

SPORTS CLUB HANDBOOK

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1. INTRODUCTION

In view of student welfare activity (SWA) Sports Club has been constituted on 17.03.2016. This club is responsible for conduction of Sports events in formal / non-formal academic programs at CDAC Noida and they will function under GC (Academics). The Sports Club will consist of Faculty and Students representatives which are nominated / elected yearly.

The club is organized and administered by student's representatives. The faculty representative will provide the organizational leadership for the club's activities. Although the clubs are encouraged to be self-supporting, the CDAC Management provides limited financial support, facility usage as well as guidance. The GC (Academics) assists the clubs in fulfilling their goals and objectives.

This Sport Club Handbook is designed to assist the clubs in their organization, management, execution, and administration.

2. SPORT CLUB OBJECTIVES

2.1 To provide students, faculty and employees the opportunity for instruction and participation in a wide variety of sports of which one may develop sound, lifelong leisure values.

2.1 To develop leadership skills by providing opportunities for students & employees to organize, administer, and manage through individual clubs.

2.2 To provide an avenue for camaraderie and to develop a sense of belonging among individuals in the shared pursuit of sport.

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2.3 To provide an outlet for advanced participation and competition in a particular sport.

2.4 To secure funds, facilities and equipment necessary to learn and practice skills of a particular sport.

3. ORGANIZATIONAL CHART

Director / Executive Director CDAC Noida
 GC (Academics)
 Faculty Representatives
 Student Representatives

4. ROLES AND RESPONSIBILITIES

4.1 Faculty representatives

The Faculty representatives must be a full-time faculty. The purpose of the Faculty representatives is to be available during the development of plans and programs for the club, to provide expertise and mature judgment, and to help ensure that the activities and undertakings of the club are sound and reflect favorably on the CDAC Noida. The Faculty representatives are considered the first step of counsel for all measures of the club and for all fund expenditures. The faculty representatives expected to perform following responsibilities:

4.1.1 Promote the Club Sports program to the students & employees community.

4.1.2 Be available for administrative support and guidance in the operation of the club.

4.1.3 Process facility, financial, and transportation requests.

4.1.4 Process and track paperwork of the club activity.

4.1.5 Regular tracking of equipment inventory with the assistance of administration department.

4.2 Student representatives

The Sports Club Student representatives will serve as the primary Club Sports contact person for the students and act as a liaison between the club and the students. In this role he / she will:

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4.2.1 Assist club with administrative functions and ensure club compliance with Club Sports policies and procedures, including collection of all paperwork.

4.2.2 Serve as the on-call student coordinator for assigned sports meet

4.2.3 Monitor and maintain accurate information on all club activities, schedules, facility needs etc.

5. NOMINATION / ELECTION PROCESS

5.1 Faculty representatives: 2 (two) Faculty representatives will be nominated (preferably one male and one female) by the GC (Academics) in consultation with Head of Schools and Director / Executive Director.

In the case faculty representative is leaving or wants to leave or not available for a very long period (preferably 3 months or more) the same abovementioned process will be executed for nomination of new faculty representative.

5.2. Student representatives: 1 (One) student representative will be elected from every formal program on electoral basis from the present class by the Faculty representatives. There will be at least 1 (one) and maximum 2 (two) students from each formal course can be elected.

In the case student representative is leaving or wants to leave or not available for a very long period (preferably 3 months or more) the same abovementioned process will be executed for election of new student representative.

6. BUDGET REQUESTS

Sports club will be eligible for limited financial support from CDAC-Noida funds. A budget request must be raised by the faculty representative and it must be requested for approval to the School Heads, GC (Academics), GC (Finance) and Director / Executive Director. On approval, CDAC finance department can allocate financial support.

7. EQUIPMENT

7.1 Purchasing/Sales

7.1.1 Equipment purchases shall be limited to that which is retained by the club and used only during club activities. It should not include personal items, which are used exclusively by one individual. All equipment shall remain property of the CDAC Noida.

7.1.2 Equipment purchases should be considered in relation to the club's current inventory and its necessary maintenance and/or replacement.

7.1.3 All equipment purchases and the disposal of surplus equipment shall be made by standard purchasing procedures adopted by CDAC Noida. Equipment or resources purchased with approved funds may not be in turn sold to club students /employees.

7.1.4 Club equipment is to be used exclusively for the benefit of the Club and must not be removed for the personal benefit of any student / employee. Equipment no longer needed may be sold / dispose with the permission of the Director / Executive Director.

7.1.5 Used equipment may be purchased by the Club from an individual with approval of Director / Executive Director.

7.2 Inventory/Maintenance

7.2.1. All club equipment must be inventoried and a list must be kept with incumbent faculty representative.

8.2.2 Faculty representatives must review the inventory on periodic basis.

7.3 Storage

8.3.1 All equipment must be stored in its proper space provided in the CDAC Noida hostel premises. The key has been provided to on duty hostel attendant for issue /return of equipments.

8.3.2 Uniforms that are required for play and are retained by the club. These uniforms are also considered as the Sports property of CDAC Noida and to be returned after use.

8. RESOURCES

8.1 Sports club have access to many sporting resources and benefits for use in Recreational Sports activities that are related to practice and competition. These resources and benefits are a privilege and not guaranteed due to budgetary constraints, club standing, availability and other factors.

8.2 The sporting resources are available at academic block hostel for the students and employees of CDAC Noida. The rules pertaining to issuing these resources are as below (numbered 8.2.1 to 8.2.7).

8.2.1 Students / employees must produce their I-card (issued by CDAC Noida) before the on-duty hostel attendant at the time of issue of sports item(s).

8.2.2 The item(s) are issued for a period of 1 (ONE) day only; after that it should be returned / re-issued. The penalty for unreturned/unissued will be decided accordingly by CDAC Noida management.

8.2.3 The issue register will be available with the attendant on duty at CDAC Noida hostel. The on-duty hostel attendant must be contacted for issue/return/re-issue of the items.

8.2.4 The item(s) can be issued/returned/re-issued between 5 AM to 7 PM in all days.

8.2.5 The items must be returned in good condition; any damage to the item(s) will attract the penalty in cash or kind which will be decided by the 5 (five) member committee which consists representatives from Administration, Human Resource and MMG department. GC (Academics) will be head and 1 (one) faculty representative will be the convener of this committee. ***Hence it is advised that item(s) must be checked properly before getting it issued and to be returned in proper condition.***

8.2.6 Sports items can be used for the sporting purpose only. Any misuse of sports items will be deemed as “act of indiscipline” and further disciplinary actions will be taken accordingly.

8.2.7 Sports items must be used within the CDAC Noida campus only.

9 HEALTH AND SAFETY

Participation in the Club Sports program is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. All individuals are requested to take utmost care about their health and safety during sporting.

10 EMERGENCY PROCEDURES

When someone is injured or becomes ill, begin first aid immediately. If assistance is needed, report to the CDAC Noida health care centre, administrative officer and / or call on following numbers:

Emergency Contact Details

Department	Phone (Landline & Mobile)	Address
POLICE	100 (General) 0120-2350100 (Control Room) 9454403394 0120-2580412 (Sector 58)	Police Station Sector-58, Noida
	9899477031	Choki Incharge C- Block, Sector 62, Noida
Fire Department	101 9818233328	Sector- 58, Noida
	0120-2521111	Harola, Sector 5, Noida
Electricity Department	9560500346	UPPCL, Sector-62, Noida
Empanelled Hospital	0120-2444444 0120-2445566 9871662662 9990444444	Kailash Hospital, Sector-27, Noida
Nearby Hospitals	0120-2400444 0120-2400222	Fortis, B-22, Sector-62, Noida
	0120-4366666 0120-2533491 9810516446	Metro Hospital X-1, Sector-11, Noida
Ambulance Service from Kailash Hospital	0120-2411127 9711918115 9711918116	Contact Person : Mr. Aatish (Day) and Mr. Santosh (Night)
In any emergency contact to Kailash Hospital : Mr. K.P. Soni – Mobile : 9711918457		

11 FIRST AID PROCEDURES

BLEEDING

- Put on protective equipment i.e. gloves, and goggles.
- Apply direct pressure with a clean towel.
- Elevate the affected area.
- If the dressing becomes blood soaked, do not remove the pad, but add an additional layer.
- If bleeding is severe or the wound is deep, call on medical emergency numbers
- Clean up. (See Blood Borne Pathogens section)

CHOKING

- Ask, "Are you choking?"
- If victim cannot breathe, cough, or speak they are choking.
- Before giving care, ask permission and identify yourself.
- Call medical emergency numbers
- Perform the Heimlich maneuver:
- Stand behind the victim.
- Wrap your arms around the victim's waist.
- Make a fist with one hand. Place your fist (thumb side) against the victim's stomach in the midline just above the navel and well below the rib margin.
- Grasp your fist with your other hand.
- Press into stomach with a quick upward thrust.

DIABETIC EMERGENCY

- Call medical emergency numbers
- Put on protective equipment i.e. gloves, and goggles.
- Monitor the airway, breathing and circulation.
- If conscious, give the victim some form of sugar.

SEIZURE

- Call medical emergency numbers
- Prevent victim from hurting him/herself by pushing away nearby objects.
- Do not restrain movements or force any object between the victim's teeth.
- After convulsions are over, loosen clothing.
- Keep him/her lying down or comfortable position.
- Monitor the airway, breathing and circulation.
- Allow the victim to rest, do not give the victim anything to eat or drink.

HEAD AND NECK INJURY

- Call medical emergency numbers
- Put on protective equipment i.e. gloves, and goggles.
- Minimize movement of the head, neck, and back.
- Place hands on both sides of the victim's head and support the head as you find it.

SHOCK

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- Call **medical emergency numbers**
- Have victim lie down and elevate legs.
- Maintain normal body temperature: if cold, cover; if hot, remove or loosen clothing.
- Do not **give anything to eat or drink!**
- Symptoms:
 - Restlessness and irritability
 - Altered consciousness
 - Pale or ashen, cool, moist skin
 - Rapid Breathing
 - Rapid Pulse

SPRAINS

- If the victim's ankle or knee is affected, do not allow them to walk.
- Elevate **affected area**.
- Apply ice or a cold compress. Protect the victim's skin from direct contact with the ice.
- Contact CDAC administration for transportation if the victim requests assistance.

12 AUDITING

Auditing of the sports club activities will be carried out once in the year by quality assurance cell of CDAC Noida.

13 DISSOLUTION OF CLUB

The club can be dissolve partially or permanently by the Director / Executive Director of CDAC Noida or any competent authority designated by him / her. The Director / Executive Director will also reserve all rights in association of restructuring the club in consultation of GC (Academics) and School heads.

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