

## **EAST COAST RAILWAY SPORTS ASSOCIATION**

### **(AFFILIATED TO THE RAILWAY SPORTS PROMOTION BOARD)**

1. NAME : The Association shall be called the "EAST COAST RAILWAY SPORTS ASSOCIATION" henceforth.
2. LOCATION : The Headquarters of the Association shall be located at Rail Sadan, Chandrasekharpur, Bhubaneswar. Sports centers shall also be established at the Headquarters of the Divisions i.e at Khurda Road, Sambalpur, Visakhapatnam and at Carriage Repair Workshop, Mancheswar.
3. AIMS & OBJECTIVES : The AIM & OBJECTIVE of the Association shall be :
  - (i) To organize, promote and develop all Sports and Games which are recognized by the Railway Sports Promotion Board (RSPB) throughout the East Coast Railway. Inter-Departmental & Inter-Divisional Tournaments shall be organized primarily for the following games and such other games as may be approved by this Association and/or the Railway Sports Promotion Board.

#### **Major Games :**

Sl.No	Games	Sl.No	Games
1.	Athletics	7	Football ( Men & Women )
2.	Badminton (Shuttle) (Men & Women)	8	Hockey(Men)
3.	Ball badminton	9	Kabbadi (Men)
4.	Boxing ( Men & Women )	10	Table Tennis (Men)
5	Chess	11	Volleyball ( Men & Women)
6	Cricket	12	Weightlifting

- (ii) To provide recreation to Railway men and their families by organizing Tournaments and Exhibition matches between national/International and other teams of repute, as and when convenient.
- (iii) To approve and sanction the conducting of any Tournament(s) and Exhibition matches in any Game(s) on the East Coast Railway (except Institute Tournaments.)
- (iv) To provide Coaching and Training facilities in various Games to sportsmen and Sportswomen on the East Coast Railway to enable them to improve their, standards and performances in All India Railway and other Open Tournaments.
- (v) To make entry of East Coast Railway Teams in various All India Railway Tournaments and other open tournaments, which are

affiliated to All-India Sports Association or State/District Sports Association.

#### 4.0. COLOURS:

- a. The Colours of the Association shall be Sky Blue and White, stockings shall be white. Shorts shall be white.
- b. The office-bearers of the ECoRSA, as well as officials and participants in all the All India Railway Tournaments may be presented with Blazers, Track-suits or Neck Ties with the approval of the President of the Association.
- c. ECoRSA Centres : The colours of the ECoRSA Sports Centres shall be :-

<u>Name of the Centre</u>	<u>Colours</u>
1. Khurda Road	Green & White
2. Waltair	Maroon & White
3. Sambalpur	Red & White
4. CRW/Mancheswar	Blue & White
5. HQ	Sky Blue & White.

#### 5.0 COMPOSITION OF THE ASSOCIATION – GOVERNING BODY

5.1 The affairs of this Association shall be controlled by the Governing Body of the Association, the composition of which shall be :

- (a) **PATRON** : The General Manager, East Coast Railway.
- (b) **OFFICE BEARERS** :
  - (i) **PRESIDENT** : Any Heads of Department nominated by the General Manager of the East Coast Railway.
  - (ii) **VICE PRESIDENT** : Two officers preferably in SAG grade belonging to different Departments, to be nominated by the General Manager.
  - (iii) **GENERAL SECRETARY** : To be nominated by the General Manager of East Coast Railway.
  - (iv) **JOINT GENERAL SECRETARY** : To be nominated by the General Manager.
  - (v) **Sr. Sports Officer/Sports Officer** : To be nominated by General Manager of the East Coast Railway.
  - (vi) **TREASURER** : One officer of Accounts Department of the East Coast Railway to be nominated by President with the approval of the Financial Advisor & Chief Accounts Officer of the East Coast Railway.
  - (vii) President and Sports Officer of Each Sports Center as enumerated at para- 2.0 shall be part of the Governing Body of the ECoRSA as ex-officio members.

## 5.2 Governing Body of Each Sports Center :

- (i) Divisional Railway Managers of Visakhapatnam, Sambalpur, Khurda Road and CWM/Mancheswar shall be ex-officio Presidents for the respective Sports Centers of the East Coast Railway Sports Association and shall be the ex-officio members of the Governing body.
- (ii) The President of the respective Sports Centers shall nominate an officer of that Division/Unit as Sports Officer of the Division/Unit and a Secretary for managing day to day routine affairs.
- (iii) Each discipline in-charge may be nominated with the approval of Sports Officer of the center concerned.

- 5.3 a) The GOVERNING BODY of the Association shall have entire control over the affairs of the Association regarding matters of policy and day to day management affairs.
- b) **The tenure of the office of Members of the Governing Body shall ordinarily be two years and re-nomination , if required , shall be done with the approval of the General Manager & Patron/ECORSA.**

## NOTE

- (a) All the members of East Coast Railway Sports Association are of honorary nature and no remuneration will be paid to them. The General Secretary will primarily act as the convener and shall convene meetings of the Governing Body as and when necessary after obtaining the prior approval of the President. The number of such meetings shall not be less than 1 (one per year).

## 6. ASSETS & LIABILITIES OF THE ASSOCIATION :

- (i) For all intents and purposes all properties, stock and other assets relating to sports shall be the property of the East Coast Railway Sports Association. The General Secretary of the Association shall be the custodian of all such properties. The affairs of the Association including assets and liabilities shall be superintended by the General Secretary and the Sr. Sports Officer. Such assets and liabilities refer to dead stock etc. and not to liquid cash as a whole for which the Treasurer shall be responsible.

(ii) The income and property of the Association, wheresoever derived, shall be exclusively utilised for the promotion of sports consistent with the objectives of the Association.

## 7. MAINTENANCE OF ACCOUNTS :

(a) The accounts shall be maintained for the amounts received by Association from the Staff Benefit Fund, the Railway Sports Promotion Board ( RSPB) and grants, if any received from Sports bodies like IOA, BCCI, OCA, AIFF etc. showing, fully the manner in which such Receipts are utilized, and the assets and liabilities created out of this. The amount shall be maintained in the form as required to be presented to RSPB or other sports bodies from which grants are received. The Treasurer shall be responsible for maintaining such Accounts.

(b) The Treasurer of the Association shall arrange to have the accounts inspected/audited annually by an Accounts Officer, nominated by the Financial Advisor & Chief Accounts Officer, East Coast Railway and present a certified statement of accounts to the President or the Patron of the Association for his approval. After the close of each financial year these accounts shall be submitted to the RSPB especially with reference to the grants received from RSPB.

(c) The FINANCIAL YEAR of the Association for the purpose of maintaining Accounts shall commence on the 1<sup>st</sup> April and end on the 31<sup>st</sup> march of the following year.

(d)

Apart from grants from RSPB/ other Railway sources as the case may be , the ECoRSA may obtain/accumulate funds from source like donation/sponspoship from various outside agencies, fees received for participation of ECoRSA teams in open tournaments, on account of letting out of Railway stadium on hiring basis etc, . However, accountal of funds thus obtained from Railway and non-Railway sources may be kept/ audited separately.

(e) For managing grants/fund as enumerated above, there shall be accounts of two categories namely :

(I) The Infrastructure Account, (ii) The Regular Account.

**(i) Infrastructure Account** :- The fund as obtained in the form of infrastructure grant received from RSPB shall prima facie be deposited to this Account to have a separate identity and on procurement or on execution of the designated stores/works, amount will be drawn from this fund. The interest generated out of this shall be used for training, meeting emergent expenses especially when adequate fund is not

available from other account. The drawl of any amount from this account shall require approval of Secretary upto Rs. 50,000/- and President beyond Rs. 50,000/- . The unutilized balance may kept under fixed deposit.

(ii) **Regular Account** :- The remaining portion of the investible surplus shall also be invested in the account maintained for meeting day to day expenses of the Association including the maintenance of various games as promoted by ECoRSA. At the commencement of each Financial Year, for maintenance of various games , ceiling for each game shall be fixed with the approval of the President considering the grants received from RSPB and performance of games concerned and accordingly expenditure should be restricted to the approved ceiling in that year. . For drawl of any amount from this account shall require approval of General Secretary upto Rs. 50,000/- and President beyond Rs. 50,000/-.

**8. OFFICE & ESTABLISHMENT** : A suitable office of the East Coast Railway Sports Association shall be located at Rail Sadan, Chandrasekhar. The office of the President/ General Secretary shall employ as many persons (Viz Auditor, Accountant, Clerk Steno-typist, Messenger, office Attendant, Gardener etc.) as considered necessary, from time to time on daily wages/ honorarium basis for the efficient management of the office and Sports establishment. These persons may be recruited from open market. Besides, some staff/inspector may be drafted from the other Departments of the Railway for manning the Sports cell and managing day to day sports office administration. The President shall sanction honorarium, fee, and other benefits to these daily wage labourers as per requirement and taking into provision of the Minimum Wages Act.

## **9. ANNUAL MEETING OF THE GOVERNING BODY (AGM).**

The Governing Body of the Association shall meet at least once a year. In addition to Governing body members all PHOD/CHOD shall be invited to attend the AGM for participation. Following business shall be ordinarily be conducted in the AGM:

- (a) Compliance of the minutes of the previous meeting.
- (b) Consideration and adoption of the Annual Report of the Association for the preceding year.
- (c) Passing of the accounts of the Association for the preceding Financial Year after audit by an Auditor nominated by the Financial Advisor and Chief Accounts Officer.
- (d) Drawing up a programme for the Inter – Division Tournament for various games.

(e) Any other business that may be approved by the Patron/President/Chairman of the meeting.

**10. EXECUTIVE BODY MEETINGS :** As and when required, Executive body comprising of office bearers of the Association shall be called upon by the Patron/President to deliberate various issues relating to ECoRSA and promotion of games.

(A) **QUORUM :** The Quorum for the meeting of the Governing Body shall be one third, of the membership of the body.

(B) **NOTICES :**

(i) A notice of 3 (three) clear days shall be given for all meeting of the Governing Body. The notice of the meeting of the Governing Body shall contain the agenda.

(ii) The patron and /or the President may call emergent meeting of the Governing Body and, in such cases, it may not be incumbent to give 3 (three) days notice.

**11. (a) PARTICIPATION IN INTER RAILWAY TOURNAMENTS:**

The East Coast Railway Sports Association shall forward all entries for participation in all the Inter-Railway Tournaments provided teams can be raised and funds are available. All expenses for participation in such tournaments shall be borne by the East Coast Railway Sports Association.

**(b) PARTICIPATION IN OTHER OPEN AFFILIATED UNREGISTERED TOURNAMENTS:**

East Coast Railway teams may participate with the approval of the President / Honorary General Secretary in open affiliated All-India Tournaments or in any unregistered tournaments provided funds are available or provision for such participation has been made in the budget .

**(c) PARTICIPATION OF RAILWAY PLAYERS IN OPEN TOURNAMENTS:**

Railway players shall not ordinarily be permitted to participate in any Open Torunaments, where East Coast Railway has not fielded its teams. Railway players, whose services are not required by ECoRSA or by the respective Centers of ECoRSA, may be permitted to participate in Open Tournaments. In such cases, prior permission/ No Objection shall have to be obtained from the Honorary General Secretary or the President of the Centre Concerned.

## 12. SELECTION COMMITTEE:

For selecting East Coast Railway teams for the All India Railway Tournaments, and other important Tournaments in which the East Coast Railway team shall participate, the Selection Committee shall comprise :-

- (i) The President / The Honorary General Secretary, ECoRSA (Who will act as the chairman of selection committee).
- (ii) The Sports Officer .
- (iii) Game Secretaries concerned.
- (iii) The Inspector(Sports) in-charge of the game , or person acting on his behalf – Convener.
- (iv) Any other outstanding sportsmen/sportswomen who may be co-opted by the Chairman of the Selection Committee.
- (v) Coach of the team.

## 13. BUDGET :

- (a) The Budget of the Association for every Financial Year shall be finalised by the Hony. General Secretary in consultation with the Sr. Sports Officer/Sports Officer and Hony. Treasurer. On finalization, the same shall be placed before the President of the Association for his approval. This exercise should be finished well before the commencement of the next Financial Year.
- (b) All Presidents of the Sports Centers are required to frame a budget, for their respective Centers for each Financial Year in consultation with the Sports Officer of the respective center and such budgets shall be forwarded to the President/ECoRSA, through the Honorary General Secretary, so as to reach him by the 25<sup>th</sup> of April of each year along with complete justification for each item of their respective budget asking for any requirement of fund.

## 14. POWERS AND DUTIES OF OFFICE BEARERS:

- (i) **PRESIDENT:** The President shall be nominated by the General Manager & Patron/ECoRSA and shall act as the Head of the Association and the Executive Body for all purposes. It shall be his duty to preside at all meetings of the Association, to maintain order, to appoint all committees not otherwise provided for and to ensure that office bearers and committee members perform their respective duties effectively.

The President shall sanction any expenditure which he may deem fit, whether provided for specifically in the budget or not.

- (ii) **VICE PRESIDENT :** The Vice President shall perform all the functions of the President in the absence of the latter. At any meeting of the Governing Body, or Executive Body of the President, the Vice –

President shall preside over the meeting, when president is not present.

- (iii) **GENERAL SECRETARY** : The General Secretary shall be the Chief Executive Officer of the Association and shall:-
- (a) Cause minutes of all meetings of the Association to be correctly recorded, confirmed and filed:
  - (b) Convene meeting of the Governing Body/Executive Body whenever required.
  - (c) Maintain records of all meetings of the Association and take necessary action on decisions reached at such meetings.
  - (d) Have charge of all correspondence and records of the Association.
  - (e) Be the custodian of the property of the East Coast Railway Sports Association on behalf of the Patron/President.
  - (f) Incur expenditure on behalf of Association for its day – to – day working.
  - (g) Have power to sanction traveling/daily conveyance and messing allowance and sports equipments upto Rs. 50,000/-( sanction of the President shall be required beyond Rs. 50,000/-).
  - (h) Arrange for the withdrawal of funds from the Honorary Treasurer for meeting the expenses of various Inter-Department, Inter-Division and All India Railway Tournaments/Training Camps, etc and place these funds at the disposal of the managers of the teams or In-charge of the games, as the case may be on the clear understanding that accounts of all advances are submitted within 21 days after the return of the team to Headquarters, or after the conclusion of the Tournament. Inordinate delays in the submission of accounts shall be seriously viewed and such persons will not be advanced any further amount till the accounts of outstanding advances have been submitted. Should any person fail to submit his accounts within a reasonable time the matter shall be brought to the notice of the President who shall enquire into the case and, if necessary shall lodge a report with the Administrative Officer concerned of the defaulter.
  - (i) Arrange for the purchase/procurement of the following standard items from reputed dealers at reasonable price. Quality of goods shall be the consideration for :-
    - 1. Sports gear for various games.
    - 2. Kit and Uniforms for the Railway's Team for Tournaments.
    - 3. Blazer and other accessories, if funds permit.
    - 4. Printing and purchase of stationery, furniture and other goods required for the working of the Association, Offices(s) Tent, Camps etc.



(iv) **JOINT SECRETARY :**

The Joint Secretary shall perform all the functions of the General Secretary in the absence of the latter and any specific function(s) he may be required to perform as and when required by the Honorary General Secretary in day to day management of ECoRSA.

(v) **Sr. SPORTS OFFICER:-**

He shall assist the General Secretary of the Association in day to day administration and management of ECorSA. Besides He shall be responsible for day to day routine administration of Sports Office and oversee the workings of all the Sports Inspectors/staff working under him. He shall formulate programmes for organizing and promoting various Games and Tournaments throughout East Coast Railway. He shall visit the Divisions and contract the President and staff for the purpose of popularizing Sports & Games on the East Coast Railway. He shall tour the East Coast Railway to discover talent for strengthening the railway teams and submit recommendations for improving the standards of Railway Sports.

(vi) : **Treasurer :**

He will be responsible for upkeep of all the Accounts and records relating to Financial Transactions. He will also arrange all the annual or any other specific accounts , as the case may be, duly audited by an independent auditor nominated by FA&CAO with the approval of the President. He also will arrange timely submission of the audited accounts/utilization certificate to RSPB,OCA or any other authority as required. He will be the custodian of cheque book and all the accounts related records of ECoRSA. He will also act as the standing finance member of all the Purchase committee as and when constituted by the President.

15 . Sanctioning Power : Following sanctioning power is prescribed:

Sl	Office Bearer	Power to sanction
1	President	Beyond Rs.50,000/-
2	General Secretary	upto Rs. 50,000/-

Purchase of individual item consisting Rs.15000/- requires approval of Patron/ECoRSA.

16. **CUSTODY OF FUNDS.**

The funds of the Association shall be deposited in any of the nationalized banks as approved by the President.

**17. THE BANK ACCOUNT** shall be operated jointly by the following three Office bearers. Cheque can be issued by any of these two office bearers :

- |     |                    |   |        |
|-----|--------------------|---|--------|
| (1) | Hony. Treasurer    | - | ECoRSA |
| (2) | Jt. Genl Secretary | - | ECoRSA |
| (3) | Sr. Sports Officer | - | ECoRSA |

**18. Operation of Various Games:**

- (a) MANAGERS/Coach of various teams are permitted to incur expenditure of the nature and extent indicated below with the sanction of President/Secretary as the case may be:
- (b) Rs.100/- per head per day during stays at stations where railway teams are required to proceed for All India Railway Tournaments
- (c) Rs.100/ per head per day during journey and also in Coaching camps.

N.B- (1) Managers/ Coaches or any player(s) booked on duty shall not be paid TA/DA from ECoRSA.

(2) Local Players (posted at the place of the event) will however be entitled to extra diet allowance @Rs.50/- per head per day during Inter-Divn. and D.A. @Rs.50/- per day head for All India Railway meets

- (d) Medical aid at Railway Hospital or Railway Dispensaries should be availed and all medicinal requirements should be availed from such Hospitals. Certain patent medicines/ice, which may not be available for supply by a Hospital may however be purchased from the market for the use of players and vouchers obtained which will be reimbursed.

19. Inter Division meets are to be organized every year in such a manner as to provide at least one meet in a Division in a year.

**20. SPECIAL CASUAL LEAVE :**

Staff participating in various Tournaments recognized by the RSPB and various Federations shall be granted special casual leave in accordance with extant rules.

**21. SPORTS PASSES :-**

Sports passes shall be obtained from the office of the General Manager through Sports Officer in accordance with the extant rules on proper application through the Sports Officer, for the participation of Railway Teams/Players in connection with various Torunaments/Training Camps/Selection matches , etc. The

Presidents/Sports Officer of various Centre are also authorize to issue Sports Passes where admissible.

22. APPROVAL OF THE GENERAL MANAGER:

The Constitution and Bye-Laws of the East Coast Railway Sports Association have the approval of the General Manager, East Coast Railway, Chandrasekharpur, Bhubaneswar.

23. AMENDMENTS :-

The Constitution and Bye-Laws may be amended from time to time with the approval of the General Manager.

Place : Chandrasekharpur, Bhubaneswar

Date : \_\_\_\_\_

Hony. Genl. Secretary/ECORSA