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 to assist 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
Director, Sports and Youth Affairs.

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 from each recognized teacher's 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 for participation in 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 previous year and to chalk out the Programme for the succeeding year.

II. The Government shall 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, TH SSLC (institutions coming under the IHRD) H S and UPS) within each Edn.Sub District under (14-selection only), 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 Games Championship - to be held on Inter Zone basis the 1st, 2nd and 3rd winners of each zone in the zonal championship participating in the State championship under 17 & 19 categories
7. State school Athletics meet -1st 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 Aquatics included in the Appendix No. I. However, it shall be obligatory for every High School, HSS, VHSE and THSLC 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 event 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 15th 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. Events for practice will be selected 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. Only the students from the schools following State syllabus are eligible to participate.
3. He/she shall not have completed the age of 19 years on or before 31st 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 with in 20 days of the declaration of the result of the previous standard whichever is later.
4. In Senior Category all students below the age of 19 years as on 31st December of the year of participation. Higher Secondary students are eligible to participate only in Senior category (HSE, VHSE, THSE)
5. In junior category all the students below the age of 17 years as on 31st December of the year of participation irrespective of the games and sports is actually

conducted. Student up to 10th standard is eligible to participate in the junior category.

6. In Sub Junior category, all students should below the age of 14 years as on 31st December in the year of tournament conducted. Students up to 8th Standard are only eligible to participate in sub junior category.

7. 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.

8. 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.

9. 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.

10. The re-admitted pupils in standard X to take up the deficiency in attendance shall not eligible for participation in the competitions.

11. A person may be debarred from participation in the tournaments by the organization committee for misconduct or indiscipline behaviour or any other valid reason. Such person (s) cannot participate during the period of disqualification.

12. 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.

13. 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 end corner of the certificate, shall be submitted through online along with the entry form by the school for registering the participation.

14. If a participant make any irregularity in eligibility or any violation of rules regarding the competition/ misbehaviour during the competition time, Headmaster/ Principal can take disciplinary action against him/her after consultation with Physical Education Teacher

15. 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.

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

CHAPTER III

SUB DISTRICT CHAMPIONSHIP (HSS, VHSE, THSSLC (Schools coming under IHRD) HS, UPS & LPS)

Every school shall participate in the Inter-School Competitions held at the Sub district level in Athletics, Games and wherever possible aquatics too. It shall be obligatory to enter competitors for athletics in at least one sprint event and 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 aquatics championships also. The sub district competitions may be held in three days.

The track and field 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 athletics and aquatics.

In the case of wrestling, Judo and Taekwondo 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 : 1st, 2nd,and 3rd place winners in individual events and one selected relay team are eligible to participate in Revenue District Competitions.

AQUATICS : 1st, 2nd,and 3rd 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 through offline. 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 District 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 CONVENOR	-	Concerned AEO
CONVENOR	-	Principal, Higher Secondary (Nominated by RDD)
JOINT CONVENORS	-	Principal, Vocational Higher Secondary (nominated by the Deputy Director of VHSE) a. High School Headmaster b. UP Headmaster c. 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 from each 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 convenor 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 are 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. Organasing 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 specialized 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 (1 single , 1 doubles and 1 single)
Table Tennis	Best of 3
Tennis	as per rules
Chess	as per rules
Judo	as per rules
Taekwondo	as per rules
Wrestling	as per rules

Note:- (1) Latest International Rules as adopted by National-Federation shall be followed. Organising committee has the right to decide the duration/ innings/sets wherever it is necessary.

(2) Minimum eligibility for participation in Taekwondo competitions in Sub District- Yellow belt.

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 place.

Protest if any shall be submitted in writing to the match referee within one hour after the competition of the game/event with a protest fee of Rs.250/=, otherwise protest will be disregarded. Match referee will provide a receipt of Rs.250/= and the application will be put up before the Jury of Appeal.

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 Athletics and Aquatics 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 send the Sub District teams for participation in the Revenue. District Competition.

The Deputy Director of Education will be the General Convener 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.
4. Secretary, District Sports Council.

CO-ORDINATOR - District Sports Coordinator.

SECRETARY - One Phy Education Teacher elected from the SDSGA

TREASURER - District Educational Officer of the concerned revenue District

Members

1. One representative from each 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 to 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 centers. If all the competitions are being held at one centre, 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 the 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 the participation in the state championships. It shall consist 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, and aquatics 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 1st and 2nd places from each Sub District in each category can be participated in the Revenue District competitions. The competitions shall be conducted in two days.

In Athletics, Aquatics, Wrestling, Judo and Taekwondo, Sports Schools/ Hostels/Division, participants can take part directly in the Revenue district meet along with general school students.

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

AQUATICS: The 1st, 2nd and 3rd 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 (Principal nominated by regional deputy director of higher secondary education.
4. Headmaster - (Nominated by the Deputy director of Education)
5. One physical Education teacher (Experts nominated by the Deputy Director of Education.)
6. District Sports Coordinator.
7. 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 match referee within one hour after the competition of the game/event with a protest fee of Rs.500/=, otherwise protest

will be disregarded. Match referee will provide a receipt of Rs.500/= and the application will be put up before the Jury of Appeal.

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 conduct 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 ,Aquatics, Taekwondo, Judo and Wrestling.

The Deputy Director of Education and the district Secretary shall be jointly responsible to select, prepare and to sent the district teams for the 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 CONVENOR	-	Concerned DDE
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.
ORGANISING SECRETARY	-	Organiser for Sports in Schools
COORDINATOR	-	District Sports Coordinator
JOINT ORGANISING SECRETARY	-	RDSGA Secretary concerned

TREASURER	-	Administrative Assistant to the Deputy Director of Education.
MEMBERS	-	One representative from each recognized teacher's 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 the 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 organizing secretary.

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

The General convener has to arrange play fields, 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 1st and 2nd places from each Revenue District in each category can be participated in the Zonal competitions. The competitions shall be conducted in two days/ may be extended to three 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 match referee within one hour after the competition/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 conduct 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 Association). State school sports and games shall have three components - State school Athletics championship, State school Aquatics meet and State school games.

2. Arrangements for free lodging will be made from the previous day of the Meet. Every High School(STD 9th & 10th 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	School fund	Sub Level	Revenue District	State District
HS- 9th &10th	Rs. 8/-	Nil	Rs. 1.5/-	Rs. 1.5/-	Rs. 5/-
HSE,VHSE, HSE	Rs.25/-	Rs. 7/-	Rs. 4/-	Rs. 5/-	Rs. 9/-

High Schools(STD 8 & 9) 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 the 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 station 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 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. The first three winners in Zonal Level championship will participate in the State level championship.

14. In chess competition 1st three places from each zone can be participated in state chess championship.

15. In the events of Wrestling, Judo and Taekwondo, the first place winner in revenue district may directly be participate in the State Championship.

16. The Games competitions after the Zonal Games will be grouped under 3 heads viz,

    Group – I (Football, Badminton, Kabaddi, Wrestling and Handball).

    Group – II (Hockey, Basketball, Table Tennis Judo and Kho Kho)

    Group – III (Cricket, Volleyball, Lawn Tennis, Ball badminton, Taekwodo and Chess).

CHAPTER VII

STATE SCHOOL TEAM SELECTION & NATIONAL PARTICIAPATION

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 8th Standard

Under 17 up to 10th Standard

Under 19 up to 12th 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 will be 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. Jercy, 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 select 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.90/- 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 being considered.

e. The KSGA Executive Committee has the right to approve the new inclusion of the event/ game.

f. If 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. 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.

10. Minimum two selectors will present at the venue in a time during State School Team selection.

11. 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 rejected.

12. 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.

13. National level competition will be commenced before the Zonal tournaments; an open selection will be conducted for the particular game to find out the State School team. No Merit Certificate/ Participation Certificate 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)

14. Athletics Team Selection- Kerala State School team will be selected on the basis of the performance achieved in the State School Athletics Meet

15. Last years 6th place in the National School meet will be the qualifying mark.

16. Best Six performers in 100mts and 400mts race will be selected for 4x100mts and 4x400mts Relay.

17. 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.

18. Swimming- State School Aquatics team will be selected on the basis of the performance achieved in the School Aquatics Meet.

19. Last years 6th place in the National School meet will be the qualifying mark.

20. Water polo- State School Water Polo team will be selected from State Water Polo Championship conducted along with State School aquatic meet.

21. Number of players will be decided by the norms of SGFI.

22. 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 1st to 5th places shall be participated from each zone in the state team selection trails.

24. Final selection for state team may be held in three days in the light of increased number of events.

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

12. Organising Secretary	-	Organiser for Sports in Schools
13 . Coordinator	-	District Sports Coordinator.
14. Joint Secretary	-	Rev. District Secretary - wherever the competition held
15. 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. Accomodation
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/all 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

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 Kerala Foods.

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 grand 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 participation 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 in and around stadium.

c) Make necessary medical arrangements in the competition arena, accommodation centre, common mess etc.

d) Liaise the accommodation committee, ceremony 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 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 has to allot 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, verandah, toilet areas and premise 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 with 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 call room, 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,programme committee office and the required areas.

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)

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 programme 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 with in 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 athletics 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 of 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. 90/= per head for pupils

c. Rs. 90/= per head per day for escorting teachers.

The D.A of the students at the rate of Rs.90/= 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 8th or 9th 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 is eligible for Grace Mark.
9. In Games 5th and 6th Positions will be decided on the basis of Point average.
10. Inter National, National level and State level participants and winners are awarded grace marks in the following way.
    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% (4th to 6th place in Games and 4th to 8th place for athletics)

m. Grace marks may be awarded to the 8th place holders in the State level aquatic participants also.

11. 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 % (4th to 6th place in Games and 4th to 8th 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 31st December of every year & up to 12th Std.
2. Juniors : Below 17 years of age as on 31st December of every year & up to 10th Std.
3. Sub Juniors : Below 14 years of age as on 31st December of every year up to 8th std.
4. Kiddies: Below 12 years of age as on 31st December of every year up to 7th std.
5. L P Kiddies: Below 10 years of age as on 31st December of every year up to 4th std.
6. L P Mini: Below 8 years of age as on 31st December of every year up to 2nd 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
17.	Taekwondo 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.

TAEKWONDO WEIGHT CATEGORY

SL. No.	UNDER -14				UNDER -17				UNDER -19			
	WEIGHT	B	WEIGHT	G	WEIGHT	B	WEIGHT	G	WEIGHT	B	WEIGHT	G
1	BELOW 18 Kg	1	BELOW-16	1	BELOW 35 Kg	1	BELOW-32 Kg	1	BELOW 46 Kg	1	BELOW 36	1
2	18-21	1	16-18	1	35-38	1	32-35	1	46-50	1	40-43	1
3	21-23	1	18-20	1	38-41	1	35-38	1	50-54	1	43-46	1
4	23-25	1	20-22	1	41-44	1	38-41	1	54-58	1	46-50	1
5	25-27	1	22-24	1	44-48	1	41-44	1	58-62	1	50-54	1
6	27-29	1	24-26	1	48-52	1	44-48	1	62-66	1	54-58	1
7	29-32	1	26-29	1	52-56	1	48-52	1	66-70	1	58-62	1
8	32-35	1	29-32	1	56-60	1	52-56	1	ABOVE 70	1	ABOVE 62	1
9	35-38	1	32-35	1	60-64	1	56-60	1		1		1
10	38-41	1	35-38	1	ABOVE 64	1	ABOVE 60	1		1		1
11	ABOVE 41	1	ABOVE 38	1								

JUDO WEIGHT CATEGORY

SL. No.	UNDER -14				UNDER -17				UNDER -19			
	WEIGHT	B	WEIGHT	G	WEIGHT	B	WEIGHT	G	WEIGHT	B	WEIGHT	G
1	BELOW 25	1	BELOW 23	1	BELOW 40	1	BELOW 36	1	BELOW 40	1	BELOW 36	1
2	BELOW 30	1	BELOW 27	1	BELOW 45	1	BELOW 40	1	BELOW 45	1	BELOW 40	1
3	BELOW 35	1	BELOW 32	1	BELOW 50	1	BELOW 44	1	BELOW 50	1	BELOW 44	1
4	BELOW 40	1	BELOW 36	1	BELOW 55	1	BELOW 48	1	BELOW 55	1	BELOW 48	1
5	BELOW 45	1	BELOW 40	1	BELOW 60	1	BELOW 52	1	BELOW 60	1	BELOW 52	1
6	BELOW 50	1	BELOW 44	1	BELOW 65	1	BELOW 56	1	BELOW 65	1	BELOW 56	1
7	ABOVE 50	1	ABOVE 44	1	BELOW 71	1	BELOW 61	1	BELOW 71	1	BELOW 61	1
					ABOVE 71	1	ABOVE 61	1	ABOVE 71	1	ABOVE 61	1

KABADDI WEIGHT CATEGORY					
SL. No.	AGE GROUP	GENDER	SIZE OF GROUND	WEIGHT IN KG	TEAM COMPOSITION
1	UNDER-17	BOYS	12 X 8 sqm	BELOW 54 kg	12
2	UNDER-17	GIRLS	12 X 8 sqm	BELOW 50 kg	12
3	UNDER-19	BOYS	13 X 10 sqm	BELOW 62 kg	12
4	UNDER-19	GIRLS	12 X 8 sqm	BELOW 56 kg	12

WRESTLING WEIGHT CATEGORY				
SLNO	UNDER -17		UNDER -19	
	WEIGHT	BOYS	WEIGHT	BOYS
1	42	1	42	1
2	46	1	46	1
3	50	1	50	1
4	54	1	55	1
5	58	1	60	1
6	63	1	66	1
7	69	1	74	1
8	76	1	84	1
9	85	1	96	1
10	100	1	120	1

APPENDIX- II

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 of AEO. /DDE Signature with seal of the Head of Institution

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	800am	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)	100MH (84cm)	Long jump	Shot put (4kg)
Long jump	High jump	Discus throw 1(kg)	400MH (76cm)	High jump	Discus throw1(kg)
High jump	Triple jump	4x100M relay	Long jump	Triple jump	4x100m relay
Triple jump	Pole vault		High jump	Pole vault	
Pole vault			Triple jump	Shot put (4kg)	
Shot put (7.260kg)	Shot put (5.450kg)		Pole vault	Discus throw 1(kg)	
Discus throw 2(kg)	Discus throw1. 5(kg)		Shot put (4kg)	Javelin throw (600gms)	
Javelin throw (800gms)	Javelin throw (800gms)		Discus throw 1(kg)	3km Walk 4x100m	
Hammer throw (7.260kg)	Hammer throw (5.450kg)		Javelin throw (600gms)	relay	
5km Walk	5km Walk		Hammer throw (4kg)		
4x100M relay	4x100M relay		5km Walk		
4x400M relay			4x100M relay		
			4x400M relay		

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

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

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	200mIndividual 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		

APPENDIX- V

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

Sl.No	Game	No. of Players
1	FOOTBALL	18
2	HOCKEY	18
3	BASKETBALL	12
4	VOLLEYBALL	12
5	BALLBADMINTON	8
6	CRICKET	16
7	BADMINTON	5
8	TABLE TENNIS	5
9	KABADDI	12
10	KHO - KHO	12
11	TENNIS	5
12	HANDBALL	16
13	CHESS	Sub dist-1,Rev. dist-2,Zonal Games-2 (from each Rev.Dist), State Games-3+3

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.

National School Games Federation Norms will be followed.

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

with Seal

APPENDIX – VIII
ENTRY FORM FOR ATHLETICS & AQUATICS

Name of School…….……..……..…….....Section ……Boys / Girls.

Sl. No	Bib.No	Ad.No	Name of student	Fathers Name	Date of Birth	Std	Events

Place:
Date :

Name of Team Manager……..

School Seal Principal/ H M

N B:- **Use separate entry forms for each category**

APPENDIX – X

DISTRICT SPORTS CO - ORDINATERS

Each district will have District Sports Coordinator to coordinate the Sub District and Revenue District competitions. He/she will be selected through an open interview in month of June.

District Sports Coordinator has to support the Deputy Director of Education and his office should be attached with the office of the Deputy Director of Education. Duties and responsibilities of the District Sports Coordinator will be assigned by Deputy Director of Education/ Organizer for Sports in Schools (DPI) in time to time.

TA/ DA for the District Sports Coordinator will be met from the Revenue District Athletic Fund. The duty certificate for the District Sports Coordinator will be issued by the Deputy Director of Education/ Organizer for Sports in Schools (DPI). He/she should perform the duties/ responsibilities as District Sports Coordinator without affecting the normal duties in the school he/she is attached.

Selection Criteria

a. Permanent Physical Education Teacher in a Govt. school.

b. Minimum 5 years of Experience as a Physical Education Teacher. (Weightage- 0.5 marks each additional year).

c. Organizational experience- (Weightage- Sub Educational District Secretary- 0.25 marks for each year, Educational District Secretary- 0.5 marks for each year, RDSGA Secretary – 1 marks for each year, Organising Secretary of District meets – 0.25 marks for each year, Organising Secretary of State meets – 0.5 mark for each year, Organising Secretary of National meets – 1 mark for each year), TPFP District Chief – Coordinator – 1 marks for each year, TPFP Coordinator – 0.25 marks for each year.

d. Certificate courses/ Diplomas - Diploma in Coaching (NSNIS)- 5 marks, PGDSM- 2 marks, Diploma /Certificate in Yoga- 2 marks, DCA/PGDCA- 2 marks, Diploma / Certificate in Fitness - 2 marks, Certificate in Coaching (NSNIS)- 2 marks.

e. State Referee of recognized associations – 1 mark each, National Referee of recognized associations – 2 marks each, International Referee recognized associations – 5 mark each

f. Additional qualifications if any. (Weightage – BPEd/BPE- 5 marks, MPEd/MPE- 7 marks, MBA - 7 marks, Diploma in Coaching (NSNIS)- 5 marks, M.Phil- 8 marks, PhD- 10 marks, - weightage should be given to the highest achievement).

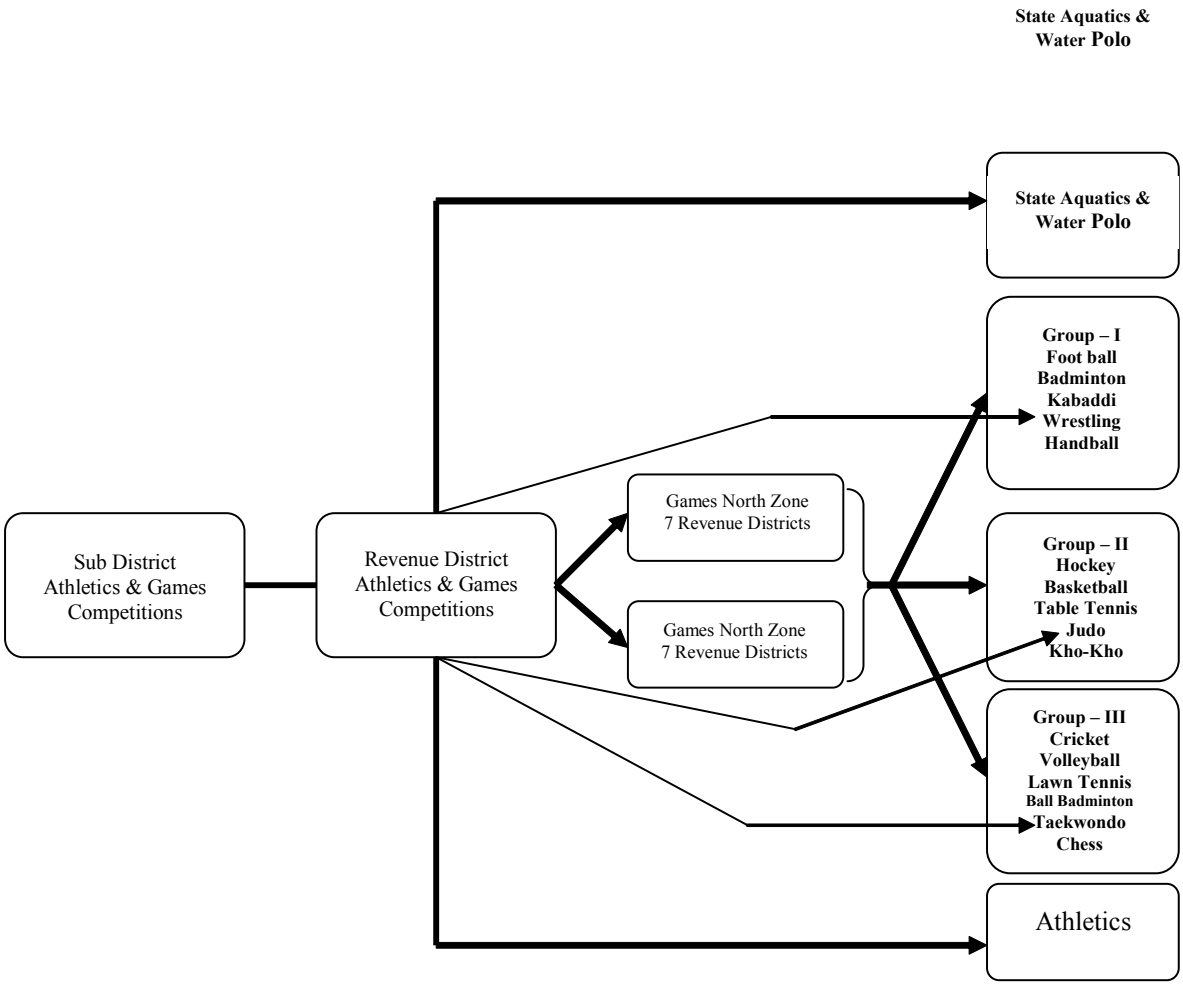
g. Interview – (sum of marks given by the selection committee members) 20 marks.

Selection committee for the District Sports Co-ordinators

1. Deputy Director of Education (Chairman)
2. Subject Expert (University/ Govt. College –Associate Professor/ Professor in Physical Education).
3. One D.E.O. nominated by DD (Education)
4. R.D.D. H.S.E.concerned.
5. A.D.V.H.S.E concerned.
6. Secretary, District Sports Council
7. Organizer for Sports in Schools (DPI)/ Officer nominated by Director of Public Instruction – Convener

Term of Office for District Sports Co-ordinators

1. Maximum period of 3 years, based on the each year performance report submitted by the Organizer for Sports in Schools (DPI) and Deputy Director of Education in the month of April. If the performance report given by the Organizer for Sports in Schools (DPI) and Deputy Director of Education is not satisfactory the service of District Sports coordinator will be terminated and fresh interview will be conducted for the next academic year.
2. The incumbent can be given the appeal to the Director of Public Instruction, against the decision made by the Organizer for Sports in Schools (DPI) and Deputy Director of Education. Director of Public Instruction will be the final authority in this regard.

APPENDIX – XI

The structure of the Kerala School Sports and Games