



GOVERNMENT OF KERALA

MANUAL  
OF  
KERALA STATE  
SCHOOLS  
ATHLETICS & GAMES MEET

## Chapter - I

### KERALA SCHOOLS GAMES ASSOCIATION

1. Chief Patron - Hon'ble Chief Minister of Kerala
2. Patron - Hon'ble Minister for Education
3. Advisor - Secretary General Education , Kerala

#### Executive Committee

There shall be an executive Committee constituted by the Director of Public Instruction to advise and assist in the Organisation and conduct of the Inter - school competitions in sports and Games.

#### The committee shall consists of:-

##### **Chairman (Ex-officio)**

Director of Public Instruction

##### **Vice Chairmen**

Director of Higher Secondary Education

Director of Vocational Higher Secondary Education

##### **Members**

Additional Directors of Public Instruction

Joint Director (Academic) Higher Secondary Education

Deputy Director Vocational Higher Secondary

One Deputy Director (nominated by the chairman)

One Dist. Educational Officer (nominated by the chairman)

All Revenue District Secretaries

Two Technical experts (Physical Education Teachers (nominated by the chairman)

One representative of recognized teachers' organizations

##### **Member Secretary**

Organiser for Sports in Schools

Note: - All the nominations will be made by the DPI from the panel of persons submitted by Organiser for Sports in Schools.

The executive committee shall be responsible for the General Administration of the conduct of the year round programme of the Inter School and Inter- District competitions in Games and Sports. This Executive Committee shall be responsible to lay down the general policies for the successful conduct of the competitions within the framework of these rules. It shall be the competent body to interpret these rules or it's thereof. Subject to concurrence of Government it shall have the powers to add, delete, alter or modify any articles of these rule and regulations. However, such changes or modifications if any required shall be incorporated and communicated well in advance of the beginning of the academic year, to all concerned with specific mention of the date from which the changes came into force.

The Executive committee shall appoint a sub committee to select the members of the

State team for participation to National School Games with the following members:-

1. Director of Public Instruction
2. Director, Higher Secondary Education
3. Director, Vocational Higher Secondary Education
4. Organiser for Sports in Schools.
5. Minimum three experts of the respective disciplines.

Note: - Organiser for Sports in Schools will be in charge of selection of members of the State in for participation to national school meets.

**Term of Office:-**

The term of Office of the nominated members shall be for a period for one year or till his successor is nominated and taken charge.

The executive committee shall meet at least twice in a year

- I. The Committee shall meet before first of July every year to approve the report of the activities of the proceedings year and to chalk out the Programme for the succeeding year.
- II. The Government shall be decided the time and venue of Athletic championship every year
- III. The Executive Committee may be convened any number of times during an academic year to transact important matters if any in consultation with or under the directive of the chairman.
- IV. Normally seven days notice shall be served for the meeting of the executive Committee. However, the meeting may be convened on short notice in consultation with the chairman, or by the Chairman himself under his own signature.

For the purpose of successful conduct of the Inter-district competition, the districts within the state shall be dividend into Units as follows:-

The State shall be divided in two Zones. Each Zone consisting of seven revenue Districts considered as a unit as follows.

1. South Zone:-

Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Pathanamthitta, Idukki.  
Ernakulam.

2. North Zone:-

Kasargode, Kannur, Waynad, Kozhiokode, Malappuram, Palakkad, Thrissur.

## COMPETITIONS

### The following shall be the stages of competitions in Sports and Games:-

Games:-

Competition will be held for all the games included in Appendix I.

1. School Competitions.
2. Sub District Level Competitions
3. Sub District level Competitions are to be held purely on Inter-School basis among the schools (HSS, VHSE, T H SSLC (institutions coming under the IHRD) H S and UPS) within each Edn. District under 14, 17 and 19 age categories.
4. Revenue. District level Championship to be held purely on Inter Sub District basis in each Revenue Districts.
5. Zonal Championship to be held on Inter Revenue District basis among Revenue District teams within each Zone, under 17 & 19 age categories.
6. State Championship - to be held on Inter Zone basis the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> winners of each zone in the zonal championship participating in the State championship under 17 & 19 categories
7. State school Athletics meet 1<sup>st</sup> three places can be participated in the inter Revenue district competition in Under14,17,19, categories(Boys & Girls)
8. The maximum number of players that shall constitute a team in each discipline, at different stages of competition is appended.

See Appendix V

## CHAPTER II

### **(1) School Competitions:-**

Every school shall conduct school competitions within the school in Games and Athletics. The school authorities may conduct competitions in as many number of Games and as many number of events in Athletics and Aquatic included in the Appendix No. I. However, it shall be obligatory for every High School, HSS, VHSE and THSSLC to conduct competitions at least in two Games, two events in running, two events in Jumping and two events in throwing, and it shall be obligatory for every UP school to conduct competitions in at least two events in running two events in jumping, and one events in throwing. The school teams in various disciplines of Games, athletics and aquatics to participate in the Inter-school competitions shall be selected by the Headmaster with the help and assistance of the Physical Education Teachers and with the help of other subject teachers. Every school should send a detailed report of activities conducted in the School to the Sub District level before 15<sup>th</sup> of February (Performa for report is appended). There shall be Inter school competitions in Athletics among the L.P. and U.P schools within the Educational Sub District for the age group of 12 years. The winners of each event shall be sent to Sub District Athletics Competitions. The Assistant Educational Officer shall be responsible for the conduct of competitions with the assistance of the Secretary sub district sports and Games organizing committee. L P Schools attached with High School will also participate in the concerned Sub district Level Sports. Schools where the post of Physical Education Teacher exists, at least one game have to be trained. Event for practice will be select depending up on the availability of infrastructure facility in each School. The Head of the institution will supervise the training.

## **Eligibility of the participants in the inter-school competitions will be as follows**

1. The Competitor must be a bonafide regular student of the school he/she represents.
2. He/she shall not have completed the age of 19 years on or before 31<sup>st</sup> December of the year of participation. He/she shall have enrolled his/her name in the school register within the first month of the commencement of the academic year or within 20 days of the declaration of the result of the previous standard whichever is later.
3. In Senior Category all students below the age of 19 years as on 31<sup>st</sup> December of the year of participation. Higher Secondary students are eligible to participate only in Senior category (HSE, VHSE, THSE)
4. In Junior category all the students below the age of 17 years as on 31<sup>st</sup> December of the year of participation irrespective of the games and sports is actually conducted. Student up to 10<sup>th</sup> standard is eligible to participate in the junior category.
5. In Sub Junior category, all students should be below the age of 14 years as on 31<sup>st</sup> December in the year of tournament conducted. Students up to 8<sup>th</sup> Standard are only eligible to participate in sub junior category.
6. Lower age group can participate in higher age group category. But a higher age group student shall not be permitted to participate in the lower age category.
7. A student can participate only in one age group in any event or championship or selection trial in one academic year in all level competitions.
8. He/she should have not less than 75% class attendance in the academic year till the date of admission of entry forms for the tournament.
9. The re-admitted pupils in standard X to take up the deficiency in attendance shall not be eligible for participation in the competitions.
10. A person may be debarred from participation in the tournaments by the organization committee for misconduct or indiscipline behavior or any other valid reason. Such person (s) cannot participate during the period of disqualification.
11. A person who has tested Dope positive and has been debarred from participation by the National/International Federations shall not be permitted to participate in these tournaments.
12. The eligibility Certificate, as prescribed by the school Games Federation of India on the basis of above eligibility criteria, duly signed by the Headmaster/Principal of the concerned school, along with duly attested passport size photograph fixed on the upper right and corner of the certificate, shall be submitted along with the entry form by the school for registering the participation.
13. If a participant makes any irregularity in eligibility or any violation of rules regarding the competition/ misbehavior during the competition time, Headmaster/ Principal can take disciplinary action against him/her after consultation with Physical Education Teacher
14. The head of the institution must sign eligibility forms. In the eligibility date of birth and other details regarding candidates should be clearly specified. Over writing or any other correction shall not be made in the eligibility. Any unauthorized corrections made in the eligibility, will be severely viewed. Any violation of eligibility rules comes to notice, the team/ individual will be debarred

from all competitions during the academic year.

15. All the participating students must be produced attested copy of the Birth Certificate along with eligibility form.

### CHAPTER III

#### **SUB DISTRICT CHAMPIONSHIP (HSS, VHSE, T H SSLC (Schools comes under IHRD) HS, UPS & LPS)**

Every school shall participate in the Inter-School Competitions held at the Sub district level in athletics Games, Wrestling and wherever possible in aquatics. It shall be obligatory to enter competitors for athletics in at least one sprint event up to and including 400 Mtrs excluding the relay races. One middle distance race, two jumps and two throws in any section (Senior/Junior/Sub Junior/Kiddies (up to Sub District competition)). All schools shall make earnest effort to hold competitions of inter school aquatic championships also. The sub district competitions are to be held in three days.

The track and field athletics meet must be held in a minimum of 200 Meters track and the Assistant Educational Officer as the General Convener and Secretary (Elected Physical Education Teacher) of the Sub District Organising Committee shall be responsible to see that the competitions are held as per rules.

Aquatic competitions are to be organized in standard Swimming pool wherever it is available. The safety of the participants should be the major concern in choosing the venue and -organising the competition. General Convener is responsible to call for entries in the prescribed form and work out the detailed Programme in advance. The programme of Sub District championships shall be published with all the details viz., List of Organising Committee, list of Officials, list of competitors and chest nos. the order of events etc, well in advance of the dates of competition.

Only a maximum of two pupils shall be entered from a school for an event and one relay team in track and field athletics and aquatics.

In the case of wrestling one competitor can participate only in one weight category

In games one school can send one team for the sub district level competition.

For CHESS competition 1st place is eligible from each school, can participate in the Sub District competitions and the competition has to be conducted in Two days.

**ATHLETICS:** 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in individual events and one selected relay Team are eligible to participate in Revenue District Competitions.

**AQUATICS:** 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in individual events and one selected relay Team are eligible to participate in Revenue District Competitions.

**GAMES:** One selected sub district team is eligible to participate in the Revenue district level competition.

The Secretary shall send the entries for the Rev. Dist. Championship from the concerned sub districts in the prescribed form to the General Convener of the Rev. Dist. championship. The entry form must be counter signed by the General Convener of the sub district level competition.

One team in one discipline from a school alone shall be entered for District Championships (U-17, U-19). All tournaments shall be held on a knock-out basis. It shall be obligatory on the part of every school to participate in the Districts Championships at least in two games. Each school team shall be equipped with proper uniform as appended in these rules. Teams, (Competitors) fail to come in proper games uniform, are liable to be prevented from participation in the championship. School teams participating in the District championship shall be accompanied by a teacher and he/She shall be responsible for the discipline of the teams. Girls participants included in the District team a Lady Teacher must be accompanied

Competitions in the District Championship will be held only if there are at least three teams for games in each discipline and three competitors in each item in track and field and aquatics.

#### **Organisation of Sub District Competitions**

For the purpose of the successful conduct of the SubDistrict level Competition an Organising Committee shall be formed.

**Patrons** - All M.P.s and MLAs of the concerned Districts. District Panchayath President & District Collector

**CHAIRMAN** - Mayor, Panchayath president/Municipal Chairman

**VICE CHAIRMAN** - Panchayath/Municipal/Corporation Vice Presidents  
Deputy Mayor, Education Standing Committee  
Chairman/PTA President

**GENERAL CONVENER** - Concerned AEO

**CONVENER** - Principal, Higher Secondary (Nominated by RDD)

**JOINT CONVENER** -

- a. Principal, Vocational Higher Secondary  
(nominated by the Deputy Director of VHSE)
- b. High School Headmaster
- c. UP Headmaster
- d. LP Headmaster

**ORGANISING SECRETARY** - One Physical Education Teacher (elected by

the Physical Education teachers)

TREASURER

-Assistant Educational officer

### **Members**

1. One Principal of Department HSS/VHSE
2. One Principal of Aided HSS/VHSE
3. One HM of Aided HS
4. One HM of Department HS.
5. Four Physical Education teachers from Dept. Schools or Aided School (elected from the Phy. Edn. Teachers General body)
6. One woman Phy. Edn. Teacher (elected from the PET's General body)
7. One Phy.Edn. Teachers from the overall champion school in Athletics
8. One representative of recognized teacher's organizations.

Where Inter School competitions in a particular discipline is being conducted in a school ground, the Headmaster of the respective school shall be the sub convener as nominated by the organising Committee for the conduct of competitions in that particular discipline who shall be assisted by the Physical Education teacher of that school. However, where district championships is conducted at one centre (Games Festival) the secretary of the Sub District Committee will be the Organising Secretary. The organising Committee shall draw the fixtures; fix the venue and date of competitions in various games, athletics and aquatics. The General Convener of the committee of the Sub District level competition shall send copies of the fixtures and other communications to all schools within the Sub District. Organising committee prepares an estimate of expenditure for the conduct of the Sub District level competition. It shall be obligatory for every school to participate in the Sub District level Competition once it had sent their entries and is included in the fixtures. If by any change the school team is not able to be present for competitions the sub convener shall informed accordingly under intimation of the Sub District Secretary one hour before the scheduled time of the competitions. If a school team included in the fixtures absents from participation in the tournament as per fixtures without giving information before one hour of the scheduled time, the school shall be liable to pay a fine of Rs.100/-.

### **Selection of Sub. District Teams.**

The Sub District committee shall nominate one selection committee to select the Sub District teams in each game. Each selection committee shall consist of three persons. As far as possible two members of the selection committee shall be physical education teachers of whom at least one have to be specialised in that particular discipline. The committee shall select the team by watching the performance of the players in the Sub District championship or by conducting separate selection, as is required. The members of the selection committee shall be eligible for TA & DA as per rules.



**The following shall be the duration of competitions in the various Games:-**

Football	70 minutes
Volley Ball	Best of three
Basket Ball	as per rules
Kho-Kho	as per rules
Kabaddi	as per rules
Cricket	One inning (20 over)
Hand Ball	as per rules
Hockey	60 minutes
Ball Badminton (fives)	Best of three
Shuttle Badminton	Best of 3 (4 single and one double)
Table Tennis	Best of 3
Tennis	as per rules
Chess	as per rules
Judo	as per rules

Note:- Latest International Rules as adopted by National - Federation shall be followed. Organising committee can be decide the duration of time wherever it is necessary

**Protests:-**

The Sub District Committee shall constitute a protest committee of five persons.

1. The General Convener (Ex-officio, chairman)
2. One Principal
3. One Headmaster
4. Organising Secretary
5. Two Physical Education teachers (Experts) nominated by the chairman.

If the teams of institutions of any of the members of this protest committee is directly involved in the protest, the convener may nominate another member in that place.

Protest if any shall be submitted in writing to the General convener within (Half) an hour of the competition of the game/event with a protest fee of Rs.250. If the protest is received by the convener, he shall forward the same immediately with his remarks to the Secretary.

General convener shall be responsible to convene the protest committee as early as possible. If the protest is rejected the protest fee shall be forfeited and remitted in the Bank along with the tournament fund. If the protest is upheld, the protest fee shall return to the party who submitted the protest.

## CHAPTER IV

### REVENUE DISTRICT CHAMPIONSHIP (INTER -SUB DISTRICTS)

The District level competition in all Sports & Games shall be held on an inter Sub.District basis

In Revenue District Competition, the first three winners in Individual event in Athletic and Aquatic meet and one relay team of the Sub District Competition will be eligible to participate. In Games, one team from each Sub. District in each age group, will be eligible to participate and matches will be played on knock out basis.

The Assistant Educational Officer and the Sub District Secretary shall be jointly responsible to select, prepare and to sent the Sub District teams for participation in the Revenue. district Competition.

The Deputy Director of Education will be General Convenor of the committee for the purpose of organising and conducting the district Competition.

Deputy Director of Education shall constitute an organising committee for the purpose which shall consist of

**Patrons** - All M.P.s and MLAs of the concerned Districts. District Panchayath President & District Collector

#### Organisation of Revenue District Championships:-

CHAIRMAN	-Mayor, Panchayath president/Municipal Chairman
VICE CHAIRMAN	- Panchayath/Municipal/Corporation Vice Presidents Deputy Mayor, Education Standing Committee Chairman/PTA President
GENERAL CONVENOR	- Concerned Deputy Director of Education
CONVENOR-	Principal, Higher Secondary (Nominated by RDD)
JOINT CONVENORS-	1. All DEOs of Concerned Revenue District 2. Principal, Vocational Higher Secondary (Nominated by Deputy Director, VHSE) 3. One Headmaster nominated by DDE
SECRETARY	- One Phy Education Teacher elected from the SDSGA
TREASURER	- District Educational Officer of the concerned revenue District

## Members

1. One representative of recognized teacher's organization.
2. Phy. Education Lecturer in DIET
3. All sub districts Secretaries
4. One Phy. Education Teacher from Over all champion in Athletics

It shall be the responsibility of the committee draw the fixtures for District competitions, fix the venue and the dates, and to nominate - conveners for various disciplines whenever the competitions are conducted at different centres. If all the competitions are being held at one centre, a District sports games Festival, the Secretary of the Rev. DSGA shall be the organising secretary.

Organising Committee shall prepare the budget estimate for the expenses for conducting the tournament -

It shall be responsibility for the General convener to arrange play fields, and to make technical arrangements. He/She shall also nominate competent officials to supervise the competitions. The Deputy Director of Education shall supervise the progress of the work from time to time

The organising committee may constitute other Sub Committees like, Reception, publicity, Accommodation etc, wherever necessary. The methods adopted for the formation of committee in the State Meets shall be followed.

The Meet office shall function well in advance of the Meet at the venue of the championships, and the office shall be equipped with essential facilities to provide any information to the Managers of Team and to the Press.

There shall be a selection committee at the Revenue District level to select the members of the district teams for participation in the state championships. It shall consists of following members:-

- I. Deputy Director of Education (Chairman)
- II. Secretary Rev. Dist. School Games. (Convenor)
- III. Three experts of the respective discipline (Members)

In individual track and field, wrestling and aquatic events only three players shall be selected for each event based on their performance in the Revenue District Championship. However this selection will be subject to the minimum standard prescribed for participation in State Meet which will be intimated to the districts every year prior to the district Meets. In the case of wrestling only one participant is allowed from one weight category.

In Chess competitions the 1<sup>st</sup> and 2<sup>nd</sup> places from each Sub District in each category can be participated in the Revenue District competitions. The competitions shall be conducted in two days.

The 1<sup>st</sup> and 2<sup>nd</sup> winners from each Revenue Districts are eligible to participate in the Zonal Games competitions.

AQUATICS: The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in Revenue District competitions are eligible to participate in the State Schools Aquatics

Championship

### **Protests:**

The District committee shall constitute a protest committee of five persons

1. Chairman - Deputy Director of Education
2. Vice Chairman - DEO (where competitions are to be held)
3. Principal/Headmaster - (Nominated by the Deputy director of Education)
4. One physical Education teacher (Experts nominated by the Deputy Director of Education.)
5. Revenue DSGA Secretary

If the team of institutions of any of the members of this protest committee is directly involved in the protest, the Chairman may nominate another member in that place.

Protest if any shall be submitted in writing to the General Convener Secretary within (half) an hour of the competition of the game/event with a protest fee of Rs. 500 /- If the protest is received by the convener, he shall forward the same immediately with his remarks to the Secretary.

The Chairman shall be responsible to convene the protest committee as early as possible.

If the protest is rejected the protest fee shall be forfeited and remitted in the Bank along with the tournament fund.

If the protest is upheld, the protest fee shall be returned to the party who submitted the protest for the smooth functioning of the RDSGA there will be an office under the control of the chairman in his premises.

The General Convener and the Secretary shall be responsible for the smooth conducting of the District level competitions and submit the entries in time to the state & zonal level competitions.

## **CHAPTER V THE ZONAL CHAMPIONSHIPS (INTER DISTRICT)**

The zonal championships in all Games shall be held on an Inter Rev. District basis. One team from each Revenue district in each discipline under 17 & 19 age categories are eligible for participating in it. The zonal competitions shall be held on a knock out basis. The Zonal competitions shall be held only for games and there will be no zonal competition for track and field athletics and aquatics.

The Deputy Director of Education and the district Secretary shall be jointly responsible to select prepare and to sent the district teams for participation in the zonal Competition.

The Deputy Director of Education of the Revenue District where competitions are to be held will be the General Convener of each zone for the purpose of

organising and conducting the zonal championship.

The General Convener has to constitute an organising committee for the purpose, which shall consist of:

- CHAIRMAN - Mayor, Panchayath president/Municipal Chairman
- VICE CHAIRMAN - Panchayath/Municipal/Corporation Vice Presidents  
Deputy Mayor, Education Standing Committee  
Chairman/PTA President
- GENERAL CONVENER - Concerned DDE
- CONVENER- - Principal, Higher Secondary (Nominated by RDD)
- JOINT CONVENERS- 1. All DEOs of Concerned Revenue District  
2. Principal, Vocational Higher Secondary (Nominated by Deputy Director, VHSE)  
3. One Headmaster nominated by DDE
- ORGANISING SECRETARY - Organiser for Sports in Schools
- JOINT ORGANISING SECRETARY - RDSGA Secretary concerned
- TREASURER - Administrative Assistant to the Deputy Director of Education.
- MEMBERS - One representatives of recognized teachers organisations.  
-All SDSGA Secretaries of Concerned Revenue District

The General Convener has to power to constitute the following sub committees for the smooth conduct of the Tournaments.

1. Reception Committee
2. Transport Committee
3. Accommodation Committee
4. Ground And Equipments
5. Law & Order
6. Medical & Welfare

The General Convener shall be responsible for convening the meeting of the committee in consultation of the chairman as and when required.

It shall be responsibility of the committee to nominate - conveners for various disciplines whenever the competitions are conducted at different centers. If all the competitions are being held at one center as zonal games festival, the secretary of the respective Revenue district shall be the joint organising secretary.

The Date & Venue of the Zonal Tournaments shall be finalized by the KSGA meeting.

The General convener has to arrange play field, and to make technical arrangements. He/She shall also nominate competent officials to supervise the competitions.

The Meet Office shall function well in advance of the Meet at the venue of the championships, and the office shall be equipped essential facilities to provide any information to the Managers of Team and to the press.

For state level games competitions, the first three (3) teams in each games under 17 & 19 age group are eligible for participation from each zone.

In Chess competitions the 1<sup>st</sup> and 2<sup>nd</sup> places from each Revenue District in each category can be participated in the Zonal competitions. The competitions shall be conducted in two days

### **Protest**

A protest committee shall be formed and consist of the following members

1. General Convener-Chairman
2. District Educational Officer (Headquarter)
3. RDSGA Secretary
4. One expert from concerned game
5. Organiser for Sports in Schools

Protest if any shall be submitted in writing to the General convener through the Conveners of the concerned game in consultation in the organiser for Sports within half an hour of the competition of the game/event with a protest fee of Rs. 1000,-/-

The Chairman shall be responsible to convene the protest committee as early as possible.

If the protest is rejected the protest fee shall be forfeited and remitted in the Bank along with the tournament fund.

If the protest is upheld, the protest fee shall be returned to the party who submitted the protest for the smooth functioning of the RDSGA there will .be an office under the control of the chairman in his premises.

The General Convener and the Secretary shall be responsible for the smooth conducting of the District level competitions and submit the entries in time to the state & zonal level competitions.

## CHAPTER VI

### STATE CHAMPIONSHIP

1. The date and venue of the State meet will be decided by the Exe. Committee (Kerala school Games and Athletic Association) State school sports and games shall have three components - State school Athletic and Wrestling championship, State school Aquatic meet, State school games.
2. Arrangements for free lodging will be made from the previous day of the Meet. Every UP Schools student has to contribute @Rs.5/-. High School and THSSLC (under IHRD) students in the state, (complete or incomplete) shall contribute an amount of @Rs.8/-, and Higher Secondary, Vocational Higher Secondary and Technical Higher Secondary students in the state shall contribute @Rs.25/-.

**The above-mentioned amount shall distribute as follows**

Level	Sports fund	School Level	Sub District	Revenue District	State Level
U P	Rs. 5/-	Nil	Re. 1/-	Re. 1/-	Rs. 3/-
H S	Rs. 8/-	Nil	Rs. 1.5/-	Rs. 1.5/-	Rs. 5/-
HSE, VHSE, THSE	Rs. 25/-	Rs. 7/-	Rs. 4/-	Rs. 5/-	Rs. 9/-

U P Schools under the jurisdiction of Assistant Educational Officer shall collect the sports fund @Rs, 5/- from each student and the contribution to revenue district shall handed over to concerned deputy director of education and state level contribution have to handed over to Director of Public instruction by way of demand draft. The amount allowed to assistant educational officer should be utilized for organizing sub district meets. AEO shall maintain a separate account for keeping this fund.

High Schools under the jurisdiction of District Educational Officer shall collect the sports fund @Rs.8/-from each student and the contribution to revenue district shall handed over to concerned deputy director of education and state level contribution handed over to Director of Public Instruction by way of demand draft. The amount allowed to Assistant Educational officer shall be handed over to AEO concerned.

HSE, VHSE and THSE (come under IHRD) schools shall collect the Sports Fund @Rs, 25/- from each student and the district level contribution handed over Deputy Director of Education concerned and state level contribution handed over to Director of Public Instruction by way of demand draft encashed in State Bank of Travancore, Vazhuthacad Branch (570). The deputy

Director has received fund from each Higher Secondary Schools and distribute the provision for each Sub District equally. The provision of Revenue District shall keep in a separate account and the fund utilized for organising Revenue District Level meet.

3. The first three winners in all the approved individual items in the Revenue district Meet will be eligible to participate in the state meet subject to their satisfying the minimum standard for participation in State meets which will be intimated to the Districts every year prior to the District meets.
4. **Aquatics:** First Three winners in each Revenue District in each events are eligible to participate in the State Aquatics meet
5. State level Merit certificates will be awarded to the athletes only those who are qualifying the minimum standard intimated by the Sports Organiser prior to the Competition.
6. Alteration of any kind will not be allowed in the list once submitted.
7. Each Deputy Director of Education will select and appoint two teachers (one will be in charge of Boys, one in charge of girls) and his nominee (not below the rank of DEO) will be the general Manager of the contingent. As far as possible heads of schools may be in charge of the team from the district. The person selected should be those in whom, the Deputy Director of Education has full confidence. The DDE will issue necessary instruction to the schools concerned to send the pupils to a convenient centre on a specified date. The teachers deputed for the purpose will receive them and escort them to the venue of the state meet. The escorting teachers will be held responsible for the safety and good conduct of the children entrusted to their cares. The escorting teachers should stay with their teams and should not leave the venue of the State meet till meet is over. The Deputy Director of Education or the General Manager may inform the General convener of the Meet the anticipated time of their arrival and the mode of travel so that arrangements may be made to receive them at the Railway station or Bus stand as the case may be.
8. Participants, on arrival should register their names at the Reception Office and get all directions from the officer-in-charge.
9. The Officials of the Meet and the technical delegates state team selectors will be selected by the Organiser for Sports in Schools
10. The District concerned will give suitable training in advance to the participants, for the March past to be held in the inaugural functions. Participation in the March past is compulsory to all and two flags, one for hoisting and one for March past to be handed over at the time of registration to the Officer-in-charge. Any lapse is reported, the Deputy Director of education and RDSGA Secretaries in the concerned District are held equally responsible. Department can take disciplinary action against both of them.
11. The actual traveling expenses of the participating pupils and the escorting teachers (Second class train fare or Bus fare and expenses for food during the journey) will be met out of Games Fee fund of the School concerned. The escorting teacher may be given DA as per KSR.
12. Participating districts should make their own arrangements for playing kit, uniform etc,
13. In chess competition 1<sup>st</sup> three places from each zone can be participated in state chess championship.



## CHAPTER VII

### STATE SCHOOL TEAM SELECTION & NATIONAL PARTICIPATION

KSGA Executive committee shall appoint a sub committee to select the members of the state team for participation in the National School Games with the following members

1. Director of Public Instruction
2. Organiser for Sports in schools
3. Minimum three experts of the respective disciplines, Sports organizer will be in charge of selecting the members of the state for participation to National School Meets.

#### CRITERIA FOR STATE TEAM SELECTION

##### Games

##### Category

##### Under 17 & Under 19 (Boys & Girls)

Under 14 up to 8<sup>th</sup> Standard

Under 17 up to 10<sup>th</sup> Standard

Under 19 up to 12<sup>th</sup> Standard

In games events under 14-category team will be included only after obtaining the prior sanction of KSGA. Under 14-category team selection will be conducted through an open selection. The participants have to produce birth certificate. In the case of Open selection the participants shall not issue any Participation Certificate / Merit certificate. Open selection for any event conducted prior to Zonal Games or along Zonal Games.

The candidates shall not to attend a lower age category in selection and attend a higher age category in competition. Upper age groups are not eligible to participate in lower age group category. Date of Birth of participants is reckoned from 1st January for each age category.

1. All the expense of the State School Team for National participation is met by the Education Department. Details of Expenses
  - a. Train fare (Participants and officials)
  - b. TA/DA for halt and journey (Participants)
  - c. TA / DA as per KSR to Officials.
  - d. Bus/Train fare for two and fro journey to camp & return fare to residence/school.
  - e. Coaching camp allowance (Diet charge of G V Raja Sports School for one day). No. of days as decided by the Organiser.
  - f. Jersey,T shirts & Track suits

- g. Sports equipments.
- h. Miscellaneous, medicine, ground refreshment, Reg. Fee etc.

All Physical Education Teachers in the Schools of Kerala State coming under the purview of Kerala Education Rules are eligible to become a State School Team selector. But the selector should be specialized in any of the discipline. If necessary the service of experts from out side agency can also be used according to the decision of the Organiser for Sports

2. All Physical education teachers/ teachers/staff members under the Director of Public Instruction /Higher Secondary/ Vocational Higher Secondary may be deputed as Manager of state school team. Coaches of the team must be Physical Education Teacher/ an expert of the concerned event should be selected from Sports Council or any other outside agency as decided by the Organiser.
3. DA for halt and journey will be followed by the norms of SGFI. Change or modification in the rates will be applicable according to the SGFI norms.
4. Coaching camp allowance is normally allowed according to the rates of GV Raja Sports School Diet charge. Present rate is Rs.65/- per day. Venue of the camp will be decided by the Sports Organiser according to the convenience of training.
5. In National participation, team managers must keep the first aid instruments and medicines in the Spots Kit.
6. State Team members are to be provided light refreshment/ ground refreshment after every competition.
7. Number of Officials and participants in the State School team will be decided as per the norms of SGFI.
8. Inclusion of new events shall be considered only after satisfying the following norms.
  - a. Approved Events/ Games of SGFI
  - b. Concerned Association has to meet all the expenditure for organizing the event at State level and sending the teams to Nationals for a minimum period of three consecutive years.
  - c. Minimum Eight Districts has to be participated in the State level competitions.
  - d. National Level achievements in the competition are be considered.
  - e. The KSGA Executive Committee has the right to approve the new inclusion of the event/ game.
  - f. The newly included game does not have any achievements in the National Competition in three consecutive years; the event shall be excluded for representing National competition.
9. State Level Games Competition for Sports Schools and Hostels will be conducted. If the numbers of teams are less than 5 it will be considered as selection trails and no Merit Certificate/ Participation Certificates will be issued.

10. In all individual events there must be a minimum of three participants for conducting the competitions of the number of competitors is less than three that event will be conducted as selection trials.
  11. Minimum two selectors are present at the venue in a time during State School Team selection.
  12. If a student represent any National level/ International level Tournament/ Coaching Camp at the time of Education District, Revenue District, Zonal, State Level Competition, can participate in the final team selection directly with the prior sanction of Organiser for Sports in Schools. If they cannot participate in the final selection trials, the request will be denied.
  13. State School Team will be finalized in the final selection conducted after the Zonal Tournament. If there is any inconvenience or any technical problem it can be rescheduled to a convenient date as decided by the Organiser for Sports in Schools.
  14. National level competition will be commenced before the Zonal tournaments; Open selection will be conducted for the particular Game to find out the State School team. No Merit Certificate/ Participation Certificates will be issued to the participants of the selection trails. Actual TA will be given to the selected candidates including reserves. (Second Class train fare)
  15. Athletics Team Selection. Kerala State School team will be selected on the basis of the performance achieved in the State School Athletic Meet
  16. Last years 6<sup>th</sup> place in the National School meet will be the qualifying mark.
  17. Best Six performers in 100mts and 400mts race will be selected for 4x100mts and 4x400mts Relay. (In comparison of General school and Sports Division performances)
  18. In case of a tie in the field events tie-breaking rules of Athletics Federation of India (AFI) will be applied. Still the tie remains it will be finalized in the coaching camp.
  19. Swimming. State School Aquatic team will be selected on the basis of the performance achieved in the School Aquatic Meet.
  20. Last years 6<sup>th</sup> place in the National School meet will be the qualifying mark.
  21. Water polo. State School Water Polo team will be selected from State Water Polo Championship conducted along with State School aquatic meet.
  22. Number of players will be decided by the norms of SGFI.
  23. Wrestling. The State School Team will be selected from the final selection trials conducted in connection with state school championship. One wrestler is eligible to participate only in one weight category as per the norms of SGFI.
23. In Chess competitions the 1<sup>st</sup> to 5<sup>th</sup> places shall be participated from each zone in the state Team selection trails.

## CHAPTER VIII

### FORMATION OF COMMITTEES

The success of the conduct of the State Meets depends on active involvement of the public of the locality. Hence it is highly essential to get the whole hearted support of the MLAs, MPs, Panchayaths, Municipality, City Corporation, District Level Officers of all Departments, VIPs of the locality, Press members of the PTA of local schools, teachers and students Organisation, Land Lords, Merchants, Businessmen, etc. Competent persons are to be selected as chairman and convener of the sub committee.

#### **Organising committee**

##### **Chief Patrons**

- 1.Hon'ble Governor of Kerala
- 2.Hon'ble Chief Minister of Kerala
- 3.Hon'ble Minister for Education
- 4.Hon'ble Leader of Opposition
- 5.Ministers of Concerned Districts

##### **Patrons**

- 1.All MP/MLA of the concerned district
- 2.President, District Panchayath
- 3.Secretary General Education
- 4.District Collector
4. Superintendent of Police
5. Chairman- Mayor /MLA -concerned constituency / Municipal Chairman/  
President District Panchayath
6. Vice Chairman-Deputy Mayor of Concerned Corporation/Municipal Vice  
Chairman/ President Grama Panchayath/Chairman Standing Committee
7. Ex-Officio President - Director of Public Instruction
8. Vice Presidents - Director of Higher Secondary & Director of VHSE
9. General convener - Deputy Director of Education (wherever the  
Competition held)
10. Joint Conveners - JD-Higher Secondary, Deputy Director VHSE, Principal  
DIET, All district Educational Officers in that Revenue Dist.
- 11.Organising Secretary - Organiser for Sports in Schools

12. Joint Secretary - Rev. District Secretary - wherever the competition held  
13. Treasurer - A.A. to the Dy. Director - wherever the competition held

## **Members**

All members of the Exe-committee (KSGA) and chairman, convener and Joint conveners of all the Sub committees.

### Sub committees

1. Reception
2. Food
3. Media & Publicity
4. Programme
5. Law & order
6. Welfare
7. Accreditation & Registration
8. Accommodation
9. Transportation
10. Light & Sound
11. Stage & Pandal
12. Ground & Equipments
13. Technical
14. Souvenir
15. Trophy
16. Ceremony
17. Finance

Note: - The organising Secretary will have overall control on the activities of the sub committees.

## **Functions of various committees**

### **Organising committee**

The full responsibility of the proper conduct of the Meets depends on organising committee

- a) To co-ordinate the work of all Sub committees
- b) Preparation and approval of Budget
- c) Allotment of funds to various committees

### **FUNCTIONS OF THE SUB COMMITTEES**

#### **1. Reception**

- a) Constitute a committee
- b) Prepare the list of VIPs to participate the inaugural and valedictory functions and to invite them.
- c) Receive the VIPs and other guests etc. and look after their comforts.
- d) Printing and distribution of invitations.
- e) Distribution of Badges to Guests/Committee members
- f) All arrangements to be made for the reception of participants at both the Railway stations/Bus stations

- g) Get sanctions from the railway authorities to establish a "Reception Counter" at both the Railway Stations.- formal request letter and fee is to be given to the railway.
- h) Arrange for some "Waiting area" at the stations, where the participants can relax until their transportation is arranged. Arrange for supply of "tea/ water" at these areas.
- i) Necessary arrangements for the return journey of the participants.
- j) The expenditure may be curtailed to the minimum.
- k) A Lady Manager and Male Manager must be appointed as Local Manager for each contingent to look after their welfare

## **2. Food and Beverages**

- a) Arrange food and beverages for the VIPs, guests and Officials and Volunteers etc on all days.
- b) Arrangements for ground refreshments to the Officials and Volunteers.
- c) Arrangements for food for the participants
- d) Arrange a separate hygienic Mess Hall (common mess), close to the main accommodation place/ competition area.
- e) The service of experienced cook/caterers especially experts in preparing North Indian Foods are using is desirable.
- f) Care has to be taken for cleanliness and quality of food supplied.
- g) Arrange for adequate quantity of drinking water at the place of competition, accommodation and F& B area. Outsource the supply of mineral water to all these areas. Contact some manufacturers for the supply of the same.
- h) Assign some volunteers under the supervision of some teachers to look after the Refreshments for VIPs. A convenient day may be select in between the meet and provide a grant dinner to all participants & officials.
- i) Liaise with the Reception Committee and Registration committee to reach the final figure of participants

## **3. Media and Publicity**

- a) Give publicity through press and media.
- b) Press conference may be arranged whenever necessary.
- c) Wall posters and banners may be exhibited.
- d) Arrangements for taking photographs.
- e) Constitute a Committee for the same.
- f) Assign Public Relations Department / individual to look after the Pre publicity programme
- g) Establish a media centre well before the championship begins, at the Venue
- h) Identify an area to establish a media centre at the Venue.
- i) Equip the centre with needed gadgets like wifi connectivity, computers, printers and photocopier etc.- during the competition days.
- j) Liaise with the Technical Committee and Stadium Committee

#### **4. Programme**

##### **A. Office**

- a) Set up the office at the earliest.
  - i. Equip the office with communicative systems and furniture
  - ii. Depute an officer to manage the correspondence and office
- b) Try to gather approximate number of participants at least 20 days earlier to competition- this will help to arrange the accommodation and transport.
- c) Give publicity through press and media.  
Press conference may be arranged whenever necessary

##### **B.Pre meet arrangements**

- a. Receive the lists and entries of all participants from the participating districts
- b. Prepare the Technical Handbook
- c. Prepare the detailed programme and order of events.
- d. Prepare all the Score sheets required for the meet.
- e. Prepare the participations certificates for the participants/team officials/Technical Officials.
- f. Preparation of medals.
- g. Preparation of Chest numbers
- h. Distributions of officials Uniform (Caps/T-Shirts/badges, etc.) to the Technical Officials.

##### **C. Meet Management**

- a) Procure/ outsource the required equipments
  - i. Computers
  - ii. Printers
  - iii. Fax Machines
  - iv. Photo copier machine
  - v. Office Stationary
  - vi. Internet
- b) Assign needed qualified Technical Officials
- c) Engage Meet Manager Software for the purpose. Outsource the same to some established firms/ persons.
- d) Liaise with the Technical Committee
- e) Install a Technical Information Center at the stadium, associate with them for smooth conduct

#### **5. Law and order**

- a) Responsible for maintaining the discipline in the Competition arena, accommodation centre, common mess etc.
- b) Services of Police, N C C , Scouts and other Volunteers may be made use of.
- c) Constantly be in contact with the Police.
- d). Enough security is to be arranged in the stadium.

e). Entry to the competition area to be limited to competitors, officials and media persons.

## **6. WELFARE COMMITTEE**

- a) Responsible for the welfare of the participants and Officials.
- b) Necessary arrangements for medical aid and sanitation.
- c) Make necessary arrangements in the competition arena, accommodation centre, common mess etc.
- d) Liaise the accommodation committee, ceremonies committee, programme committee, Accommodation Committee and take necessary steps to rectify the shortcoming brought in as a feedback from the participants.
- e. Supply of Mineral water at different points of competition area.

## **7. Accreditation and Registration**

- a) Register all the participants and officials
- b) Collect all the entry forms, eligibility certificates and birth certificates and check same in consultation with the programme committee.
- c) Issue accreditation cards to all the participants.
- d) Constitute a committee to look after the Registration
- e) Liaise with the with Committees like Accommodation and Transportation to have a smoother function

## **8. Accommodation**

- a. Identify areas of accommodation -
- b. Block the area
- c. The Accommodation centre must have sufficient no. of toilets and also ensure the availability of fresh water
- d. Arrange for proper water supply
- e. Ensure proper Electrification of the area
- f. Proper lighting of classrooms, lobbies, bathroom areas.
- g. Arrange for proper security for both boys and girls separately
- h. Constant vigilance to be made available at the area of accommodations.
- i. Invited officials' accommodation to be arranged in hotels
- j. Accommodation for VIPs & KSGA Members
- k. Accommodation for media persons if needed
- l. The required no. of rooms for technical officials is allotted to programme committee convener
- m. Confirm the number of participants
- n. Confirm the number of officials expected
- o. Identify the educational institutions and confirm the availability of the same and get the consent from the management at the earliest
- p. Check the facilities available to accommodate the participants
  - i. Number of toilets available



- ii. Water sources
- iii. Overhead tanks for storage of water
- iv. Availability of Class rooms with door and locks if school is selected as accommodation center
- v. Electrifications in the classrooms, varandha, toilet areas and premises of the building
- vi. Security and protection available to the area- like compound wall, accessibility to the building from the nearby areas etc.
- vii. Block the rooms at various hotels/ lodges in the close proximity of the stadium
- viii. Liaise with the Reception Committee Accreditation Committee to streamline the functioning of the Committee

## **9. Transportation**

- a) Arrange enough vehicles at both railway stations and bus stations
- b) If place of accommodation is at faraway places arrange for transportation- school buses can be arranged for this purpose. Or make arrangements with the Private Bus.
- c) Arrange smaller vehicles for VIP movements.
- d) Establish a "control cell" at the Organizing Committee Office.
- e) Make sure the availability of the private school buses for the purpose
- f) Mobilize the departmental vehicles for the use of VIPS.
- g) Liaise with Programme committee, Accommodation committee, Reception Committee, Accreditation Committee to streamline the activities.
- h) At least two buses will be provide by each contingent as their own purpose

## **10. Light and Sound**

- a) Arrange for good quality sound system and public addressing systems at the Stadium
  - i. Main system at the main pavilion with enough wattage and cordless mikes
  - ii. A small system at the warm up area
  - iii. Another one for starting area
- b) Arrangements for light should be done at the accommodation centers, common mess hall, competition arena, and other necessary places.
  - I. Enough stadium lighting is to be arranged if the main pavilion electrification is incomplete
  - II. Stadium premises is also to be lighted up for the occasion and by Generator is to be arranged.
- c) Provide Electricty to the programme, media and Publicity with sufficient accessories
- d) Provide electricity wit necessary plug points to the Photo finish camera.

## **11. Stage and Panthal**

- a. Outsource the preparation of competition area

- i. Elevated Platform with roofing for Photo finish Camera
- ii. Shamiana for Officials at Finishing area.
- iii. Arrangement of Field Umbrellas at the competition area of field events.
- iv. Shamiana at Warm up area and at the, hold up area, post competition area
- v. Shamiana around the Stadium out side the fencing and above the pavilion.
- vi. Arrange separate shamiana for registration (if needed)
- vii. Arrange separate shamianas for separate mess in the accommodation centre.
- viii. Arrange separate cabin for media room.
- ix . Proper area for Media people.
  - x. Camera Stand
  - xi. Cafeteria for VIPs
  - xii Pandhal for refreshment/ food serving area
  - Xiii Arrange separate cabin for Welfare, Law and order, Programme, Trophy, Record, Call room
- XIV. Provide Desk, Table, Bench and Chairs for Food serving area

## **12. Ground and Equipments**

- a. Give a formal request to the authorities concerned for the allocation of ground
- b. Request to the Secretary, Kerala State Sports Council, Thiruvananthapuram for equipments including photo finish camera, wind gauge etc.
- c. Prepare the list of equipments for the competition.
- d. Procure new set of implements – shot, Discus, Javelin and hammer of different weights, minimum five numbers each.
- e. Procure a new set of Starting Gun and Blank cartridges (Starting guns are always a problem)
- f. Proper fencing for the competition area
- g. Proper sanitation
- h. Availability of fresh water in the toilets.
- i. Consult with the Technical Committee for completion of the work.

## **13. Technical Committee**

- a. Monitor the availability of the equipments and stadium preparation for the competition.
- b. Arrange the sound systems and equipments as per the requirements of the competition.
- c. Appoint technical delegate in consultation with the convener programme committee.
- d. Monitor the warm up area
- e. Arrange for the proper “Marshalling “of the competition area.
- f. Liaise with the publicity committee for the arrangement for the proper media facilities at the stadium
- g. Install a TIC at the stadium, associate with them for smooth conduct.
- h. Associate with the meet management group and follow up the work.
- i. Certify the technical aspects.
- j. Assign duties to the technical officials.

- k. To appoint, add change or remove any official at any stage of the competition without assigning any reason in consultation with the manager of the meet.
- l. To make alteration in order of events if found necessary with the knowledge of the manager of the meet and convenor of the Programme committee.
- m. To confirm the duties assigned to the programme and ground and equipment committee.
- n. To conduct the clinic for the officials.

#### **14. Souvenir Committee**

- a. Collect articles, Photography's, advertisements etc and publish the souvenir as early as possible.

#### **15. Trophy Committee**

- a. Arrange the trophies systematically the order in which the prize list is prepared by the programmes committee on that distribution of prizes at the valedictory function may be done without any confusion.
- b. Prepare a register showing the details of each trophy.

#### **16. Ceremony Committee**

- 1. Organise the torch rally
- 2. Arrange the opening & closing ceremony
- 3. Arrange the victory ceremony

#### **17. Finance Committee**

- a. Collection of Donation in Cash or kind from public
- c. To prepare and submit, Expenditure balance, Statement of the funds within a period of one month after the last day of meet. Conveners of the various committees General Convener, Treasurer and Organising Secretary will be held responsible for settling the accounts.
- d. Sponsorship shall be accepted. Before accepting the Sponsorship prior sanction may be obtained from the Head of the Department.

## CHAPTER IX

### FINANCE

#### I. School Level Meets:-

The Headmasters are permitted to utilize the amount for expenditure to the school Sports and games fees as per the provisions of special fee rules.

#### II. Sub District Level Meets:-

1. Each School shall pay the following affiliation fee and the same shall be sent to the Assistant Educational Officer

All higher Secondary, Vocational Higher Secondary &

High Schools with strength of more than 1000 students - Rs.200.00 per each

All H S S, VHSS & High School with strength of less

than1000 students Rs.150.00 per each

U P Schools Rs. 50.00 per each

2. The Assistant Educational officer should collect the amount as above and remit the same and any other amount collected or received in the capacity as the chairman. Organising committee of the Sub District Championship in a scheduled bank in an S.B Account in the name of the General Convenor, District school athletic championships and shall be operated jointly by the General Convenor and the Treasurer (General Convener AEO) should acknowledge and issue proper receipt of each draft or cheque.
3. The expenses for participation (TA of pupils and escorting teachers limited to actual in the district championship shall be met by respective schools. The Headmaster may utilise available funds from special fee collection (Games fee).
4. The Assistant Educational officer may accept voluntary contributions and donation from public schools, PTAs for the conduct of sub district championships on proper receipts as per the decision taken by the organizing Committee
5. The accounts both receipts and payments will be presented to the D D E and got audited by the DDE. Excess amount if any after the meet may be deposited in a Scheduled Bank in the name of Assistant Educational Officer in his/her official capacity. Special sanction of the Director of Public instruction may be obtained for any sums taken out of this fund thereafter.

#### IV. Revenue District Level Meets:-

All the Sub Districts have to remit a sum of Rs.1000/- to the Concerned

DDE as the affiliation fee .

The amount should be sent to the Deputy Director of Education by the AEO through a bank draft before 1st August every year.

The Deputy Director of Education may accept voluntary contributions and donations from public schools, PTAs etc. for the conduct of Revenue District Championships on proper receipts as per the decision taken by the organizing Committee

The amount so received shall be put in a Schedule Bank in the name of the Deputy Director of Education and operated by the Deputy Director and the Treasurer, Administrative Assistant to the Deputy Director (Edn.).

The Deputy Director shall advance 75% of the estimated expenditure for each game to the sub conveners to conduct the game. On completion of each event, the sub convener shall prepare the Bill of charges along with the vouchers and forward with results of competitions to the Deputy Director.

Following rates of T.A. and D.A is permitted for participants and escorting teachers

1. T.A. - Actual II class Train /Bus Fare F.P.
2. D.A - Rs. 50/-per head per day for pupils
3. Rs. 50 per head per day for escorting teachers.

The expenses for participation of Sub District Teams to Revenue District Tournaments shall met by the respective Educational District from the funds collected for Sub District Sports and Games Meets. The contributions of Higher Secondary & Vocation Higher Secondary @Rs.9- shall be collected by the Principal and handed over to the Deputy Director of Education concerned. The amount received by the Deputy Director should be equally distributed to revenue District Meets and Sub District meets

Director of Public Instruction will audit the accounts

### Zonal Tournaments:-

The following rates T.A and D.A is permitted for participants and escorting teachers.

- a. T.A - Actual II class Train/Bus fare (F.P)
- b. D.A - Rs. 65 per head for pupils
- c. Rs. 65/- per head per day for escorting teachers.

The D.A of the students at the rate of Rs.65/- per day per head will be given by the DPI at the venue where the competitions are held

The Deputy Directors who is General Convener of Zonal Organising Committee is empowered to collect from Public/Schools for the additional expenditure than the amount given by the Director of Public Instruction for the successful conduct of Zonal tournaments.

Directorate of Public Instruction will audit the accounts.

#### **IV. State Level Meets: -**

1. Every UP, HS, HSS, VHSS in the State (Complete or incomplete) will have to contribute the amount as mentioned in Chapter VI clause 2. The amount should be sent to the Director of Public Instruction in the name of Organiser for Sports in Schools, Directorate of Public Instruction. by the way of demand draft before 1st August.
2. All receipts should be properly acknowledged and expenditure properly accounted. A cashbook in Form 7 and subsidiary registers in support of details of receipts and expenditure should be maintained for this purpose.
3. The participants and escorting teachers are eligible for actual TA and DA and same may be met from the concerned Districts from the amount collected for the Sports and Games Meets of the Districts
4. T.A - Actual bus/train fare and expense for food for to and fro journey.
5. The teams participating in the Inter School competitions at District/ Zonal/ State level will be provided free unfurnished accommodation by the Organisers. Wherever free hospitality is provided, they shall not be eligible for DA.
6. The officials appointed for the State Level Meets will be paid mileage allowances and DA as per KSR.
7. All accounts of the meet should be finalised and placed before the organising committee and after obtaining the approval of the committee the accounts will be got audited by Chartered Accountant. Balance if any, may be sent to the Director of Public Instruction for being deposited in the Athletic and Games Fund.

## **GRACE MARKS**

### **The terms and conditions for awarding grace marks.**

1. Regular School going students are eligible for grace marks.
2. Regular student failed in the examination and reappear for the second chance is also eligible for grace marks. Third chance will not be considered. For reappeared candidates, the certificates obtained during the course period are only be considered for grace marks.
3. National level Merit Certificate holder/ National Level participation/ State level Merit Certificate holders are eligible for grace mark.
4. In the case of Higher Secondary students those who secured merit certificate in state level and National level participation, during the course is eligible for grace marks.

5. In the case of Secondary Level students secured merit certificate or participation certificate in state level or national level in 8<sup>th</sup> or 9<sup>th</sup> Standard are only eligible for grace marks if they are participated at least in Revenue District Level Competition in standard X.
6. Winners of state, National and Inter National schools sports and games competition organized by the Director of Public Instructions, School Games Federation of India, Asian School Federation and Inter National Schools for Federation are eligible for Grace Mark.
7. Participants in Inter National Competitions are eligible for Grace Mark.
8. Winners in the competitions organized by the state Associations recognised by the Kerala State Sports Council are eligible for Grace Mark.
9. Inter National, National level and State level participants and winners are awarded grace marks in the following way in High Schools.
  - a. Winner in International Level Competition 25%.
  - b. Runner in International Level Competition 23%.
  - c. International Level Third placeholders 21 %.
  - d. International Participation 20%
  - e. Winner National Level 15 %,
  - f. Runners National Level 13 %.
  - g. National Level Third placeholders 11 %.
  - h. National Participation 10%.
  - i. State Level Winner 5% to 10% for a pass.
  - j. State Level Runner 5%.
  - k. State Level Third placeholders 3 %.
  - l. State Level participation 2% (4<sup>th</sup> to 6<sup>th</sup> place in Games and 4<sup>th</sup> to 8<sup>th</sup> place for athletics)
  - m. Grace marks may be awarded to the 8<sup>th</sup> place holders in the State level aquatic participants
10. Higher Secondary students are awarded Grace marks in the National Level and State Level Competition is as follows.
  - a. Winner in International Level Competition 25%.
  - b. Runner in International Level Competition 23%.
  - c. International Level Third place holders 21 %.
  - d. International Participation 20%
  - e. Winner National Level 15 %,
  - f. Runners National Level 13 %.
  - g. National Level Third placeholders 11 %.
  - h. National Participation 10%.
  - i. State Level Winner 5%
  - j. State Level Runner 4 %.
  - k. State Level Third placeholders 3 %.
  - l. State Level participation 2 % (4<sup>th</sup> to 6<sup>th</sup> place in Games and 4<sup>th</sup> to 8<sup>th</sup> place for athletics)

## APPENDIX I

The inter school competitions shall be held in the following age Groups:

### **Sports & Games**

1. Seniors: Below 19 years of age as on 31<sup>st</sup> December of every year & UP to 12<sup>th</sup> Std.
2. Juniors : Below 17 years of age as on 31<sup>st</sup> December of every year & UP to 10<sup>th</sup> Std.
3. Sub Juniors : Below 14 years of age as on 31<sup>st</sup> December of every year up to 8<sup>th</sup> std.
4. Kiddies: Below 12 years of age as on 31<sup>st</sup> December of every year up to 7<sup>th</sup> std.
5. L P Kiddies: Below 10 years of age as on 31<sup>st</sup> December of every year up to 4<sup>th</sup> std.
6. L P Mini: Below 7 years of age as on 31<sup>st</sup> December of every year up to 2<sup>nd</sup> std.

### **Games**

1. Basket Ball Boys and Girls
2. Volley Ball do
3. Hand Ball do
4. Hockey do
5. Kho-Kho do
6. Kabaddi do
7. Badminton (Shuttle) do
8. Ball Badminton do
9. Table Tennis do
10. Cricket Boys
11. Foot Ball Boys
12. Gymnastics Boys & Girls
13. Tennis Boys & Girls
14. Wrestling Boys only
15. Chess Boys & Girls
16. Judo Boys & Girls

Note:- (1) If there are sufficient number of competitors available in each districts, competitions will be introduced and the general rules for conditions will be communicated then and there.

(2) The KSGAA shall have power to add or delete any event as and when found necessary except as those modified if any by the School Games Federation of India shall be followed.



**APPENDIX- III**

**CERTIFICATE OF ELIGIBILITY**

Attach Stamp  
size photo  
with seal &  
Signature of  
Head of  
Institution

Game/ Sports.....

Section..... Boys/Girls.....

Sub District.....

District.....

Name of School..... Telephone

No.....

1. Name :.....

2. Father's Name :.....

3. Date of Birth :.....

(in words :.....)

4. Study in Class :.....

5. Since when :.....

6. Admission No. :.....

7. Date of Joining in School :.....

8. Percentage of attendance :.....

9. Two permanent bodily marks of the pupil

1.....

2.....

10. Details of the previous participation National level competitions

.....

.....

Signature of the Class Teacher

Signature of the Student

Certified that the above-mentioned record is correct as per school records and my personal knowledge.

Date: .....

Signature with seal  
of the Head of Institution

Signature of AEO. /DDE

Signature of the Sports Organiser

## APPENDIX- III

### ATHLETICS EVENTS

The competitions shall be held in the following events

Senior Boys	Junior Boys	Sub Junior Boys	Senior Girls	Junior Girls	Sub Junior Girls
100m	100m	100m	100m	100m	100m
200m	200m	200m	200m	200m	200m
400m	400m	400m	400m	400m	400m
800m	800m	600m	800m	800m	600m
1500m	1500m	80MH (76cm)	1500m	1500m	80MH (76cm)
5000m	3000m	Long jump	3000m	3000m	Long jump
110MH (1.067m)	100MH (99cm)	High jump	5000m	100MH (84cm)	High jump
400MH (91cm)	Long jump	Shot put (4kg)	110MH (86cm)	Long jump	Shot put (4kg)
Long jump	High jump	Discus throw 1(kg)	400MH (76cm)	High jump	Discus throw 1(kg)
High jump	Triple jump	4x100M relay	Long jump	Triple jump	4x100m relay
Triple jump	Pole vault		High jump	Pole vault	
Pole vault	Shot put (5.450kg)		Triple jump	Shot put (4kg)	
Shot put (7.26kg)	Discus throw 1.5(kg)		Pole vault	Discus throw 1(kg)	
Discus throw 2(kg)	Javelin throw (800gms)		Shot put (4kg)	Javelin throw (600gms)	
Javelin throw (800gms)	Hammer throw (5.450kg)		Discus throw 1(kg)	3km Walk	
Hammer throw (7.126kg)	5km Walk		Javelin throw (600gms)	4x100m relay	
5km Walk	4x100M relay		Hammer throw (4kg)		
4x100M relay			5km Walk		
4x400M relay			4x100M relay		
			4x400M relay		

N B:. Cross country common to all for Boys (5Km) and Girls (3km) separately

#### U P Section

Kiddies Boys/Girls
100m
200m
Long jump
High jump
4X100m relay

#### L P Section

L P Kiddies Boys/Girls
50m
100m
Long jump
4X100m relay

L P Mini Boys/Girls
50m
100m
Standing Broad Jump
4x50m shuttle relay

**APPENDIX- IV**

# AQUATICS

The competitions shall be held in the following events

Senior Boys	Junior Boys	Sub Junior Boys	Senior Girls	Junior Girls	Sub Junior Girls
50 Free Style	50 Free Style	50 Free Style	50 Free Style	50 Free Style	50 Free Style
100 Free Style	100 Free Style	100 Free Style	100 Free Style	100 Free Style	100 Free Style
200 Free Style	200 Free Style	200 Free Style	200 Free Style	200 Free Style	200 Free Style
400 Free Style	400 Free Style	400 Free Style	400 Free Style	400 Free Style	400 Free Style
1500 Free Style	800 Free Style	50 Back Stroke	800 Free Style	50 Back Stroke	50 Back Stroke
50 Back Stroke	50 Back Stroke	100 Back Stroke	50 Back Stroke	100 Back Stroke	100 Back Stroke
100 Back Stroke	100 Back Stroke	200 Back Stroke	100 Back Stroke	200 Back Stroke	200 Back Stroke
200 Back Stroke	200 Back Stroke	50 Breast Stroke	200 Back Stroke	50 Breast Stroke	50 Breast Stroke
50 Breast Stroke	50 Breast Stroke	100 Breast Stroke	50 Breast Stroke	100 Breast Stroke	100 Breast Stroke
100 Breast Stroke	100 Breast Stroke	200 Breast Stroke	100 Breast Stroke	200 Breast Stroke	200 Breast Stroke
200 Breast Stroke	200 Breast Stroke	50 Butterfly Stroke	200 Breast Stroke	50 Butterfly Stroke	50 Butterfly Stroke
50 Butterfly Stroke	50 Butterfly Stroke	100 Butterfly Stroke	50 Butterfly Stroke	100 Butterfly Stroke	100 Butterfly Stroke
100 Butterfly Stroke	100 Butterfly Stroke	200 Butterfly Stroke	100 Butterfly Stroke	200 Butterfly Stroke	200 Butterfly Stroke
200 Butterfly Stroke	200 Butterfly Stroke	200m Individual medley	200 Butterfly Stroke	200 Individual Medley	200m Individual medley
200 Individual Medley	200 Individual Medley	4x100 Freestyle relay	200 Individual Medley	400 Individual Medley	4x100 Freestyle relay
400 Individual Medley	400 Individual Medley	4x100 Medley relay	400 Individual Medley	4x100 Freestyle relay	4x100 Medley relay
4x100 Freestyle relay	4x100 Freestyle relay		4x100 Freestyle relay	4x100 Medley relay	
4x100 Medley relay	4x100 Medley relay		4x100 Medley relay		

**N B.: WATER POLO ONLY FOR BOYS**

## APPENDIX- V

In various Games number of players in a team shall be limited as follows

Sl.No	Game	No. of Players
1	FOOTBALL	16
2	HOCKEY	16
3	BASKETBALL	12
4	VOLLEYBALL	12
5	BALLBADMINTON	8
6	CRICKET	16
7	SHUHTLE BADMINTON	4
8	TABLE TENNIS	4
9	KABADDI	12
10	KHO - KHO	12
11	TENNIS	5
12	HANDBALL	12
13	CHESS	2

**Note:-** The same strength is allowed for participation in the Selection Trails for selection of State Team from District and Zones. The expenditure towards T.A will be met from the special fees funds of the concerned schools.

**For National School Games S G F I Norms will follows.**

APPENDIX – VI

To  
The Convenor  
Inter School Competitions  
.....Sub District

Sir

I write to inform you that..... School proposes to participate in the following events in the Inter School Competitions of .....  
..... Sub District for the year.....

NAME OF GAMES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Yours faithfully,

Principal/ H M

Name of School & Address

APPENDIX – VII

To

The Convenor

Sub District (Inter School) Competitions

.....Sub District

Sir

I am furnishing here the following students representing the .....

..... School and participating in the ..... Sub district competition to be held

at.....

NAME OF GAME .....

**Name of Players**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Yours faithfully,

Principal/ H M

Name of School & Address

With seal



