



# **Chhatrapati Shahu Ji Maharaj University Kanpur**

**(FORMERLY KANPUR UNIVERSITY, KANPUR)**

## **Policy**

*for*

## **Utilization of University Playgrounds and Sports & Games Facilities**

# **Department of Physical Education & SPORTS**

## **C. S. J. M., University, Kanpur**

Sports form an important pillar of India's holistic growth. In order to place India firmly on the path to sports supremacy, due consideration must be given by ecosystem stakeholders to the state of sports infrastructure in India and the different hurdles that hinder its development. The designation and usage of Sports Specific Zones will go a long way towards ensuring a dedicated approach to infrastructure development by addressing some of the key challenges. By incorporating infrastructure planning in sports initiatives, encouraging and easing the path, and investing in technological upgrades to sports facilities, the sports department in the University can be equipped with the capacity and resources needed to achieve national long-term objectives.

### **HOWEVER, THE FOLLOWING CONSIDERATIONS PROVIDED BY THE DEPARTMENT OF PHYSICAL EDUCATION & SPORT CSJMU, KANPUR.**

These will benefits to our sports infrastructure in terms of **development of sports, regeneration of communities and revitalisation of economies.**

1. Guidelines for Availability of Sports Facilities for Promotion of Sports & Games under the aegis of Pay & Play /Come & Play Scheme (**Annexure 01**)
2. Guidelines for Coaches for Availing Sports Facilities (**Annexure 02**)
3. Form of Undertaking (**Annexure- 3**)
4. General Terms and Conditions for booking / hiring CSJMU Stadia, Swimming Pool Complex & Indoor Multipurpose Hall for Sporting & Non Sporting events (**Annexure 04**)
5. Application form seeking booking of facilities in the Department of Physical Education & Sports (**Annexure 05**)

## **PAY & PLAY / COME & PLAY SCHEME**

### **GUIDELINES for Pay & Play / Come & Play**

The new Pay & Play / Come & Play Scheme is will be formally launched by Department of Physical Education & SPORTS Department at C. S. J. M., University, Kanpur. The Scheme will be started and keep in operation at CSJMU, Campus for each academic year.

### **MAIN OBJECTIVES**

The main aim of the scheme is to impart Coaching & Training primarily to beginners to encourage mass participation in sports and for optimum utilization of the available sports infrastructure.

### **SPORTS DISCIPLINES COVERED & FACILITIES BEING PROVIDED**

The scheme targets below and above 16 age group (boys & girls) sportsperson, so that talent could be spotted and nurtured by systematic coaching support available in the centre. The specific sports disciplines being covered under this scheme at CSJMU on the basis of available infrastructure, sports equipment and coaches and work load of Department of Physical Education & Sports are as under:

1. Athletics,
2. Swimming
3. Basketball,
4. Gymnastics,
5. Hockey,
6. Cricket
7. Handball
8. Volleyball,
9. Yoga,
10. Table Tennis,
11. Boxing, Taekwondo, Judo, Wrestling
12. Techno Gym,
13. Lawn Tennis,
14. Indigenous Games (Kho-Kho & Kabaddi)

The discipline-wise intake may be determined on the basis of infrastructure facilities, Coaching support available and the carrying capacity by the University Sports Council.

The specific timing will be earmarked for the trainees of this scheme, keeping in view the local school timings and also that it does not clash with regular classes of the Department of Physical Education.

### **AGE GROUP**

Age group below 16 Years for "Come & Play" Scheme and above 16 Years of age for "Pay & Play" Scheme.

## **TRAINEES AS FEEDER TO SCHEME**

Meritorious talent emerging from this scheme will also form a pool and entry link for induction into regular residential sports promotional schemes.

## **MONITORING OF PROGRESS OF COACHING OF TRAINEES**

The trainees will be monitored by the Coaches/Sports Scientists on a quarterly basis & if satisfactory progress is not achieved at the end of 6 month after enrollment, he/she will be weeded out. They may also be weeded out if they do not have 75% attendance. Further trainees may also be weeded out at any time, if guilty of misconduct.

## **REGISTRATION**

The application form is available at Pay & Play / Come & Play Section @ Rs.100/- each form. The registered trainees are issued an identity card/entry card. The registered trainees are provided playing arenas/ non-consumable equipment like field, track, table, mats etc. Minimum and inescapable consumables like balls, and other equipment is also be provided.

The complimentary membership (without fee) is issued to Arjuna and Dronacharya Awardees, International sportspersons and National medal winners during last 3 years, CSJMU employees, their spouse and children on yearly basis.

### Fee Structure

S.N.	Discipline	Fees under scheme Come & Play (Under 16 years)	Fees under scheme Pay & Play (Above 16 years)
1.	<b>Athletics,</b>	Rs. 500/- per month	Rs. 800/- per month
2.	<b>Boxing, Taekwondo, Judo, Wrestling</b>	Rs. 500/- per month	Rs. 800/- per month
3.	<b>Basketball,</b>	Rs. 500/- per month	Rs. 800/- per month
4.	<b>Gymnastics,</b>	-	-
5.	<b>Hockey,</b>	Rs.400/- per month	Rs.700/- per month
6.	<b>Cricket</b>	Rs.1000/- per month	Rs.2000/- per month
7.	<b>Handball</b>	Rs.300/- per month	Rs.500/- per month
8.	<b>Volleyball,</b>	Rs.500/- per month	Rs.1000/- per month
9.	<b>Yoga,</b>	Rs. 250/- per month	Rs. 400/- per month
10.	<b>Table Tennis,</b>	Rs. 400/- per month	Rs. 800/- per month
11.	<b>Lawn Tennis,</b>	Rs. 750/- per month	Rs. 1250/- per month
12.	<b>Swimming</b>	Rs. 600/- per month	Rs. 1200/- per month
13.	<b>Indigenous Games (Kho-Kho &amp; Kabaddi)</b>	Rs. 500/- per month	Rs. 800/- per month
14.	<b>Techno Gym,</b>	Rs.800/- per month	Rs.1000/- per month

**Guidelines for Availability of Sports Facilities for Promotion of**

Sports & Games under the aegis of

**Pay & Play /Come & Play Scheme**

1. As per directions of the Government of India, Ministry of Youth Affairs and Sports (Department of Sports) in order to promote sports and making fitness a way of life, has been put forward to make sports facilities available at C. S. J. M., University, Kanpur and its affiliated colleges on (Pay & Play / Come & Play SCHEME) for sports activities in C.S.J.M., University, Kanpur as per the following order:-

- i) Sports events and training programs organized/funded by Department of Sports (MYAS) or its entities. This includes camps/training under ACTC and Khelo India Program.
- ii) Sports events organized by India Olympic Association and/or National Sports Federations recognized by the Central Government.
- iii) Sports events organized by sports leagues and their units registered/ recognized by the National Sports Federation recognized by the Central Government.
- iv) Sports events organized by any Ministry/Department of the Central Government or its Public Sector Units.
- v) Sports events organized by State Government or its Public Sector Unit or any Sports Association recognized by the State Government.
- vi) Sports Clubs/units belonging to any School/University, where its Principal/Vice Chancellor undertakes the responsibility to maintain discipline and proper use of sports facilities.
- vii) Sports events organized by the National Sports Promotion Organizations recognized by the Central Government.
- viii) Sports events organized by sports clubs registered/recognized by the District Sports Officer.
- ix) Any other sport event permitted by Sports Authority of India.
- x) Coaches accredited by C. S. J. M., University, Kanpur and its affiliated colleges for training in sports as per the guidelines at **(Annexure-2)**.
- xi) **Sportspersons without Coach in the following order:**
  - a. Olympians and participants in the world championships.
  - b. Medal winners and participants in multilateral competitions.
  - c. Medal winners in national events organized by the Government or NSFs.
  - d. Athlete identified under Khelo India Program for nurturing talent or excellence in sports.
  - e. Medal winners in State level competitions.
  - f. Those already under training in C. S. J. M., University, Kanpur and its affiliated colleges facilities.
  - g. Children below 18 years of age. Inter-se preference would be given to young talent.
  - h. Other Sports persons.

2. While sports facilities would be made available on rental basis, the beneficiary would have to bear the following charges:-

- i) In case of sporting event, the organizers would have to pay applicable energy charges, which are Rs. 10/KW hour presently.
- ii) The organizer would have to ensure that after the event, the premises are left

neat and clean, failing which cleanliness charges @200% of actual would be levied.

- iii) In case hostel facility is made available, except in case of use for 1(i) above - upkeep and maintenance charges @ Rs. 100/- per athlete per day.
- iv) In case office space is made available on time sharing basis to coaching – Rs.1000 to Rs. 2000/- per day per Coach.
- v) For issue of photo identity card for entry to and use of the sports facilities - Rs. 100/- per coach/athlete/trainee per year.
- vi) In case of damage to property and equipment by negligence or deliberate action, cost for repair/replacement.

3. In the event there is more than one request for the same time/day for any sports facility, inter-se priority would be decided as per Para 1 above. If there is more than one request from the same category or organizations/persons for the same time/day, inter-se priority would be decided on importance and magnitude of the sporting event.

4. The booking for sports facilities whether for any specific event or for regular use would be done by sending request letter by posts/in-person to Registrar, C. S. J. M., University, Kanpur as the case may be, or by email at [sportscouncil@csjmu.ac.in](mailto:sportscouncil@csjmu.ac.in). The booking would be on first come first use basis.

5. The beneficiary would have to submit an undertaking in the form given at **(Annexure- 2)**

6. The charges, if any, levied or deposited before coming into force of this order shall not be waived or refunded.

7. This comes into force with immediate effect and Institute's referred office order stands modified to that extent.

(Authority: Vice Chancellor's approval dated.....)

**Registrar**

**Guidelines for Coaches for Availing Sports Facilities**

1. Sports facilities would be made available to accredited coaches on rental basis for the purpose of sports training, in such a manner that it does not adversely affect the Institute's own academic (theory, practical and coaching) requirements.
2. Interested coach would have to apply online at **www.csjmu.ac.in** under the tab **Sports Section** for accreditation, which shall be processed by the Registrar in consultation with Department of Physical Education & Sports/Secretary Sports thereafter, orders, shall be passed by the Estates Section.
3. The following coaches would be accredited on submission of documents without trial and interview:-
  - i. Those who have won medals in Olympics, world championship;
  - ii. Those who have been conferred the Dronacharya Award;
  - iii. Those who have won medals at multilateral international events;
  - iv. Those who have represented India in Olympics;
  - v. Those who have won medals in National events;
  - vi. Those who have won medals at State level events, which are recognized by their respective national federations; and
  - vii. Those who hold a degree/diploma from NIS, Patiala and LNIPE, Gwalior.
4. Any coach who does not come in any of the above categories, would have to appear for trial/ interview to demonstrate his competency to coach. The place and time would be decided by Department of Physical Education in consultation with Secretary Sports.
5. If there is more than one Coach desiring the same time slot in any sports facility, inter-se priority would be based in the order of priority of coaches listed in para 3 above and the level of athletes.
6. **Conditions:**
  - i. Coach would have to have 10 or more athletes under him, who take training at the same time slot. In the event, a time slot is available, it could be given to a coach having less than 10 but not less than 5 trainee athletes under him with the stipulation that within 3 months he would have minimum 10 trainees under him.
  - ii. Regular training being of importance preference would be given to coaches who need time slot on yearly basis.
  - iii. Coach is expected to use the time slot allotted to him for at least 20 Days in a month, failing which the time slot would be withdrawn and given to other coaches/ athletes.
  - iv. Coach remuneration would be a matter between the coach and his trainees. The Department of Physical Education / Secretary Sports would not give any remuneration to the coach.
  - v. Coach would have to ensure that his trainees abide by the undertaking submitted by them in the form given at **Annexure-3**.



**FORM OF UNDERTAKING**

**For Use of Sports Facilities**

(To be given by the Organizer, Coach and Sport Person as the case may be)

I \_\_\_\_\_ S/D/o \_\_\_\_\_

Aged \_\_\_\_\_ years R/O \_\_\_\_\_ submit the following undertaking: -

- i. I would ensure cleanliness of the sports complex/premises;
- ii. After use I would leave the sports ground/facility and equipment neat, clean and in orderly condition;
- iii. After use I would leave the sports equipment in its proper place;
- iv. I will switch off electrical appliances and light when not in use;
- v. I would not indulge in any act which damages any property, facility or equipment;
- vi. I would behave and conduct myself in a manner that does not become a nuisance for fellow sports person, coach or any other individual;
- vii. In the event I notice any damage to any sports equipment, ground or facility, I would immediately bring it to the notice of the concerned authority;
- viii. I would neither bring nor use single use plastic in the sports complex;
- ix. If I bring any disposable material, after its use I would deposit it in the garbage bin;
- x. It has been explained to me unambiguously that in the event I breach any of the above undertakings, my permission for use of the sports complex would be withdrawn without notice to me and I would become ineligible for use of sports facilities for 3 years;
- xi. I am responsible for my safety, and in the event I suffer an injury I alone would be responsible.

Sign \_\_\_\_\_

Name \_\_\_\_\_

Organization (If applicable) \_\_\_\_\_

Date \_\_\_\_\_

Verification by:

Sign \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Department of Physical Education & Sports  
C. S. J. M., University, Kanpur**

**General Terms and Conditions for booking / hiring CSJMU Stadia, Swimming Pool  
Complex & Indoor Multipurpose Hall for Sporting & Non Sporting events**

1. No temporary structure would be created in the stadia premises, including grounds/field of play (court) without prior permission and approval of the Stadia Administrator. No digging is allowed.
2. Only removable markings /tapes on the grounds/field of play (court) are permissible with the approval of the concerned Administrator.
3. The organizers will be responsible for any accident or mishap including loss of life during the course of booking by the Organizer. PE & Sports Dept. CSJMU, Kanpur will not be responsible for any such accident.
4. During booking period, cleaning and scavenging of areas booked/being utilized, will be the responsibility of the organizer and the same will be handed over to PE & Sports Dept. CSJMU, Kanpur in a neat and clean state after the program (if the cleaning is not included in the tariff). The organizers will ensure that the venue shall be maintained clean during and after the event. In case it is not found clean within 24hrs.
5. After the completion of the event, PE & Sports Dept. CSJMU, Kanpur will get the complex cleaned by the cleaning agency deployed by PE & Sports Dept. CSJMU, Kanpur and the expenditure incurred will be recovered from the Security Deposit of the organizers.
6. No eatable can be served in the main arena (FOP & the seating area). Only pre-cooked / packaged food/snacks can be served in the catering point inside the built-up area of the stadium. Use of open/gas cooking may be allowed only in non-built-up and non-green areas which will be specially identified for the purpose by Stadia Administrator. It will be the responsibility of the organizer to ensure that any eatables brought inside the stadium complex are free from risks which affect the Health, Safety, Security, etc.,
7. No pets are permitted inside the Complex.
8. Smoking and drinking are strictly prohibited within the stadium premises, and it will be the responsibility of organizer to ensure compliance. Failure on part of event organizer to enforce this rule will attract a minimum penalty of Rs.1,000/- which would be deducted from the Security Deposit.
9. The organizer of any event must comply with the municipal and other by-laws, rules & regulations. No event will be allowed to take place without NOCs/licenses from (i) Kanpur Police (ii) Traffic Police (iii) Fire Service (iv) Excise Department, or any other department as required by law.
10. The organizer of the event shall get the stadium insured for the period of the booking. The insurance should cover complete stadium premises and the public. The value of such insurance cover will be informed by the Stadia Administrator.
11. It will be responsibility of the Organizer to arrange for crowd control, ushering and fire control during the event.
12. Medical facility for any contingency must be ensured by the organizer. This should include Medical Kit, First Aid-Box, qualified personnel and ambulance. These arrangements should be in place during the period of booking.
13. No vehicles will be allowed beyond parking areas.
14. No material, fittings, posters, etc. will be pasted or nailed on the stadium walls. The walls are covered with sound-proofing material which is fragile.
15. No material, including nails, which can cause damage to the walls / FOP / floor, will be used inside the arena/stadium.
16. It will be the responsibility of the organizer to ensure that all items brought inside the stadium premises are free from any type of Health, Safety, Security, Fire and other hazards.

17. No fireworks or explosives are permitted in the complex.
18. PE & Sports Dept. CSJMU, Kanpur will not be responsible for any losses due to disturbance/failure/breakdown of electricity, air-conditioning, other installation, water supply, fire, seepage of water through the roof or natural calamities like storm, flooding etc.
19. The organizer will submit a plan containing all the details of the additional structures like stage/seating arrangement etc. before the preparation of the event/programme.
20. During the event, proper signage should be displayed in and around the stadium premises to guide the public and avoid confusion. The same will be fixed and shown one day before the event to the Administrator or his representatives.
21. The banners or other display material must be removed by the organizer immediately after completion of event/programme or within the period of booking failing which, deductions will be made from the security deposit for removal of the banners by special labor employed for the purpose.
22. Any additional electricity point to be provided with the approval of the Administrator at no cost to SAI. All points from which electricity is Electricity charges will be charged as per actual consumption + service tax as applicable (to be calculated based on existing tariff).
23. Booking Cancellation Charges:

1.	90 days before the date of event.	Nil
2.	89 <sup>th</sup> day to 45 <sup>th</sup> day prior to the date of event,	25% of the total booking amount
3.	44 <sup>th</sup> day to 15 <sup>th</sup> day prior to the date of event,	50% of the total booking amount
4.	14 <sup>th</sup> day to the 7 <sup>th</sup> day prior to the date of event	100% of the total booking amount
5.	6 <sup>th</sup> day to the of the event.	100% of the total booking amount
6.	Under extra ordinary circumstances, the cancellation of booking will be examined on case to case basis by the competent authority for partial or full waiver of cancellation charges. All such cases shall have the approval of Governing Body of SAI.	
7.	Processing fee will be fortified in all cases of cancellation of sports & non – sports events.	

23. PE & Sports Dept. CSJMU, Kanpur will be given complimentary passes /tickets equivalent to 5% seats of each category.
24. Estimates for any loss/damage to PE & Sports Dept. CSJMU, Kanpur infrastructure/fittings/ installations during the booking period will be prepared by the CPWD/ Maintenance agency, and the same would be recovered from the organizer.
25. PE & Sports Dept. CSJMU, Kanpur shall allot to organizers parking space inside the stadium for limited vehicles only during booking period.
26. Banner / Poster and publicity of the programme are not permitted till the confirmation of booking.
27. Sale of tickets of any of the programme will start only after confirmation of booking of the stadium and required permission from Police and other organizations.
28. PE & Sports Dept. CSJMU, Kanpur will provide security as per its normal security deployment. However, for any additional requirement in the light of magnitude of the programme to be held at the area booked, the organizers may request PE & Sports Dept. CSJMU, Kanpur for the deployment of extra security guards which will be arranged by PE & Sports Dept. CSJMU, Kanpur through the agency providing security in the campus and the payment for such additional security would be made by organizers as per prevailing norms.
29. PE & Sports Dept. CSJMU, Kanpur will provide free water supply including drinking water, other than bottled water as normally available in the stadium.

30. An inventory should be prepared of the items brought inside the premises by the organizer and be got verified by the Security Supervisor of the Security Agency deployed. The gate pass for taking the items out of the premises should be issued by the Administrator or his representative after the same is again verified by the Security Supervisor.
31. The Administrator may implement any other terms/conditions and guidelines in public interest during booking period, the same will be binding on the organizer.
32. The Organizer is required to take any compulsory licensing for the copy right works by the organizers during the events failing which; the consequences will be responsibility of the organizers.
33. In case any dispute arises, the same will be settled by the Arbitrator, appointed by Secretary Sports, PE & Sports Dept. CSJMU, Kanpur.
34. The Courts of Kanpur Nagar will have the exclusive jurisdiction to try the legal disputes, if any.
35. The organizer should ensure that the safety and integrity of the Field of Play area during the booking period.
36. PE & Sports Dept. CSJMU, Kanpur reserves the right to refuse/cancel the booking without assigning any reason.
37. The charges are subject to revision from time to time. It will be binding on the organizer to pay the revised tariff from the day it is made applicable.

#### **ADMINISTRATOR**

#### **UNDERTAKING**

I/We have read and understood the terms and conditions mentioned above at **Sl. No. 1 to 38**, after having accepting these terms and conditions, I/we am/are depositing the booking charges.

To be signed by the Organizer

**ORGANIZER**

Name of the signing authority\_\_\_\_\_

On behalf of\_\_\_\_\_



# Chhatrapati Shahu Ji Maharaj University, Kanpur

## APPLICATION FORM SEEKING BOOKING OF FACILITIES IN THE DEPARTMENT OF PHYSICAL EDUCATION & SPORTS

### PART – I

(To be filled in by the applicant)

1.	Name of the applicant (individual/organization) (in CAPITAL letters)	
2.	Particulars of the facility sought (Auditorium, grounds etc.)	
3.	Date(s) and time of required facility.	Date Time From.....AM/PM To.....AM/PM
4.	Purpose of required facility.	
5.	Nature of proposed event/program. (Political and religious programs are not allowed)	Commercial / Non-commercial / Personal
6.	Details of tickets/entry fee levied for event/program	
7.	Number of persons expected to be in the campus during use of required facility.	
8.	Any other information.	

### DECLARATION

#### **I/we hereby declare that:**

- The information furnished above is true and correct to the best of our/my knowledge and nothing is concealed therefrom.
- This application is made bona fide, only for the purposes mentioned in this application.
- I am aware that the amount once deposited on account of this reservation is non-refundable.
- We will abide by the rules of the Institute governing such reservations.
- The parking of vehicles will be ensured at the designated place only.
- We undertake to use the reserved facility / accommodation in a proper and dignified manner and there shall not be any prohibited activity in any manner whatsoever and upon finding the same, the Institute is free to take any appropriate action against the applicant.
- (Applicable for Multipurpose Hall only) - We are aware that there is security deposit of Rs. 5,000/- for the Multipurpose Hall reservation, which is refundable on satisfaction of the Institute that (a) no violation of conditions is done, (b) no eatables were used inside the Multipurpose Hall, and (c) there is no damage/loss to the property of the Institute.

Date: \_\_

Place: \_\_\_\_\_

### PART – II

#### FOR OFFICE USE ONLY

Approved on payment / not approved.

Secretary (Sports-Council)

Registrar

Vice Chancellor