities**

A **doping control suite** will be provided at each relevant competition venue. The suite will consist of a **waiting area**, **administrative area** and a **sampling area**. The suite will be equipped with all the necessary materials to conduct the sample collection procedures. A selection of sealed drinks will be available in the waiting area. All doping control suites will be clearly identified. Authorised security shall be positioned outside the Doping Control Station to control access to and from the suite.

### **Selection of athletes to be tested**

Tests will be carried out in all sports. Selection of athletes to be tested shall be determined in advance by the IOA Anti Doping Commission. Random selection will be carried out by the IOA Anti Doping Commission. A Lead Independent Sampling Officer appointed by the IOA will also be present during the random selection process.

It is mandatory for all those created National record to undergo Dope Test.

A competitor may be subject to doping control on more than one occasion during the Games.

## **Drug Testing Procedure**

### **Urine Sample Collection Procedure**

01 Notification of selection for a drug test

- After the event the athlete will be notified of selection for a drug test by IOA Anti Doping Commission Independent Sampling Officer (ISO) or chaperone using an official Sample Collection Form.
- The athlete will be asked to sign the form to acknowledge that they have been advised of their rights and have received the notice. A copy of this notice is then given to the athlete.
- An Independent Sampling Officer of the same gender as the athlete will conduct the sample collection procedures.
- Athletes are entitled to have a representative, of their choice, present throughout the drug testing procedures except during sample collection.\*
- Before arriving at the Doping Control Station, and with the approval of the ISO or chaperone, and under the supervision of an

official chaperone, the athlete may:

- receive medical attention if necessary
- attend a victory ceremony
- compete in further events
- warm down
- fulfil media commitments
- complete a current training session

### **02 Reporting for testing**

The ISO or an official chaperone will accompany the athlete to the Doping Control Station.

Athletes will be provided with sealed, non-alcoholic, caffeine-free drinks

NOTE: If athletes decide to consume other drinks or food they do so at their own risk.

### **03 Selecting a collection vessel**

The athlete will be asked to select a sealed sample collection vessel

The collection vessel should be kept in sight of the ISO and the athlete at all times throughout

### **04 Providing a sample under supervision**

The athlete must remove sufficient clothing so that the ISO can directly observe the passing of the urine into the collection

vessel.

When the required amount of urine (usually a minimum of 75 ml) has been provided the athlete must return directly to the Doping Control Station administration room with the ISO.

Only the athlete, or someone authorised by the athlete, may handle the sample.

### **05 Selecting the sampling kit**

The athlete will be asked to select a sealed urine sampling kit, from a choice of at least three kits. (Check that each kit is stored in tamper evident packaging).

The athlete should check that the security seal is intact. If there is any evidence of tampering a new urine sampling kit should be selected.

The athlete should then break the security seal and remove the contents of the kit.

Athletes with attendants may authorise their attendant or the Sampling Officer to act on their behalf.

### **06 Dividing and sealing the sample:**

The athlete will divide the sample between two bottles, A and B, and tightly seal the bottles. This is where the athlete pours a minimum of 30 ml into the B bottle, seals that

bottle and then pours the remaining sample into the A bottle and seals that bottle also.

**NOTE:** Athletes will be asked to leave a small portion of urine in the collection vessel to allow the sample to be checked by the ISO for suitable levels of pH and specific gravity.

**Athletes should be accompanied by an attendant of their choice during sample division if:**

- the athlete requires assistance with balance or with holding the collection vessel to pour the urine into the A and B bottles

The athlete may ask his/her attendant to assist with division, or may agree that the Sampling Officer assists. This must be done under

#### **07 Checking the seal of the bottles**

The athlete should check that the two bottles are tightly sealed by inverting the bottles and checking there is no leakage.

**NOTE:** The ISO should ensure that the bottles have been tightly sealed by checking the sealed bottle tops.

**Testing the suitability of a sample for testing**

- The ISO will check the acidity and concentration of the sample to ensure it is suitable for analysis. PH measures the acidity/alkalinity of

the sample and a specific gravity test ensures that the concentration of urine is not too diluted.

- If the pH and/or specific gravity are outside the limits set by the International Olympic Committee or governing body this will be recorded on the Sample Collection form.

To give further assurance to the integrity of the test, a further sample may be required if the pH and specific gravity are outside set limits.

**NOTE:** Although these procedures have been developed to ensure security and fairness in drug testing, athletes can refuse to be tested. A refusal to provide a sample, however, may be considered by the IOA Anti Doping Commission as a positive result and the athlete may be sanctioned.

**Recording the information:**

- The ISO will record the A and B sample numbers on the Sample Collection Form.
- The athlete should check that this information is correct.
- The athlete will be asked to declare any medication that they have taken during the past seven days. Whilst the athlete is under no obligation to make this declaration,

it may be helpful in explaining a finding.

**Certifying the information**

- The ISO will ask the athlete (and their representative, if present) to check all the information on the Sample Collection Form.
- Once the athlete is satisfied that the information is accurate they should sign the form.
- The ISO will also check and sign the form. The Medical Commissioner at the venue will also sign the form.

**Transferring the samples to the laboratory**

The sealed samples are placed in a security sealed transit bag and are sent to SAI Dope Testing Laboratory at J.N. Stadium, New Delhi by a secure chain of custody for analysis – every step of the transfer process is documented and ensures only those authorised to handle the samples do so. The laboratory receives the copy of the Sample Collection Form that only has details of the sample, sample numbers, and the medications declared by the athlete. No other information is provided which might allow the athlete to be identified. On receipt of the transit bag the laboratory staff will check for signs of tampering as well as checking that the sample numbers on the Sample Collection Form correspond to the

sample(s) enclosed.

**Analysis of a Sample**

Samples provided by athletes for the purpose of doping control immediately become the property of the IOA Anti Doping Commission.

The samples will be analysed in the Dope Testing Laboratory of the Sports Authority of India at J.N. Stadium, New Delhi.

**Management of results**

A-Sample analysis will take place as soon as possible and the results will be reported, in confidence, to the IOA Medical Commission. If the analysis of the A Sample indicates the presence of a prohibited substance (where relevant above the reporting level) the IOA Anti Doping Commission will provide the team Manager/Chef de Mission in writing, of the athlete's name.

The athlete, together with the Team Manager/Chef de Mission will be invited to be present and/or be represented at a meeting to determine the facts before the IOA Anti Doping Commission. Copies of the analytical report will be made available to the athlete.

The athlete will be offered the opportunity to be present or represented at the B-sample analysis, although the analysis of this sample may not be required if the athlete admits the offence,

or waives the right to the analysis. The

cost of the B-sample analysis will be borne by the athlete concerned.

If evidence of a reportable doping infraction exists, the IOA Anti Doping Commission will inform the Secretary General, IOA who will report and communicate its decision to the relevant National Federation and the State Olympic Association concerned.

No announcement confirming a doping offence will be made until the matter has been dealt with fully by the IOA Anti Doping Commission.

**Sample Collection Procedures –  
Checklist for athletes**

- Has the ISO asked me to sign the notification form and given me a copy of this form?
- Have I been given a selection of collection vessels to choose from for my sample?
- Are the sample bottles/containers securely sealed?
- Are the sampling bottles/containers securely sealed?
- Did I declare all medications and preparations I have taken over the

last seven days?

- Did I check the accuracy of all the information recorded on the Sample

Collection Form before I signed it?

- Have I been given a copy of the completed and signed Sample Collection Form?

**Prohibited Substances and Prohibited Doping Methods**

A doping offence is committed when:

- A prohibited substance is found within an athlete's body tissue or fluid.
- The athlete is found to have used or taken advantage of a prohibited technique.
- The athlete admits to having used or taken advantage of a prohibited substance or prohibited method

**IT IS THE RESPONSIBILITY OF THE ATHLETE TO CHECK THE STATUS OF ALL MEDICATIONS**

“..... We must all work together to ensure that only drug free athletes stand on the medical rostrum.”