



## VETERANS INDIA SPORTS WING (VISW) STANDARD OPERATING PROCEDURE (SOP)

Effective from: 15 July 2025

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### 1. INTRODUCTION

In alignment with the national vision of 'Rashtra Bhakti Khel Se Shakti' and under the guiding principles of Veterans India, this SOP lays down the structured, accountable, and patriotic guidelines for organizing sports events, championships, and training activities under the Veterans India Sports Wing (VISW). All state, district, and block-level units are expected to strictly adhere to these procedures to ensure transparency, excellence, and commitment to the cause.

### 2. ELIGIBILITY TO ORGANIZE EVENTS

- Only certified VISW State Chapters with appointed management bodies, valid ID cards, and operational bank accounts are eligible.
- A minimum of 10 out of 22 Sports Technical Joint Secretaries must be appointed to conduct sports events.
- Chapters must complete 50% of their district appointments within 6 months of formation.
- All appointments must be officially documented and approved by the National Secretary General.

### 3. EVENT PERMISSION FEES & SECURITY DEPOSIT:

All organizing units must make a request on online web portal at [https://www.veteransindiasports.com/event\\_form.html](https://www.veteransindiasports.com/event_form.html) by filling the details and submitting the following non-refundable event permission fees and refundable security deposits. After paying the receipt will be auto generated and send to you. Wait for approval mail and guidelines.

Level	Permission Fee (INR)	Security Deposit (INR)
Block Level	₹1,000	₹2,500
District Level	₹3,000	₹3,500
State Level	₹5,000	₹10,000
National Level	₹10,000	₹35,000

**4. POST EVENT REPORTS:** The security deposits will be refunded only after securitizing the following reports of the event. Which should be deposited **within 15 Days of the** event? Or else a show cause notice will be issued and followed by legal action within the jurisdiction of Court of New Delhi. All reports in XLS format

- a) Participants Details which is submitted in the entry form provided in the [www.veteransindiasports.com](http://www.veteransindiasports.com) site.
- b) Details of Official & Stadium details
- c) Entry Fee Collected & Sponsorship Details
- d) Certificates to download by the organizer online from VISW site only. So Details of Merit and participation database to match the online record.
- e) Non-profit Expense Report Audited by a qualified CA
- f) Organizing Committee (OC) will make arrangements of Photo, Video coverage & Press reporting if any should be done with precision and a copy should be sent to VISW Delhi office for record.

#### **5. GUIDELINES FOR EVENT:**

- (a) **NATIONAL** Any State can fill the online Event form for National event for any sports but the permission will be granted only after scrutinizing the proposal and the venue and other guidelines in VISW constitution. The decision of VISW core committee will be final. If the review is not satisfied than the event payment and security deposit will be refunded. If granted the event will be conducted with accordance with guidelines with National Secretary Generals guidance.
- (b) **STATE/ DISTRICT/ BLOCK EVENTS:** After the online entry scrutinizing will be done by District Secretary/ State Secretary/ National Secretary in charge state/ National Secretary General/ National President

#### **6. PLAYER ID CARD POLICY:**

Every Player must have Player Id card by registering himself at [https://www.veteransindiasports.com/veterans\\_india\\_sports.html](https://www.veteransindiasports.com/veterans_india_sports.html) by paying a Rs100/-. The player Card is valid for 1 years but ID No is valid for Life time. Every year same ID has to be renewed with Rs 100/-. A player can generate multiple ID with for playing different Sports and event. A valid ID Card is mandatory for participation in any level of VISW events. ID Cards are issued digitally through the official Veterans India Sports App or Website. Organizing committees must ensure ID verification prior to event participation.

#### **7. IMPORTANT GUIDELINES:**

- a) A quarterly General Body Meeting for state body with National body should be done by state president and secretary for better functioning of VISW state chapter
- b) Entry fee to be fixed by State Body as per the Discretion National/ State Secretary.

- c) The design T-Shirt, Blazer, medal and banner template will be provided by Veterans India Sports wing on VISW sports website download Section.
- d) Presently ViSW is having recognized by AICTE, NYK, FIT INDIA, MSME NITI Ayog.
- e) Veterans India has MOU with AICTE to promote Nationalism and Patriotism among the youth. So VISW state chapters can take this MOU to implement in ground by promoting all sports activities in their respective state AICTE approved Institutions premises. For more info please refer AICTE MOU attached on online portal
- f) As and when demand rises by organizing committee, VISW will also provide assistance in event permission, VVIP allotment, guest, sponsorships, AICTE correspondence, Recognition & affiliation and scholarship etc. for right talent. The expenses of National representative (as deputed by National President) including travel, lodging and messing will be borne by the organizing committee.
- g) Organizing committee will be responsible for all issues during conduct of events, ie. Security arrangements, administrative arrangements and any indiscipline act of staff and participants.
- h) The issue of sponsorship will be discussed before the event by Vice President. Secy. General and National President to work out on modalities and expectations of sponsors. The certificate of 80G will be provided by head office VI if needed.
- i) The State Secretaries those not issued with Chapter Certificate from Veterans India may approach VI office for the same. The Certificate of recognition as Chapter of VISW state Chapter may be displayed in offices and on the website.

## **7. LEGAL AND COMPLIANCE CLAUSES**

- Organizers must comply with all local laws, safety norms, and administrative approvals.
- The organizing committee is accountable for maintaining discipline, safety, and coordination during events.
- Misuse of funds, ID cards, or unauthorized events will attract legal action under IPC Sections 406, 420, 468 & 471.
- Security deposit refunds are conditional on full compliance and submission of event audit reports and documentation.
- All disputes will be subject to the jurisdiction of courts in Delhi only.

## **6. CONTACT & SUPPORT**

For any support, clarification, or partnership queries, you may contact:

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