



MAYO COLLEGE, AJMER

SOP: PARTICIPATION IN SPORTS TOURNAMENTS & ESCORT DUTIES

Aim.

1. To lay down guideline for participation by teams and individuals in tournaments and escort duties.

Back Ground.

2. Presently Mayo College offers 24 disciplines in sports to its students throughout the year. It permits the boys to participate in three age group categories U-14, U-17 and U-19 tournament as indicated in Appx 'A'. Majority of tournaments take place during the Autumn Term between Aug to Oct. A large number of teams/ boys are out simultaneously during this period.

Guidelines for Participation and Responsibility.

3. The following guidelines will be followed for team participation:-

(a) **Eligibility Criteria.** The following will be the eligibility criteria:-

- (i) Must fulfil the age criteria laid down by the authority conducting the tournament.
- (ii) Must be skilful in the game.
- (iii) Should get selected in the selection trial on the date specified.
- (iv) Should not have any indiscipline record.
- (v) Parents permission.

(b) **Permission for Participation.** Permission will be sought from the Principal by the Supervisor on a noting to be submitted through the Director Sports and VP who will endorse their recommendation.

(c) **Responsibilities.** The following will be the responsibilities:-

- (i) **Director Sports Responsibilities.** He will be the overall in charge to coordinate the entry of the team/individual participant and will guide/coordinate with the concerned Supervisors.
- (ii) **Game Supervisor Responsibility.** The Games Supervisor will be responsible to:-
 - (aa) Ensure that the parents are informed and a Consent Letter and Indemnity Bond are obtained from them as given in Appx 'B' and Appx 'C' respectively.
 - (ab) Carry out the documentation related to the tournament i.e. filling of entry form and itinerary travel details to the host.
 - (ac) Coordinate the travelling and staying arrangement.
 - (ad) Maintain discipline during the tournament and ensure that boys follow the Code of Conduct laid down by the School.

(ae) Carry out changes in the itinerary, for which he will inform the Director Sports, the VP and the Principal.

(iii) Escort Teacher Responsibilities. The escort teacher will be responsible for:-

(aa) Updating himself with the tournament details from the Supervisor and Director Sports.

(ab) The safety and security of the team members.

(ac) Ensuring that boys adhere to the discipline and Code of Conduct.

(ad) Regularly updating and informing the Principal, the VP and the Director Sports about all proceedings during the duration of the tournament. An Exit Report while leaving School and Arrival Report should be submitted.

Escorting of Students.

4. The following guidelines will be followed for escorting of students:-

Tournament	Accompanying Escort
Inter School, District and IPSC Tournaments	<ul style="list-style-type: none"> The School will provide an escort from the Sports Department/ Teaching faculty. A coach may also be asked to accompany if required.
State, IPSC and National Tournament	<ul style="list-style-type: none"> Incase there are 5 or more participants who form the part of team. The School will provide an escort from the Sports Department/ Teaching faculty. Incase the number is less than 5 participants, in that case the student will be permitted to proceed for the tournament under escort of the State/ IPSC authority, with the consent of the parent. The School will not be responsible. Parents can make their own arrangements and accompany if they so wish.

Dress Code & Kitting.

5. Dress Code for Inter School Tournament. The following will be the dress code for inter school tournaments:-

(a) While travelling boys will wear school singlet, jeans/shorts and PT shoes. During winter track suit will be worn.

(b) School sports dress during tournaments.

(c) School uniform for ceremonies and Principal's Dinner.

6. Dress Code and Kitting for other tournaments. The kitting for players will be carried out as under:-

Tournament	Dress	Responsibility	Charges
Inter School	School Sports Kit	School	Charged to the boys
District	-do-	School	-do-
IPSC	District Sports Kit	School	-do-
State	State Sports Kit	State Authority	-do-
National	National Sports Kit	State/ IPSC Authorities	-do-

6. **Expenditure & Pocket Money.**

- (a) During the tournaments all expenses on transportation, messing, kitting and accommodation will be borne by the participants.
- (b) The expenditure on the Escorts and Coaches will be shared by the participants. This includes transportation, accommodation and TA/ DA.
- (c) Pocket Money. The participants will be given pocket money as under:-

S No	On Account	Amount	Remark
1	For travel period inning School Tournaments	₹ 200/- per day	Debited to the boys account
2	During school tournaments	₹ 100/- per day	<ul style="list-style-type: none">• In case accompanied by Mayo College Staff then daily disbursement of pocket money will be carried out.• Boys will be handed over the money in case they are proceeding as a part of the State/ IPSC team.
3	During State/ National tournaments including travel period.	<ul style="list-style-type: none">• ₹ 150/- per day incase the participant dinning with the team• Incase the participant is not dinning with the team then ₹ 400/- per day	

Conclusion.

7. Not standing with the above guidelines the Principal can use his discretion while deciding on detailing or otherwise of escorts keeping in mind the other school's commitments.

File No : MC/PR/SOP/Sports Team Participation/2013

Date : 16 Sep 2013

**(KVS Lalotra)
Maj Gen (Retd)
Principal**

Distribution:-

VP / Bursar / HM Jr School / Directors / HMs / AHMs / Notice board / Website

MAYO COLLEGE

TOURNAMENT PARTICIPATION

Appx 'A'
(Para 2 of SOP of
School Participation)

1. **Participation.** The School teams generally participate in the following tournaments:-

Games	District education Dept Tournament			IPSC Tournament			CBSE Tournament			Open Tournament by District & State Authority			National			Inter School Invitational Tournament		
	U-14	U-17	U-19	U-14	U-17	U-19	U-14	U-17	U-19	U-14	U-17	U-19	U-14	U-17	U-19	U-14	U-17	U-19
Athletics	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Basketball	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Boxing	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Cricket	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Hockey	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Taekwondo	-	-	-	√	√	√	√	√	√	-	-	-	√	√	√	-	-	-
Table Tennis	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Tennis	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Football	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Gymnastics	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Badminton	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	-	-	-
Swimming	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Shooting	-	-	-	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Yoga	-	-	-	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chess	-	-	-	√	√	√	-	-	-	√	√	√	-	-	-	-	-	-
Squash	-	-	-	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Golf	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	√	√	√
Equestrian	-	-	-	√	√	√	√	√	√	-	-	-	-	-	-	-	-	-
Wall Climbing	-	-	-	√	-	-	-	√	√	-	-	-	-	-	-	-	-	-
Skating	-	-	-	-	-	-	-	-	-	-	-	-	√	√	√	-	-	-
Roller Skating	-	-	-	-	-	-	-	-	-	-	-	-	√	√	√	-	-	-

To

The Director of Sports/ Sports Coordinator
Mayo College
Ajmer – 305 008 (Rajasthan)

**LETTER OF CONSENT / NO OBJECTION CERTIFICATE FOR
PARTICIPATION IN TRIAL / STATE / NATIONAL TOURNAMENT**

1. I, Parent / Guardian of Sch No _____ Name
_____, Class _____, House _____, have no
objection in my son's participation in the _____ trial / state / national
tournament.
2. I am aware that the traveling and staying arrangements are being under taken by the
state/IPSC authority and that Mayo College has no role in it.
3. I am also aware that there is no Mayo escort accompanying.

Signature of Parent

Name _____

Date _____

NOTE: Kindly send the scanned copy by email for immediate action and send the original
copy by post.

To

The Director of Sports/ Sports Coordinator
Mayo College
Ajmer – 305 008 (Rajasthan)

INDEMNITY BOUND

1. I, _____ Father/Guardian of my son/ ward _____
Class _____ Section _____ Scholar No _____ hereby allow him to participate in the
_____ scheduled at _____ from _____.

2. I undertake the responsibility of any mishap that may occur during the competition and I hereby agree that Mayo College will not be held responsible in case of any mishap/injury. I will not claim any compensation from anyone incase of any accident.

Signature of Parent

Name _____

Date _____

NOTE: Kindly send the scanned copy by email for immediate action and send the original copy by post.