

# School Games Federation of India

## Chapter- XVI

### AGREEMENT, SUBMISSION DOCUMENTS & ONLINE ENTRY FORM INSTRUCTION

(A) The Affiliated unit of the team which will be participating in the National School Games shall undergo an agreement with S.G.F.I. which shall be done by the competent authority during filling the official entry form's sign in page. The agreement will be as follows:

#### Affiliated Unit's Agreement

I hereby agree to the following terms & conditions governing the online official entry form process of participation in 63rd national school games 2017-18 auspices in S.G.F.I.

1. I have gone through and understood the contents of information brochure and eligibility criteria prescribed there in. I shall abide by rules & regulation and online official entry form process of participation in 62nd National School Games 2017-18 as specified in the information brochure, rules & regulation of organization of National School Games which was approved in General Council meeting held on 03<sup>rd</sup> June 2016 at Rajnangaon, C.G..
2. I certify that the eligibility of players who's official entry form is being filled has been fulfilled according to the rules of championship and also certify that these players are students of class 6th Class & above.
3. I declare that each one of our team's players are born on or after date 01.01.1999 / 01.01.2001 / 01.01.2004 and hence they are eligible to participate in their respective age group.
4. I know that during verification of documents at the time of reporting, if any discrepancy is detected in original document including name, father's name, date of birth, class, admission number, school name, eligibility and gender, then my unit's team / players Participation will be liable to be cancelled.
5. I declare that I am aware that in the process of filling online entry form after me completing the entry once I click on **confirm & print button** then I cannot make any correction at my end and this would be considered as final entry and accordingly S.G.F.I. will make the participation of such players and on the base of this the Identity Card, Participation Certificate, Merit Certificate will be issued by S.G.F.I.
6. I know that the personal information provided by me is genuine & authentic.
7. I am aware that for the participation in National School Championship in which our team is participating we have to fulfill all the required eligibility criteria for age & class in which the candidate is a regular student.
8. I declare that I will not disclose or share the password & code with anybody. I understand that I am solely responsible for safeguarding my password & code and S.G.F.I. is not responsible for any misuse of my password & code.
9. I declare that, I shall be responsible for the safety & comfort of players of my team during their travel from their home to the venue of tournament and back to their home. The travel ticket expenses and the expenses during travel will be borne by our unit. The food expense shall be completely borne by our unit during the tournaments including travel period. Our unit shall bear the expenses of kit, dress, etc provided to the players.

Our unit shall provide medical facilities to our team's players. Our unit will also provide medical & accidental insurance to our team's each and every player & member.

10. I declare that I am very well aware of the fact that if any player is absent in tournament after filling the online official entry form then it has to be intimated to organizer in writing in control room. If I fail to do so then I shall be liable for legal action under fraud case.
11. I hereby declare that I shall submit the following documents along with the printout of the official entry form which will be obtained after clicking on the confirm & print button. The print out of official entry form shall be signed by the competent authority, coach & manager and with three copies of the same the following documents shall be submitted by chief-de-mission in the control room situated at venue of tournament mandatorily before one day prior to National School Games:
  1. **Covering letter with authority letter (which is obtained after clicking confirm & click button along with official entry form):** Signed by the competent authority whose specimen signature was sent to S.G.F.I. office by the competent authority at the time of annual recognition. - **(One)**
  2. **Eligibility certificate:** Separate eligibility certificates of each & every player of the team issued by the school in which the player is studying and should have the signature of Principle / Head Master of school and further countersigned by the competent authority of the unit. - **(TriPLICATE)**
  3. **Birth certificate:** Separate Birth certificates of each & every player of the team attested by Gazetted officer. Only the certificate issued by the Statistic Department of state/UT Govt. /Central Govt. or Municipal Corporation shall be acceptable. - **(TriPLICATE)**
  4. **Previous year final exam mark sheet:** Separate Mark sheet of each & every player of the team, attested by the Gazetted officer. - **(TriPLICATE)**
  5. **Registration + certificate + ID card fees:** @ Rs. 130/- per player.

## **B) SUBMISSION DOCUMENTS**

- (1) General Manager/Chief-De-Mission of all States/Units must bring & produce the AUTHORITY LETTER from their competent authority for attestation power/signature on Eligibility Certificates/Entry forms to the organizers/S.G.F.I. person in Control room of National School Championship.
- (2) The State Flag of 6ft.x 4ft.size. **02**
- (3) Duly filled Eligibility Certificate in Format (1). **TriPLICATE**
- (4) Complete list of participants & officials. **Original**
- (5) Print out of online official entry form signed by competent authority of participant unit, coach & manager. **In TriPLICATE**
- (6) Certificate by Competent Authority regarding Participating players fulfill the eligibility rules of Championship & are students studying in **8<sup>th</sup>/10<sup>th</sup>/12<sup>th</sup> or below.**
- (7) Attested copy of mark-sheet of the last year final examination of the players.
- (8) Attested copy of birth certificated issued by stational Dept. of State Govt./Govt. of India / municipal corp. or attested copy of passport.

## **(C) VERY IMPORTANT INSTRUCTIONS FOR FILLING ONLINE OFFICIAL ENTRY FORM:**

1. A Login ID & as per the National School Games calendar 2011-12 time to time a Password & Event Code will be provided to the official email ID of affiliated unit's competent authority. The competent authority shall process and maintain the confidentiality of the secret code under his own supervision.
2. By using the secret code the competent authority will be able to login into the official website of S.G.F.I. and open the Official Entry Form. After opening the official entry form page, the competent authority shall enter the details of his team and upload the photographs of the players online. After confirmation by the website, a

printout shall be taken and countersigned by the competent authority, coach, manager and same shall be sent to organizer with the participating team.

On the base of said online entry and data available prior to the tournament, S.G.F.I. will provide Identity Cards to the players at the venue of tournament and also announce the match fixtures. The organizer will also be able to arrange facilities like lodging, boarding & transport etc. related to the tournament on time.

3. After the completion of tournament on the base of online data available the participation & merit certificates shall be issued. All the records of tournament and details of merit certificates, participation, etc will also be uploaded on the official website of S.G.F.I. By said online process of S.G.F.I., it will help in maintaining transparency, the RTI act related issues will be resolved immediately, manpower & time will be saved and the provisions of NSCI 2011 of GOI, MYAS will also be implemented.

**Instruction to competent authority for online process:**

- 1) That only the Competent Authority of affiliated units of S.G.F.I. is eligible to fill the online official entry form.
- 2) That it is expected to fill the complete official entry form at one sitting. Even though maximum of 2 or 3 sitting facility is provided to the user to fill the complete official entry form (only in case the entries are saved at every sitting) before taking the final print.
- 3) That once the entries are 'confirmed' by the users, further the competent authority will not be able to make any changes online on his level in the official entry form. Hence before proceeding the competent authority is suggested to thoroughly examine the documents and only after getting assured shall enter the information in the official entry form and click '**Confirmed & Print**'.

**Kindly ensure the following information are readily available before proceeding further:**

1. The permanent '**Login ID**' issued by S.G.F.I. office to your affiliated unit.
2. The '**password**' which is provided by S.G.F.I. to fill the official entry form for the tournament / championship in which your state/UT/unit team is participating.
3. The '**Event Code**' which is provided by S.G.F.I. for the tournament / championship in which your state/UT/unit team is participating.
4. Information of players readily available with you, like Name, Father's Name, Date of Birth, Class, School Name and Scholar no. / admission no., event, discipline & age group in which participating, weight category (if applicable).

**Kindly ensure the following documents are readily available before proceeding further:**

- Eligibility Certificate: issued by the school in which the player is studying and should have the signature of Principle / Head Master of school and further countersigned by the competent authority of the unit.
- Birth Certificate: the photocopy of birth certificate shall be attested by Gazetted officer. Only the certificate issued by the Statistic Department of state/UT Govt. /Central Govt. or Municipal Corporation shall be acceptable.
- Mark Sheet of Previous year Examination: the copy of previous year final exam mark sheet shall be attested by the Gazetted officer.

- Photograph & Signature of Player: passport size photographs collected from the players should have the player's name & date on which the photograph was taken, printed on the photograph. The printed photo with name & date along with Signature of the players should be scanned together as per specimen shown below and kept ready before filling the official entry form. These photographs along with signature of players as one image should be uploaded while filling the official entry form online with the player's details at proper place.

The specimen of photograph & signature for your help:

For Example:

Stick passport size photo here (Name & current date printed on the photo)
Signature



[C] It is advised to fill the official entry form very carefully since once the form is 'CONFIRMED & PRINTED' by user, no changes can be made to filled form. On the basis the information filled in the official entry form, the ID of players, merit certificate and participation certificate shall be issued.

[D] After completing the form & confirmation, take the print-out of official entry form. The Competent authority of participating state/UT/units, manager & coach shall sign in appropriate box given in the form. The signed official entry form shall be submitted in the control room at the venue of National School Games with along following documents :

- 1) **Covering letter:** Signed by the competent authority whose specimen signature was sent to S.G.F.I. office by the competent authority at the time of annual recognition.
- 2) **Eligibility certificate:** Separate eligibility certificates of each & every player of the team issued by the school in which the player is studying and should have the signature of Principle / Head Master of school and further countersigned by the competent authority of the unit.
- 3) **Birth certificate:** Separate Birth certificates of each & every player of the team attested by Gazetted officer. Only the certificate issued by the Statistic Department of state/UT Govt. /Central Govt. or Municipal Corporation shall be acceptable.
- 4) **Previous year final exam mark sheet:** Separate Mark sheet of each & every player of the team, attested by the Gazetted officer.
- 5) **Registration + certificate + ID card fees:** @ Rs. 130/- per player.

**Format**

State/UT/Unit.....

**NATIONAL SCHOOL GAMES 20.... To 20.....**

Under the aegis of School Games Federation of India

Latest Photo name

With date duly  
Attested by the principal  
Head Master with Stamp

**Certificate of Eligibility**

**Age Group under .....Boys /Girls**

01	Name of the Participants (In Block Letters)																	
02	Father's Name (In Block Letters)																	
03	Name of the Institution (In Block Letters)																	
04	Institutional Full Address (In Block Letters)																	
05	Institution Phone No. with Code No.																	
06	Last Year Registration No. SGFI																	
07	Date of Birth (i) In Fig.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																
	(ii) In Words																	
08	Discipline																	
09	Pass Port No. (if available)																	
10	Age in Completed years as on 31 <sup>st</sup> December	<table border="0"> <tr> <td align="center" colspan="4">Year</td> <td align="center" colspan="2">Month</td> <td align="center" colspan="2">Days</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> <td><input type="text"/></td><td><input type="text"/></td> <td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	Year				Month		Days		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year				Month		Days												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											
11	Home Address in Full & Phone / Mob. No. (In Block Letters)																	
12	Admission No. & Year																	
13	Date of Joining the School																	
14	Standard & Section Studying this year																	
15	Standard Studying last year																	
16	Personal Identification Marks :	1.																
		2.																
17	Signature of the Participants																	

- Certificate: 1. Certified that the above participant is a bonafide student of this Institution for the academic year.  
 2. Certified that I have personally verified the admission records maintained in the School and found correct.  
 3. Certificate that it is understood in the event of information furnished above found to be partly or wholly untrue, the above students is liable to be disqualified for a period of two years in case the students is a member of the team, then the participant is liable to be disqualified as a whole.

**Signature of Competent Authority  
of State/UT/Unit with Seal**

**Signature with Seal  
Manager / Coach  
Post / Desn.....**

**Signature with Seal of the  
Head of Institution/Principal  
Head Master**

For Office Use Only	Name of Invigilator .....	Sign. of Invigilator.....
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Sample use only  
**School Games Federation Of India**

**CHESS Boys (U19)**

To be filled in separately for Boys/Girls

State: GOA

**60TH NATIONAL SCHOOL GAMES, 2014-15**

10-Sep-14 to 15-Sep-14, MARGAO (GOA)

Organized by: DIRECTOR OF SPORTS & YOUTH AFFAIRS

Under the aegis of School Games Federation of India

**OFFICIAL ENTRY FORM**

Sl. No	Event	Name	Father's Name	Date of Birth	Class	Name of school and scholar no	Photograph
1	CHESS	ADEREAN ALMEIDA	PHILIP ALMEIDA	Feb 12 1996	11	DEEP VIHAR HIGH SCHOOL, 3090	
2	CHESS	PRASHANT DOLAS	M	Jan 3 1992	12	NEW HIGH SCHOOL, 900	
3	CHESS	MILIND JOSEPH	JOHN JOSEPH	Mar 13 1993	12	NEW HIGH SCHOOL, 5677	
4	CHESS	SURESH	NARESH	Jan 5 1994	12	ACB, 00	
5	CHESS	AVINASH KOCHREKAR	RAMESH KAISARY	Sep 1 1995	12	DEEP VIHAR HIGH SCHOOL, 3154	

Name of coach: SURENDER

Name of manager: ARUN M PATIL