



FAQ's For Athletes

Ministry of Youth Affairs & Sports Government of India

1. The Application Process

A. What is TOP Scheme ?

TOP stands for Target Olympic Podium. It is a scheme under National Sports Development Fund of Department of Sports under Ministry of Youth Affairs and Sports. Under the scheme, the department of Sports shall identify athletes who are potential medal winners in 2016 / 2020 Olympics. Financial assistance is available for such athletes from National Sports Development Fund for training and competition for preparation for Olympics 2016 / 2020. Benchmarks for progress in performance will be set for each athlete till Olympics 2016. Continuation of assistance under the TOP scheme is subject to meeting the said benchmarks by the athlete within stipulated timelines.

B. How does one apply for financial assistance under TOP Scheme?

Each of athletes identified by department of Sports as potential medal winners in 2016 / 2020 Olympics, will be contacted by the NSDF secretariat to apply for getting financial assistance under the TOP scheme. The athlete is required to submit following documents to RO (NSDF), Cafetaria building, Pragati Vihar Hostel, Lodhi Road, CGO Complex. New Delhi – 110003 for applying for assistance under the scheme :-

Duly filled in application form as per format enclosed as Annexure – I along with supporting documents as stated therein.

The form should include details of preparation by the athlete (Training and competition) upto Olympics 2016. A copy of the form may also be sent via email to RO (NSDF) as advance information. The application of the athlete so received will be scrutinised by NSDF secretariat. NSF, Coaches, experts, SAI, etc. will be consulted and a final training and competition program will be finalised for the athlete.

Note:- In case the athlete does not have specific details of financial costs for various items, he / she can fill in the **Appendix I** (technical part) of the application form and send the same to expedite the scrutiny of the program. However, hard copy of the duly filled in application form is mandatorily required to be submitted by the athlete to the NSDF secretariat once the technical part has been approved by NSDF).

(ii) Duly signed Grant agreement form as per format enclosed as Annexure –
 III on a stamp paper of Rs. 100/- .

Presently RO (NSDF) is Mr. Vaibhav Tandon. His contact details are as follows :-

Phone :- 2436 8154 , Fax – 2436 1820

Mob. No:- 9999628378

Email :- vaibhav.tandon15@gmail.com

C. What are the areas of assistance provided under the TOP scheme?

Athletes presently get assistance through ACTC (annual calendar for training and competition) via SAI and NSF. The Financial assistance under the TOP scheme is in addition to the items covered under ACTC., i.e. the athletes will get assistance under ACTC and over and above that, they will get assistance under the TOP Scheme. (Note in case an athlete does not apply / get funding under the TOP scheme, he / she will continue to get assistance under ACTC). The assistance under NSDF will cover the following :-

- i. Customized training program under a renowned coach in India / abroad.
- ii. Participation in competitions.
- iii. Boarding lodging and travel expenses for (i) and (ii) above.
- iv. Purchase of equipment and supplements
- v. Supply of training kit (clothing, foot wear, bag, etc.) (Note Athlete may take part of the kit offered in case there are sponsorship issues involved, if any.)
- vi. Medical and Sports science evaluation and support. This would include both outdoor as well as indoor Medical treatment, personal support staff, etc.
- vii. Any other expense incurred during training and competition deemed fit by the Competent Authority in Department of Sports.

Note - Support will be available for athlete as per the training programme approved by the Competent Authority in Department of Sports in consultation with NSF / Coach/ expert, etc. and has to be within the allocated budget .

D. What happens after the submission of the training and competition plan?

The training and competition plan submitted by the athlete is evaluated by the TOP Operating committee in consultation with the respective NSF, National Coach and discipline-experts. The committee may or may not approve the complete training and competition plan. They may also seek some more inputs from the athlete before taking the final decision.

Once the training plan is approved the athlete is informed about it. S/he has to then submit the financial assistance plan for the approved training program.

E. What are the documents required to be submitted at the time of submitting the application for financial assistance?

Application duly filled in as per format enclosed as $\ensuremath{\mathsf{Annexure}}-\ensuremath{\mathsf{I}},$ including the following :-

1.		
(a)	Profile of the Institute/Coach and other resource persons	
(b)	Invoice/agreement from the Institute/Coach on the charges of	
	coaching fee and other facilities	
(c)	If the proposal involves participation in competitions, attach	
	details	
(d)	Name, details and cost of equipment	
(e)	Travel plan	
(f)	Technical program as per Appendix – I of the application form	
	(Note - In case the same has already been submitted by the	
	athlete then, the same need not be submitted again. However,	
	Financial assistance sought for the program approved against	
	Appendix – I needs to be submitted by the athlete.	
	Affidavit as enclosed with the Application form – Appendix – II	

Note – Fresh grant form NSDF will be released only when bills for grants given earlier have been submitted by the athlete to PO NSDF and the same have been settled.

F. Does an athlete need an endorsement on the training program from the respective national sports federation (NSF)?

Though not mandatory, it is highly recommended that the athlete gets prior approval and/or recommendation from the respective NSF for the desired training program for which the financial assistance is being sought. In case the same is not mentioned in the proposal then NSDF secretariat will seek the same from the NSF and national coach

G. What if I have change of plans after approvals & what is the process for getting my changed plans approved?

In case an athlete decides to change his / her program, the same needs to be intimated immediately to the concerned person for the discipline as stated in Chapter 5 herein along with details as to what part of the program is being changed and is proposed to be replaced with which program, reasons for the same and financial implications of the same. NSDF will consider the same and intimate the decision to the athlete. However, since the said process takes time and last minute changes also have financial implications, the proposed change should be intimated ASAP and at least 10 days prior to start of the program.

2. The Funding Process

A. What happens after the submission of financial assistance application?

- i. Once the Athlete submits the financial assistance proposal to TOP:
 - a. If the proposal is incomplete, details are sought from the athlete.
 - b. It is checked to ensure that it is as per the approved training plan.
 - c. Financial due diligence is completed to ensure that all rates fit under the norms and all supporting documents are in place
- ii. Once the proposal is complete it is forwarded to the competent authority for approval
- iii. Once the proposal is approved, the decision is conveyed to the athlete and sanction is issued for release of funds.

B. Is there a limit on the financial assistance provided under the TOP Scheme?

Yes. Every athlete will be given a budget upto the Olympics 2016. They can submit their proposals within the said budget. In cases where the qualification for Olympics 2016 will be decided in 2015, the athlete will be allowed to use 40% of his allocated budget prior to his qualification and remaining after his qualification, as a general principle. The athletes may prioritize their requirements accordingly while submitting their proposals.

C. What is the extent to which I can get Hotel / Travel & Food expenses covered under TOPs?

Please refer to the entitlement document enclosed as Annexure - II

D. Can I appoint my own physiotherapist or any other support & technical staff?

Yes the athlete can. However, it has to come in the overall budget allocated for the athlete and also subject to approval by the department in consultation with NSF, SAI, experts and coaches.

3. International Competition / Training

A. What are the norms on various rates for items admissible under TOPs for International programme?

Please refer to the entitlement document enclosed as **Annexure – II**. As regards fees of the foreign coach, there is no fixed ceiling but the same should be reasonable and within the overall budget for the athlete. The same is also subject to approval by the department in consultation with NSF, SAI, experts and coaches.

B. Can my parents / guardian / coach / supports staff / technical staff accompany me for foreign training and competitions?

Coach / support staff / technical staff can accompany the athlete on foreign training and competitions. Parents and guardians will normally not be allowed to accompany unless there are very compelling reasons for the same. Moreover, the expenses involving the same should be within the overall budget for the athlete. The same is also subject to approval by the department in consultation with NSF, SAI, experts and coaches.

C. Will the TOP scheme provide support staff like Physio, mental trainers, etc or do athletes have to find them on their own?

Support staff will ordinarily be engaged by an athlete as per norms from the budget allocated to him / her. In some cases, support staff may also be suggested / provided by the TOP scheme.

D. How many days in advance should I apply before my Foreign Schedule?

The athlete is required to submit his / her complete program till 2016 Olympics while applying for funding under TOP Scheme. In case exact dates / place of travel for any competition is not known, the name of competition should at least be mentioned in the application form. The details of such competitions should be intimated as soon as the athlete comes to know of it.

4. Domestic Competition / Training

A. What are the norms on various rates for items admissible under TOPs for domestic programme?

Please refer to the entitlement document enclosed as Annexure - II

In case there is a dedicated foreign coach for the athlete, there is no fixed ceiling for the foreign coach but the same should be reasonable and within the overall budget for the athlete. The same is also subject to approval by the department in consultation with NSF, SAI, experts and coaches.

B. Can my parents / guardian / coach / supports staff / technical staff accompany me for domestic training and competitions?

Coach / support staff / technical staff can accompany the athlete on domestic training and competitions. However, the same should be within the overall budget for the athlete. The same is also subject to approval by the department in consultation with NSF, SAI, experts and coaches.

Parents and guardian will normally not be allowed to accompany unless there are very compelling reasons for the same. However, the expenses involving Parents and guardians (if at all allowed) has to be borne by the athlete himself on his own.

C. How many days in advance should I apply before my Domestic Schedule?

This should be applied along with the application for TOP scheme.

5. Co-ordination

Coordinator	Name	Email ID	Tel. No,
	Member Secretary - Vivek		
	Narayan (for escalations on		
	any issue)	Directorsports1	
TOPs In-charge		@gmail.com	9868131373
	RO (NSDF) – Mr. Vaibhav		
Application Status	Tandon	nsdf.yas@gov.in	9999628378
Sailing	-do-	-do-	-do-
		masumatewari.s	
Archery	Ms. Masuma Tewari	ai@gmail.com	9810553059
		aneekbiswas.sai	
Athletics	Mr. Aneek Biswas	@gmail.com	9871056661
Boxing	-do-	-do-	-do-
Wrestling	-do-	-do-	-do-
		Karthikshenoy.sa	
Shooting	Mr. Karthik Shenoy	i@gmail.com	9999870665
Badminton	-do-	-do-	-do-
	Mr. Parmender Kumar	parmendra.1005@g	
Travel	Balmer Lawrie	mail.com	9818252513

Issues relating to medical support and kitting will also be handled by the respective sports incharges as stated above.

6. Emergencies and Rapid Action

A. Depending on the results the coach may modify the training program and there might be some additional requirements. How fast can the plans be altered as the requirements might need speedy approval?

The program can be changed at the earliest and maximum within 7 days from the receipt of compete technical and financial details of the change required.

B. What if an athlete needs funds in emergency for items/requirements (e.g. in case of medical support due to injury) which are not in the approved training plan?

For all the requirements of the athlete for which he wishes to contact NSDF, his primary contact will be as listed in Chapter 5. It is responsibility of the said primary contact to get the matter resolved (including taking internal approvals required , if any) and intimate to the athlete ASAP. However, in case the athlete requires any matter to be escalated, he may contact Member Secretary NSDF at <u>director.sports1@gmail.com</u> / 9868131373 (24 X 7 basis) . Appropriate action will be taken by him on the basis of the merit and urgency of the requirement. Please note that a special pool has been kept as contingency fund to look into such requirements as part of the budget allocated to the athlete.

7. Advances & Settlements

A. What is the process for Release of advance/final payment?

After final approval of the proposal for training and/or participation in competitions/purchase of equipment, advance will be released as under:

For training:

- i. If the duration of the training is 3 months or less, 90% of the approved training expenses;
- ii. If the duration of the training is more than 3 months, advance (90%) will be released in instalments for a period of 2 months at a time; the second instalment will be released on submission of the accounts and other relevant documents, as specified below, relating to the earlier period for which advance was released;

- iii. If the training is scheduled in more than one session with reasonable break, advance will be released session wise, provided the duration of each session is 3 months or less; advance for subsequent sessions will be released as per the procedure at (ii) above;
- iv. Final payment (10% or actual amount admissible), for each period/session, will be released within 10 days on submission of all the documents, as specified in below; if there is any excess payment, the same will be adjusted against the advance due to be released; in case no further payment is due, the applicant shall refund the excess amount to NSDF within 15 days of intimation.

For participation in approved competitions:

- i. 90% of the approved expenses if the schedule, along with necessary details, of each competition is submitted 10 days in advance (details should include the venue, mode of transport with cost, likely expenses towards entry fee, facility usage fee, boarding/lodging etc.);
- ii. Balance amount will be released on submission of statement of accounts with supporting documents and a report on the competition; in case of delay of intimation of the competitions, entire admissible amount will be released at the time of submissions of accounts and other details.

For procurement of equipments:

- i. Prior approval should be taken;
- ii. Purchase should be made at competitive and reasonable rates and to certify accordingly;
- iii. In the case of proprietary items, a certificate should be attached from the manufacturer or the agency;
- iv. Should adhere to the relevant rules/regulations and guidelines for the procurement of equipment; where special permission/license is required for purchase of equipment (like weapons), approval of the concerned statutory authority should be taken;
- v. After final approval, normally 75% of the cost of the equipment will be released;
- vi. Balance will be released on submission of accounts statement along with bills etc.; applicant should confirm that necessary procedure as at (ii) to (iv) has been complied with.

B. What is the process for submission of accounts?

The applicant should submit the following documents (duly signed on each page) for settlement of accounts:

- i. Statement of accounts of expenses category wise;
- ii. Supporting documents like bills, vouchers, receipts etc.;
- iii. Receipts of the Institute/Coach for Coaching fee and other components provided by them;
- iv. Brief profile of the resource persons whose services have been taken (This includes Sports Medicine, Sports Psychology, Physiotherapy, Physical Training etc.) if not submitted already with the application form;
- v. Performance evaluation report in respect of the sportsperson by the Institute/Coach for the relevant period of training for each kind of support taken during the training;
- vi. In the case of competitions, detailed report of such competitions.
- vii. Performance vis a vis specified benchmarks within stipulated time frames.
- viii. Invoice/agreement from the Institute/Coach on the charges of coaching fee and other facilities attached

Sportspersons are encouraged to provide additional inputs like (1) level of facilities; (2) any special advantage/benefits out of the training/competitions; (3) shortcomings, if any; (4) profile of fellow trainees/participants in competitions from other countries etc.

If the approved period of training is for 3 months or less, the above documents are to be submitted within 15 days of completion of the training. However if it is long term training (more than 3 months), necessary documents are to be submitted each time on completion of 2 months training within 10 days. In the case of competitions and purchase of equipment, documents are to be submitted within 10 days after the competitions/purchase of equipment.

Check List (For use at each time of submission of accounts)

1	Nam	ne of the applicant		
2	Disc	ipline		
3	3.1	Total period of training along with place and name of the		
		institute		
	3.2	Schedule of competition(s)		
	3.3	Equipment purchased		
4	If ac	counts were settled for the earlier part/ session of training,		
	please indicate the relevant period			
5	Amount of advance released and period/ category covered			
	under the advance			
6	Any	amount outstanding of previous period/ session of training		

7	Schedule of training/competition or purchase of equipment for which accounts have been submitted	
8	Statement of accounts of expenses category wise submitted with supporting documents	
9	Receipts of the Institute/Coach for Coaching fee and other components submitted	
10	Performance evaluation report submitted	
11	Amount balance / outstanding of period/ session of training, if any	
12	Documents as stated in Clause 7 (B) above.	
13	Any additional inputs	

Note :- all bills / receipts **along with tickets and boarding passes** to be submitted duly signed in original along with summary of the expenditure and page number of the supporting document. In case of TAXI, Taxi No. to be submitted.

8. Contract & Legal

A. Why is the athlete required to execute a formal agreement with the National Sports Development Fund (NSDF), in order to be eligible to receive support under the TOP Scheme?

The objective of the TOP Scheme is to benefit you and improve your performances and chances of winning medals at the Olympic Games. However, it is important to remember that the financial assistance contemplated under the TOP Scheme is funded from public funds and, in some cases, through sponsor assistance. It is important for the NSDF to ensure that the grant provided is utilized responsibly and appropriately and that the interests of the NSDF and the TOP Scheme's partners and sponsors are respected.

The athlete agreement is necessary as it documents the terms of relationship between the athletes supported under the Scheme and the NSDF. For you to receive continued support under the Scheme, you must comply with all the terms and conditions and fulfil your commitments, as specified under the agreement.

B. What are the general commitments that an athlete is required to make under the agreement?

In order to continue receiving support under the TOP Scheme, you will be required to make the following commitments:

i. Sign off on and commit to a training and competition programme/schedule created in consultation with the NSDF and the NSF;

- ii. Submit to performance tests, Scientific evaluation and medical tests and such other evaluations form time to time as may be reasonably requested by the NSDF;
- iii. Refrain from undergoing any medical treatment, except in the case of emergency, without the consent of NSDF and/or the NSF;
- iv. Wear/display the logo of the TOP Scheme and the TOP Scheme's partners and sponsors on playing kit/uniforms, with due prominence and in such locations as designated by the NSDF, while participating in any events or training/practice;
- v. Subject to your training and competition schedule, agree to attend and appear at a designated number of public events which may organized by the NSDF or the TOP Scheme's partners and sponsors;
- vi. Acknowledge and mention the support of the NSDF and the TOP Scheme in all press releases, public events and engagements, public communications, etc.;
- vii. Refrain from making any negative or damaging statements regarding the NSDF, the TOP Scheme or any of the TOP Scheme's partners and ensure that you conduct yourself in an appropriate manner when training or competing or otherwise;
- viii. Refrain from excessive and inappropriate behaviour (including the consumption of tobacco, alcohol and drugs) which could reflect negatively on you and the TOP Scheme and/or inhibit your performance; and
 - ix. Refrain from participating in any sport, activity or practice of an unusual and/or extreme nature that might endanger your fitness, health or ability to perform.

C. Can an athlete accept funding from third parties if he/she is receiving funding from the TOP Scheme?

At the outset, you will need to choose whether to participate in the TOP Scheme or to continue an existing relationship with any other funding agency. You may not participate in both (except as provided herein). The TOP Scheme is intended to be comprehensive and the exclusive source for funding of your training requirements, especially so when this support is supplementing the Annual Calendar for Training and Competition ("ACTC") funding you are receiving through your NSF. However, in the unlikely or unforeseen event that you need any additional monetary support or have any funding requirement beyond what has already been approved by the NSDF, you must approach the NSDF, in the first instance, with such supplementary request.

Only in circumstances where the NSDF chooses not to sanction such additional support request will you be permitted to approach any third party (individual or entity) for support with the same proposal. Where you receive funding from a third party in accordance with this procedure, the prominence with which and the manner in which you give the third party credit and/or visibility must be approved by the NSDF in advance. This is to ensure proportionality of prominence and credit (keeping in mind the relative contributions from the TOP Scheme and the third party) and to avoid any misrepresentation to the public in this regard.

D. Can an athlete continue his/her existing commercial arrangements/endorsements even after he/she executes the agreement with the NSDF and commences receiving the TOP Scheme grant?

You can continue all of your existing commercial endorsements even after you execute the athlete agreement with the NSDF. However, you must disclose the existence of such arrangements to the NSDF prior to execution of the agreement with the NSDF.

Any further commercial arrangements with third parties must also be disclosed in writing to the NSDF and prior written approval of the NSDF may be required where the proposed sponsor is a competitor of any of the TOP Scheme's partners.

This system ensures that you have the flexibility to commercialise your personality rights and public appearances while simultaneously protecting any rights granted to the NSDF and the TOP Scheme's partners and sponsors, under the agreement.

Annexure – I to the FAQ

Ministry of Youth Affairs and Sports Department of Sports (National Sports Development Fund)

National Sports Development Fund – Form for submission of proposals for financial assistance

- 1.1 Name of the Applicant (Individual/Organization)
- 1.2 Address
- 1.3 Contact details
 - (a) Tele No
 - (b) Mobile No
 - (c) Email address
- 2.1 Primary information
 - (i) Date of birth
 - (ii) Educational/Professional qualifications
 - (iii)Employment details
 - (iv)Income/financial assistance from different sources
- 2.2 Past assistance from NSDF

Details of previous training with NSDF assistance (To indicate the period of training, benefits out of training with reference to the target and total expenses)

- 2.3 Target (To indicate the likely benefits out of the proposed training especially with reference to the forthcoming important international competitions/tournaments)
- 2.4 Details of the proposed training
 - (i) Name and location of the Training Institute
 - (ii) Training schedule with actual period of training (number of days etc.)
 - (iii) Period of stay for the training
 - (iv) Type of training (sports training / mental training / physicaltraining, etc.)

(v) Brief note on the facilities available at the proposed Training Institute (Services of Coach, Sports Psychologist, Physiotherapist, Sports Science Evaluation, Mental Trainer, Nutritionist etc and also facilities of accommodation/food/transport and other services are to be given)

- 2.5 Details of the estimated training expenses
 - (i) Invoice from the Institute/Coach giving item wise expenses is to be given.
 - (ii) If the athlete has an agreement with the Institute /Coach, etc., a copyof the same is to be given.
- 2.6 For Purchase of Equipments (The proposed equipment(s) should be an essential item for training/participation in competitions)
 - (a) Brief particulars/specifications of the equipment(s)
 - (b) Country of manufacture
 - (c) Cost (including cost of transportation, if any)
 - (d) Process of purchase/procurement (it should be on competitive rate)
 - (e) Legal formalities

The applicant will be responsible for completion of all legal formalities like import license, permit for use etc.

- (f) Agreement to deposit specific equipments, with the Sports Authority of India/other authorized agencies after its active use or after the specific time period.
- 2.7 Participation in Competitions :
 - a) Name location and period of competition.
 - b) Participation fees in Tournament
 - C) Boarding lodging charges
 - d) Any other charges (give details)
 - Note Participation is subject to the name being forwarded by the NSF.

2.8 The applicant has to submit an Affidavit declaring that the money granted will be utilized for the purpose for which it has been granted and unspent money, if any, will be refunded; the Affidavit should also give details of financial assistance from other sources for the proposed training/for purchase of equipments.

3.0 Present Performance and Benchmarks for performance at specified time-intervals during and after the training expected.

Name and Signature of the applicant With date (Also give designation in the case of organization)

Format of Affidavit (to be given on Stamp paper of Rs. 100 and duly notorised)

In respect of application datedof the undersigned for grant of funds from NSDF it is undertaken as follows :-

- (i) The money granted by NSDF will be utilized for the purpose for which it has been granted and unspent money, if any, will be refunded to NSDF. No assistance will be taken for the same purpose from any other source.
- (ii) The details of financial assistance from other sources is as follows :

Sl. No.	Name	of	Entity	giving	Amount of fund	specific purpose for which the	Any	other
	Fund					for which the	details	
						fund has been		
						granted		
1.								
2.								
3.								
4.								

Deponent

Signature of athlete

Name of athlete

Date

Place

Verification

I,, the above named deponent do hereby solemnly affirm and declare that the above statements given are true and correct to the best of my knowledge and belief and that nothing has been concealed therefrom.

Deponent

Appendix II to the NSDF (TOP) application form

NSDF - TOP Scheme

Preparation plan till Olympics 2016

(include details for both training as well as competition along with benchmarks proposed to be achieved in each quarter. Give details for all quarters till Olympics 2016)

Name:

Discipline:

Broad goal for Jan – Mar 2015:

Detailed training cycle and plan - Q1 2015

Period	Training Phase - with location, details and dates (e.g., Domestic/international training, tournament, rest)	Requirements - Travel and boarding/lodging, support personnel	Whether any of these requirements covered under ACTC or reimbursed by PSU or government employer (if any) – Please list
Jan 1 –			
Jan 4			
Jan 5 –			
Jan 11			
Jan 12 –			
Jan 18			
Jan 19 –			
Jan 25			
Jan 26 –			

Period	Training Phase	Requirements	Whether any of these
	- with location, details and dates (e.g., Domestic/international training, tournament, rest)	- Travel and boarding/lodging, support personnel	requirements covered under ACTC or reimbursed by PSU or government employer (if any) – Please list
Feb 1			
Feb 2 –			
Feb 8			
Feb 9 –			
Feb 15			
Feb 16 –			
Feb 22			
Feb 23 –			
Mar 1			
Mar 2 –			
Mar 8			
Mar 9 –			
Mar 15			
Mar 16 –			
Mar 22			
Mar 23 –			
Mar 29			

overnment employer (if ny) – Please list
ny)

Budget to support the above training plan

(Please include adequate detail on each item you request financial support for)

SI.	Item	Cost per unit	Number of units	Total cost
No.	(with details of payee)	(items, days, weeks)	required	(Converted to Rs.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Broad outlook for following quarter:

(Please describe your broad plans and goals for the following quarter in as much detail as you currently have to facilitate planning)

Period	Training Phase
	- with location, details and dates
	(e.g., Domestic/international training, tournament, rest)
April 2015	
May 2015	
June 2015	
1	

Give details for each of the quarters till Rio Olympics in above format

Annexure - II to the FAQ

The entitlements of the players, coach and support personnel under Top Scheme

1. For training and competitions held abroad

(a) <u>Travel</u>

- i. Excursion/Economy airfare from residence/camp to the destination Air ticket to be booked via Balmer Lawrie. Blamer Lawrie will book the same as per guideleines of Govt. of India / any specific instructions of Department of Sports. Ticket and Boarding pass required to be submitted along with the Bill.
- ii. Airport Tax, Visa/Medical Insurance/other taxes/fees/EBT of essential nature as per actual.
- iii. Local Transport to be given if not provided by the organizers. (Airport to hotel and back and from hotel to training / competition place and back). One trip to the venue and back will be allowed for the day(s) of training and competition.

(b) <u>Road / Rail journey</u>

Travel by Bus, Taxi and train is also permitted as per actual subject to submission of bills for approved training / competition / support .

(c) <u>Boarding & Lodging (as per draft new scheme)</u>

Out of pocket allowance of USD 50 per day. Boarding and lodging charges at the following rates will be allowed for approved number of days of training/competition plus two days before and one day after (excluding journey time).

a) When NSF is making its own arrangements: Ceiling of USD 150 per person per day for boarding and lodging.

b) When the organizer is making arrangements for boarding and lodging on payment : Single room rate indicated in the brochure / invoice issued by the organizers to be allowed for boarding and lodging. Ceiling for the same will be USD 150 per person per day.

2. For training and competitions held within India

(a) <u>Travel</u>

By Air (restricted to economy class) provided the journey is more than 500 Kms./10 hours. Else, restricted to AC II Train fare. Air ticket to be booked via Balmer Lawrie. Blamer Lawrie will book the same as per guideleines of Govt. of India / any specific instructions of Department of Sports. In case of train travel, athlete to avail the train concession provided by Ministry of Railways. **Ticket and Boarding pass required to be submitted along with the Bill.**

(b) <u>Road journey (Inter city)</u>

(i) Any type of public bus including AC Bus.

(ii) As per kilometer rates prescribed for that place at the time of travel. Travel by AC Taxi will also be permitted. (Bill along with Taxi Number to be submitted)

(iii) At per kilometer rates prescribed for that place at the time of travel for journeys performed by auto-rickshaw/own scooter/motor cycle, moped etc.

(c) <u>Lodging</u>

All India - Lodging will be in SAI / State Govt. hostels (like in Balewadi Complex, Pune). In case such accommodation is not available, then Ceiling for lodging will be the rate as applicable for an officer of Govt. Of India with grade pay of Rs. 8700/-

(d) <u>Diet Charges</u>

Upto Rs.650 per person per day (only during national camps and to be arranged by SAI).

(e) Out of pocket allowance – This will be paid in cash for the no of days the athlete is in India @ Rs 30,000 per month. It is expected that all expences on account of food supplements, local intra-city transport within India, OPD medical expenses and other misc expenditures will be met from this out of pocket allowance.

<u>Note – No food supplements will be provided by SAI and the food supplements</u> <u>will be as per the</u> medical / scientific advice after bio-chemical assessment of the player.

3. <u>Cost of transportation, hiring of equipment, infrastructure, consumables</u>

For hiring of equipment locally, actual amount required may be given. Cost towards hiring of boats/yachts etc. to be reimbursed.

4. Maximum permissible amounts for personalised staff (subject to approval by NSDF).

Sl.No.	Support Staff	Full Time per	Part time per visit
		month basis in INR	basis in INR
1.	Physiotherapist	60,000/-	1800/-
2.	Psychologist	60,000/-	1800/-
3.	Nutritionist	45,000/-	1500/-

4.	Masseur	30,000/-	900/-
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5. Medical expenses :-

Indoor Treatment – an insurance policy will be taken for the athlete for Rs, 10 lakhs for indoor treatment.

Indoor treatment to be carried out only in hospitals designated by NSDF so as to ensure dope substances are avoided.

Annexure – III to the FAQ

Grant agreement

GRANT AGREEMENT

This Grant Agreement ("**Agreement**") is executed on the date set out below by and between the below named athlete (the "**Athlete**") and the Ministry of Youth Affairs and Sports, Department of Sports (National Sports Development Fund) (the "**NSDF**").

Whereas, the NSDF has initiated the 'Target Olympic Podium Scheme' ("**TOP Scheme**") to promote sporting excellence in Olympic and Paralympic disciplines in India and to increase the number of potential medal winning athletes in the lead up to the 2016 Rio Olympic and Paralympic Games, the 2020 Tokyo Olympic and Paralympic Games and other such sports events in the future. In this context, the NSDF will partner with national sporting federations and associations in the country, (each an "**NSF**") in order to implement the TOP Scheme.

The Athlete, who has been selected by an expert committee appointed by the NSDF, is entitled to a monetary grant and support under the TOP Scheme ("**Grant**") for the purposes of furthering the Athlete's sporting career, enhancing skills and to enable him/her to qualify for and achieve success at the Rio 2016 Olympic and Paralympic Games.

The parties therefore desire to enter into this Agreement to set out the terms and conditions on which the Athlete shall receive the Grant and the responsibilities and obligations of the parties hereto in this regard.

	HEADING		PARTICULARS
1.	Name, Address and Contact Details	:	Athlete:
			NSDF:
			NSF:
2.	Discipline	:	[<i>To be inserted</i>] (" Discipline ")
3.	Athlete Target	:	To qualify for and win a medal at the Rio 2016 Olympic games

			in the Discipline (" Target ")
4.	Term and Renewal	:	This Agreement shall be effective as of January 1, 2015 and remain in force till August 31, 2016, unless otherwise terminated in accordance with the attached Standard Terms and Conditions (" Standard Terms "). (" Term "). Upon termination/expiry of the Grant, the NSDF may, at its sole and absolute discretion, renew the Grant for such period as
			decided by it and on such conditions as may be specified, subject to the Athlete undergoing and successfully passing, to the satisfaction of the NSDF, a comprehensive performance review at the conclusion of the Term.
5.	Grant	:	Full Coverage of the agreed Athlete Programme as further provided herein, and access to such additional funding for material unforeseen emergent expenses that are agreed to be in the best interests of the Athlete and the Target.
6.	Payment of Grant	:	The Grant shall be disbursed to the Athlete by the NSDF in accordance with the TOP Scheme financial grant policy (" TOP Scheme Grant Policy ") which shall be duly notified to the Athlete. It is understood that the Athlete Programme may be supported directly by the NSDF or through the NSF by the Ministry of Youth Affairs & Sports under the Scheme of Assistance to NSFs. Where feasible, the disbursement shall be made as an advance of expenses or as direct payments to coaches, trainers, vendors or institutes/centres that are a part of the Athlete Programme. All expenses properly incurred in furtherance of the Purpose (as defined in the Standard Terms) shall be evidenced by means of production of accurate, appropriate bills and invoices as notified in the TOP Scheme Grant Policy from time to time.

This Agreement shall at all times be subject to the attached Standard Terms. This Agreement, together with the attached Standard Terms and the Exhibits attached (which are incorporated by reference herein) contains the entire understanding among the parties and supersedes any previous agreements or arrangements, whether by way of letters, agreements or arrangements, whether written, oral or implied, relating to the Grant.

Signed by:

Signed for and on behalf of

[Insert Name of Athlete]	Ministry of Youth Affairs and Sports, Department of Sports (National Sports Development Fund)
	Signature:
Signature:	Name of Authorized Signatory:
	Title:
	Date:
Date:	

STANDARD TERMS AND CONDITIONS

I. ATHLETE'S RESPONSIBILITIES

The Athlete hereby covenants with the NSDF that the Athlete shall, during the Term:

- (a) Use the Grant for the sole purpose of achieving the Target and furthering the Athlete's sporting career and enhancing his/her skills in his/her Discipline, including without limitation, purchase of equipment, travel to and participation in sporting events, hiring of coach(es), trainer(s) and other support personnel, other training expenses and any other purposes that may be pre-approved in writing by the NSDF ("**Purpose**").
- (b) Provide the NSDF with accurate particulars of expenses incurred by the Athlete in relation to the Purpose, including appropriate original bills/receipts/invoices, in accordance with the TOP Scheme Grant Policy.
- (c) Sign off from time to time, on a principle-based training and preparation programme drafted for the benefit of the Athlete, in order to enable him/her to achieve the Target ("**Athlete**

Programme"). The Athlete Programme will be countersigned by the NSDF and the NSDF and will be drafted and finalized only after due consultation among the NSDF, the NSF, the Athlete himself/herself as well as the Athlete's coach, trainers and support staff.

- (d) Participate and/or represent India in any international or domestic tournaments, events, competitions or camps that form a part of the Athlete Programme.
- (e) Treat the Athlete Programme as paramount and strictly comply with the Athlete Programme in all aspects in order to achieve the Target.
- (f) At all times, obtain the NSDF's prior written consent before:
 - (i) making any material variations to the training regimen or exercises specified in the Athlete Programme; and
 - (ii) participating in any tournaments, events, competitions or camps that deviate from or are not included in the Athlete Programme.
- (g) In acknowledgement of the costs and expenses to be incurred by the NSDF in providing the Grant to the Athlete, the Athlete will not, during the Term, directly or indirectly avail of, agree, solicit, assist in, receive, seek or enter into agreements, contracts or arrangements with any other entity, organization or person, for any funding which is the same as or similar in nature to the Grant, without the prior written consent of the NSDF, which may be reasonably withheld. It is expressly clarified that the restrictions contained in this Clause I (g) shall not be applicable in relation to any reward or prize, in cash or in kind, awarded to the Athlete by any government or any other third party in recognition of the Athlete winning a medal or showing outstanding performance in any international or domestic tournament, event or competition.
- (h) Inform the NSDF in writing immediately, in the event that the Athlete is offered any additional technical, training or monetary support beyond the Athlete Programme ("Additional Support") by any third party entity. The parties agree that the NSDF shall have the right of first refusal regarding such Additional Support and will have fifteen (15) days from the date of receipt of such communication from the Athlete, to notify the Athlete in writing if it is willing to provide such Additional Support. If the NSDF so notifies the Athlete within fifteen (15) days, the Athlete shall forthwith decline to receive the Additional Support from the third party and the NSDF may, in its sole discretion, arrange for the Additional Support to be provided to the Athlete in accordance with this Agreement. If the NSDF declines to exercise its right of first refusal, the Athlete shall be permitted to enter into an arrangement with the relevant third party for the Additional Support, provided that the Athlete will ensure that any acknowledgement, Athlete Identification (as defined below) usage and logo/branding/credit display rights granted to the third party by the Athlete pursuant to such arrangement (if any) shall be in compliance with this Agreement and any guidelines specified by the NSDF from time to time.
- (i) Comply fully and act in accordance with every reasonable instruction and direction given to him/her by or on behalf of NSDF or by the Medical Committee (as defined below) or by any experts or specialists engaged by the NSDF.

- (j) Submit promptly to such medical examinations or fitness tests as the NSDF may reasonably require, under the supervision of an NSDF appointed medical committee for the TOP Scheme ("Medical Committee"), and to undergo such treatment as may be prescribed by such Medical Committee. It is clarified that the Medical Committee shall be governed by and shall treat, any and all medical information and records relating to the Athlete and acquired pursuant to this Agreement in accordance with, generally accepted privacy guidelines governing the use of sensitive personal information.
- (k) Submit promptly to any drug testing that the Athlete may be required to undergo as part of any international commitments or covenants or under applicable Indian laws, rules and regulations.
- (I) Submit promptly to a periodic high performance evaluation and review and a comprehensive performance review at the conclusion of the Term, at such centres and facilities and by such consultants as duly designated by the NSDF.
- (m) At the request of the NSDF, make himself/herself available for up to seven (7) personal appearances during each year of the Term, to participate in such publicity campaigns, photo shoots, media presentations, fund raisings, meet and greet sessions, and other public relation exercises as are organized by the NSDF or the TOP Scheme's donors partners and sponsors ("TOP Scheme Partners") for the promotion of the TOP Scheme and in order to enable the NSDF and the TOP Scheme Partners to maximise their respective promotional benefits from their association with the TOP Scheme. The cost for such appearances shall be borne by the NSDF and/or the TOP Scheme Partners and the Athlete agrees that he/she is not entitled to any fee or remuneration for making such appearances. NSDF shall use best efforts to ensure that the requested appearance will not compromise the sporting performance of the Athlete or conflict with any competitions or events that the Athlete is scheduled to participate in during the Term. The Athlete may be called upon by the NSDF to make these appearances during the Term or for a period of two years thereafter. The NSDF shall notify the Athlete of the identity of the TOP Scheme Partners from time to time during the Term.
- (n) Make himself/herself available for and attend, at the request of the NSDF, all TOP Scheme related activities and events conducted during the Term for the benefit of the Athlete's sporting development, including, but not limited to, training sessions, mentorship sessions, seminars, workshops and conclaves organized by or on behalf of the NSDF.
- (o) Wear TOP Scheme clothing and accessories, where provided by the NSDF to the Athlete, at all public appearances and display the TOP Scheme name and logo (which may include the name and logo of TOP Scheme Partners) as provided by the NSDF to the Athlete ("TOP Scheme Marks"), on all sporting apparel worn by the Athlete, subject to any rules and regulations of the Discipline's international governing body. The TOP Scheme Marks should be prominently displayed during training and at any event, including in any photo shoots, media presentations, publicity campaigns and other public relations exercises in which the Athlete participates during the Term, provided that the Athlete shall not display the TOP Scheme Marks in any promotional material or advertisements created by third parties pursuant to any Existing Agreements (as defined below).

Note: NSDF will require at least twenty (20) working days to provide additional patches or apparel bearing the TOP Scheme Marks and the Athlete must inform the NSDF if he/she

requires any additional patches or apparel in advance of any public activity keeping this timeline in mind.

(p) Disclose to the NSDF forthwith, any agreements or commercial arrangements, which on the date of this Agreement, still subsist and have been entered into by the Athlete and a third party and which relate to the use of the Athlete Identification and the Athlete's personal services, including any renewal thereof ("**Existing Agreements**").

Exhibit A hereto sets out the Existing Agreements of the Athlete and the Athlete agrees to inform the NSDF forthwith in the event that he/she enters into any other arrangements or agreements during the Term in addition to the Existing Agreements, provided that he/she will seek the prior written approval of the NSDF, which may be reasonably withheld, before entering into agreements or arrangements with third party entities that are engaged in the same business category as any of the TOP Scheme Partners.

- (q) Conduct himself/herself in a proper manner at all times while participating in sporting activities and all activities undertaken for the NSDF and in relation to the TOP Scheme.
 Further, during the Term, the Athlete agrees to:
 - make a positive commitment to supporting and achieving the aims and objectives of the TOP Scheme and give due credit to and acknowledge the support of the NSDF through the TOP Scheme in interviews, on social media, at press conferences and in general when writing, speaking or otherwise communicating with the media or the public;
 - (ii) not make any disparaging comments regarding the NSDF, the TOP Scheme or any TOP Scheme Partner and not be guilty of any conduct (whether by way of any action or omission or otherwise) which will bring himself/herself, the TOP Scheme, any TOP Scheme Partner, the NSDF, or the Discipline, into disrepute including, without limitation, as a result of any comment made to the press or broadcasting media in relation to the TOP Scheme;
 - (iii) not arrange or undergo any medical treatment, except in the case of emergency, without first providing the Medical Committee with proper details of the proposed treatment and the physician/surgeon providing such treatments and requesting the Medical Committee's consent for such treatment which will not be unreasonably withheld;
 - (iv) notify and inform the NSDF and the Medical Committee within seventy two (72) hours of availing of any emergency medical treatment or attention, for which the NSDF/Medical Committee has not been provided with advance notice by the Athlete;
 - (v) ensure appropriate conduct at all times when training, competing or on duty as a member of any national, state or district delegation or within any related activity and act in a manner that portrays his/her Discipline in a positive light and does not bring the NSDF, any TOP Scheme Partner, the Discipline or the Athlete into disrepute, scandal or negative light;

- (vi) behave reasonably and in a manner that shows proper respect for other athletes, officials and representatives/employees of the NSDF ;
- (vii) refrain from excessive and inappropriate behaviour (including the consumption of tobacco, alcohol, drugs and other intoxicants and their derivatives) which would reflect negatively on the TOP Scheme, the Discipline or the NSDF and/or could prevent the Athlete from maintaining the highest levels of performance in his/her Discipline; and
- (viii) to not participate in any sport, activity or practice of an unusual and/or extreme nature that might endanger his/her fitness, health or ability to perform to his/her highest capability in the Discipline or to comply with his/her obligations hereunder.
- (r) Keep the NSDF informed of any change of circumstances that may affect the Athlete's ability to train, compete or fulfil any other obligations herein or any change in the Athlete's personal circumstances, including, any change of permanent residential address or contact information and, in respect of periods when the Athlete is outside the country, whether for training or competing, or otherwise, any temporary overseas address or contact information.
- (s) Undertake such other duties and to participate in such other activities as are consistent with the performance of his/her duties and obligations under this Clause I and as are reasonably required of the Athlete.

II. USE OF ATHLETE IDENTIFICATION

- (a) The Athlete hereby grants the NSDF, the right during the Term to:
 - (i) Film, televise, photograph, identify and otherwise record the Athlete when he/she is involved in any TOP Scheme related activities or events and periods ancillary thereto, including training; and
 - (ii) Use the name, reputation, nickname, fame, image, shirt number, signature, voice and any other portrayal or characteristics of any kind of the Athlete ("Athlete Identification").

In each case, the above may be used in connection with the promotion of the TOP Scheme, including any audio-visual programming approved by the NSDF relating to the TOP Scheme, or pursuant to any rights granted to any TOP Scheme Partners provided that such use shall not imply any individual endorsement by the Athlete of any entity, person, product or service. Accordingly, where there is a risk of any implied endorsement by the Athlete of a TOP Scheme Partner, the NSDF shall use reasonable best efforts to ensure that the Athlete Identification will be used with the identification/image of a minimum of two (2) other TOP Scheme athletes, provided that the Athlete agrees that the Athlete Identification may be used on its own or with less than two (2) other TOP Scheme athletes in the event that such use is to

portray clearly and unambiguously the TOP Scheme Partners' support for the NSDF, the TOP Scheme and the Athlete.

(b) The NSDF agrees that the Athlete Identification will not be used under this Agreement in a manner which will bring the Athlete into disrepute and the NSDF shall ensure that no TOP Scheme Partner (i) makes use of the Athlete Identification in a manner which would be a breach of this Agreement; or (ii) sub-licences the rights in respect of the Athlete Identification to any third party which is not connected with the TOP Scheme or such TOP Scheme Partner.

III. WARRANTIES

The Athlete warrants and confirms to the NSDF that:

- (a) He/she has at the date of execution of this Agreement and shall continue to have during the Term, the power, authority and legal right to execute and perform this Agreement;
- (b) The performance of this Agreement shall neither result in the Athlete being in breach of nor otherwise in conflict with any other agreement or arrangement, which is binding on him/her; and
- (C) He/she has made a complete and honest disclosure to the Medical Committee of his/her past and current medical history (including but not limited to all drug tests undergone, injuries suffered, medical conditions and treatments).

IV. TERMINATION & SUSPENSION OF GRANT

- (a) The NSDF may, at its sole and absolute discretion and without any prior notice, be entitled to suspend or terminate the Grant with immediate effect and/or temporarily or permanently withdraw all benefits to the Athlete, if:
 - (i) The Athlete exhibits, whether on the playing field or at any other place, behaviour unbecoming of a high performance athlete or sportsman; or
 - (ii) The Athlete is found to have committed, or being involved in, a criminal offence; or
 - (iii) The Athlete conclusively tests positive for the use of prohibited substances, irrespective of whether the use is for professional or recreational purposes; or
 - (iv) The Athlete is found to have engaged in any acts of impropriety in relation to his/her Discipline, including but not limited to, any match fixing, bribing of officials etc.; or
 - (v) The Athlete is suspended or banned from participating in any tournament, event, competition, or camp by the NSF or the international sports federation governing the Discipline.

- (vi) There are any irregularities identified in the debit notes, invoices or supporting bills furnished by the Athlete; or
- (vii) The Athlete misappropriates or uses the Grant for purposes other than the primary intended purpose or for any other unapproved purpose; or
- (viii) The Athlete accepts any Additional Support, funding or monetary grants from any other entity or person in relation to the Purpose during the Term without informing and having received the prior written consent of the NSDF; or
- (ix) The Athlete provides such information in the Athlete's application or in support of Athlete's application for the Grant that is later found to be incorrect, inaccurate or false, whether in whole or in part; or
- (x) The Athlete appears intoxicated during any of events organized by the NSDF or the TOP Scheme Partners in relation to the TOP Scheme; or
- (xi) The Athlete, in the opinion of the NSDF, fails any of the tests or evaluations contemplated under Clause I (j) (l) of these Standard Terms; or
- (xii) The Athlete breaches any of the terms and conditions contained herein; or
- (xiii) The Athlete stops training and competing permanently for any reason other than those prescribed in Clause IV (a) (xv) below; or
- (xiv) The Athlete fails to qualify for, earn a quota place for or achieve the qualifying mark for, as applicable to the Athlete's event, for the Rio 2016 Olympic Games after the last possible qualification opportunity has lapsed; or
- (xv) The Athlete ceases training and competing due to permanent injury or permanent disability or any other material circumstances beyond the control of the Athlete.
- (b) On termination of the Athlete's Grant by the NSDF for the reasons specified in Clause IV (a) (i) (xiii) above, the Athlete shall:
 - (i) Upon a written request or demand by the NSDF, immediately refund to the NSDF (without set-off or deduction) that portion of the Grant and all other benefits received from the NSDF which the Athlete is already in receipt of; and
 - (ii) Deliver back to the NSDF all the property or information which was provided or made available to the Athlete under the Grant.
- (c) It is clarified that Athlete shall not be required to refund any portion of the Grant that he/she has already utilized in accordance with this Agreement if the NSDF terminates the Grant on account of Clause IV (a) (xiv) (xv) above.

(d) During the Term, the Athlete may terminate this Agreement and forthwith cease to receive the Grant by providing the NSDF with thirty (30) days written notice, provided that he/she refunds to the NSDF, within such thirty (30) day notice period, the entire Grant amount that has been received thus far by the Athlete.

V. MISCELLANEOUS

- (a) The Athlete agrees and acknowledges that all right, title and interest in the TOP Scheme Marks shall vest solely with the NSDF and that he/she has no interest of any kind and shall not assert any interest of any kind in the same at any time, both during and after the termination of this Agreement.
- (b) The parties shall not be liable for any failure or delay in performance of any obligation, under this Agreement to the extent such failure and/or delay is due to a Force Majeure Event. For the purposes of this Agreement, a **"Force Majeure Event**" shall mean and include, but not be limited to, fire, earthquake, flood, epidemic, strike, lockout, labour controversy, riot, civil disturbance, war, civil commotion, acts of God, acts of terrorism, omissions or acts of public authorities preventing or delaying performance of obligation, acts of public authorities, and changes in law, regulations or policies of the Government of India, or other regulatory authority and, in the case of the Athlete only, shall include personal incapacity or serious personal illness.
- (c) The termination or expiry of this Agreement for any reason shall not affect those of its provisions which are either expressed to survive or are capable of surviving such termination and references to the termination of this Agreement shall include its termination or expiration.
- (d) The relationship among the parties shall be on a principal to principal basis. Nothing in this Agreement or any acts of the parties shall be construed, implied or deemed to create an agency, partnership, association of persons, joint venture or employer and employee relationship among the parties.
- (e) This Agreement shall be personal to the Athlete, and, therefore, shall not be assignable by the Athlete.
- (f) The failure at any time of the NSDF to demand strict performance by the Athlete of any of the terms or conditions of this Agreement shall not be construed as a continuing waiver or relinquishment thereof, and the NSDF may, at any time, demand strict and complete performance by the Athlete.
- (g) Each of the provisions contained in this Agreement is considered to be reasonable by the parties and each clause, sub-clause, paragraph and sub-paragraph shall be construed as independent of any other provision unless the context requires otherwise. If any provision of this Agreement proves to be invalid, void or illegal it shall not in any way affect, impair or invalidate any other provision and the remaining provisions shall remain in full force and effect.

(h) This Agreement shall be governed by and subject to the laws of India and shall be subject to the exclusive jurisdiction of the courts of New Delhi, India.

Signed by:	Signed for and on behalf of:
[Insert Name of Athlete]	Ministry of Youth Affairs and Sports, Department of Sports (National Sports Development Fund)
	Signature:
Signature:	Name of Authorized Signatory:
	Title:
	Date:
Date:	

<u>EXHIBIT A</u>

ATHLETE'S EXISTING AGREEMENTS

[<mark>ATHLETE TO INSERT</mark>]