



Sagarmatha Gurkha/Nepalese Community Ashford Kent

Courtside, Stanhope Road, Ashford, Kent, TN23 5RN

Charity registered no: 1175315

Email: limbushree35@googlemail.com

Web: www.sgncak.com

ADMIN INSTRUCTION - SAGARMATHA CUP 2018

References:

- A. Forecast of event 2018
- B. Committee meeting dated 8 Jul 2018

1. It is a general plan to conduct and coordinate to run the Sagarmatha cup 2018 in accordance to Reference A and B, which is taking place on 26 Aug 2018, at Courtside Pitch at Stanhope Road, TN23 5RQ, Ashford. The tournament will take place from 0900h to 1800h.

2. Aim: Aim of this admin instruction is to highlight and delicate individuals' responsibility of the members to share burden equally, in order to cover all admin aspects to help smooth running of Sagarmatha cup 2018.

The celebration of 10th anniversary of Sagarmatha Cup will take place prior to final presentation and Vice-1 is kindly agreed to coordinate to formation of the celebration. This instruction does not cover the code of the game. The code of game is at annex A to this instruction, which illustrate the aim and rules of the match. All official are advice to refer to the code of game.

3. Sequence of the Event:

S/ No	Date/Time (DTG)	Event	Remarks
1	11 Aug, 09.00 hrs	Final Confirmatory Meeting at Community office.	All Available to attend
2	25 Aug, 16.00 hrs	Store Collection and preparation to be completed.	Available members to assemble at office under discretion of General Secretary.
3	26 Aug, 07.00 hrs	Committee members/volunteers to arrive.	Place at Courtside pitch.
4	07.15 to 09.00 hrs	Set up starts and complete.	All.
5	09.15 to 09.45 hrs	Team registration and briefing to team. Pool draw if req.	Gen Secretary/ Treasurer Sport Secretary.
6	10.00 to 12.30 hrs	Tournament start and league round to be completed.	All
7	13.00 to 15.00 hrs	Knock out round to be completed.	All.
8	15.15 to 1700 hrs	Final Matches.	All. Culture dance is to take place prior to each final match.
9	16.30 hrs	Mayor Arrives.	Chairman/Gen Secretary.
10	17.00 to 17.30 hrs	Celebration of 10 th Anniversary of Sagarmatha Cup.	Vice 1
11	17.30 to 18.00 hrs	Presentation.	All.
12	18.00 to 19.00 hrs	Clean up and recover all stores.	All.

4. Members responsibility: Please see Annex B to this instruction.



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5. Refreshment: India house will provide a stall for food and refreshment. Various snacks, foods and drinks (no alcohol) will be sold throughout the day. Water and refreshment will be provided for officials/ volunteers.
6. Medical: General Secretary is kindly requested to nominate first aider for the tournament and he should be available at the pitch throughout tournament.
7. Security: Chief Vice-Chairman is kindly requested to plan and coordinate security for the day. In addition to this, committee members and volunteers are also part of the security team and security is paramount to avoid any occurrence of unpleasant event thorough-out the tournament.
8. Culture Dance: Culture secretary and his team are requested to provide 3 Nepalese culture dances and will perform prior to 3 final matches, which shall coordinate by sport coordinator/ secretary.
9. Communication: General Secretary is requested to nominate a volunteer, who will act as means of communication.
10. Volunteers: Gen Secretary and Assistant Secretary are kindly requested to consolidate names of volunteer for this event. All executive members are requested to help on this matter by finding volunteers in your contact.
11. Point of contact:
 - a. Any issue regarding Match: Mr Shreeprasad Limbu/Mr Tul Limbu.
 - b. Any admin point: General Secretary, Mr Ramprasad Limbu.
12. Sagarmatha Cup is one of the reputable events of the community and it requires enormous effort and team work to maintain and often enhance its reputation. I believe that team effort is a key instrument of its success and I hope this instruction will eradicate any confusion in relation to detail and tasking of the committee. I would like to thank in advance for your cooperation and your contribution to the community. Members are also advised to see annex B for details of individual responsibility.

Mr Shreeprasad Limbu
Sport Director | SGNCAK
Tel: 07737 606510

Mr Tulbir Limbu
Sport Secretary | SGNCAK

Annexes:

- A. Code of Conduct
- B. Members responsibility
- C. Layout of the site
- D. Temporary loan Agreement Sheet
- E. Team entry form



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10th SAGARMATHA CUP 2018 (9A-SIDE FOOTBALL TOURNAMENT) CODE OF CONDUCT

“Our sincere endeavour to encourage true spirit of sport”.

1. General: “Sagarmatha Cup” is an annual football tournament organised by the Sagarmatha Gurkha/Nepalese Community in Ashford, Kent. The tournament started taking place since 2009. This tournament takes place every year in August on the Sunday of last summer bank holiday on the calendar. The main aim of this tournament is to promote and encourage sportsmanship to all age groups, foster friendly relations and cohesiveness within residing various communities through football. Sagarmatha Cup is a one day tournament.
2. Rules of the tournament: The main rules of the tournament are as laid down by the FIFA. However other additional local community’s rule will also be applicable for certain circumstances unless otherwise stated.
3. Players: For the purpose of this specific tournament, a team is made up of twelve players including a goalkeeper and two substitutes. A substitute can be made as a roll on and roll off while the ball is not in play.
4. Team Category: The team categories of the tournament are as follows;
 - a. Adult: Age group 16 and over
 - b. Veteran: Age group 37 to 44 years
 - c. Super veteran: 45 and over
5. Game Discipline: The players participating in Sagarmatha Cup tournament are expected to maintain a high standard of game discipline throughout. Any misbehave by an individual player or a team shall result in a disciplinary action. For example - use of foul languages, play in aggressive manner and showing disrespect to a referee and/or other fellow players are not acceptable under any circumstances. If any team or an individual player is failing to abide by the rules of the tournament, they will be considered for disqualification from the entire tournament with an immediate effect. However team captain/managers will be notified by the organiser prior to making such announcement to disqualify them from the game.
 - a. Any player sent off (red card) from the game due to a misconduct during the match will miss the entire match. However that individual can re-join the team and play in the next match.
 - b. Any person under the influence of controlled substances and alcohol is restricted to participate in the tournament. And if anyone is being found in such a state will be disqualified from the entire tournament immediately.
 - c. All complaints and appeals are to be addressed only by the team captain or the manager. The lodged complaint will then be investigated and dealt by an organiser committee to make a fair but firm judgement in good faith of the entire team and the whole tournament.
 - d. The terminology of Organiser is as referred to all officials.



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6. Nature of the tournament: The first stage will be a league match and followed by a knock-out. Only winners and runner ups from each pool will qualify for the knock-out stage. But in the event of equal points, the following rules will be applied to determine the position of each team in the following order:
- Team with greater number of goals, if still not decided
 - Winning team on league phase
 - Team more goal to their goalpost will lose
7. Match time and decision: All matches will be played for ten minutes each half but the final match will be played for fifteen minutes each half. The teams will take five minutes rest/break during every match. No extra time will be played at knock-out stage but three penalty kicks will be taken. If it is still draw; then sudden death will be taken to decide the match.
8. Local rules will be applied for the following circumstances:
- Only league match will be played if there are less than three teams in any category to determine the winner and runner up but an additional ten minutes play time is added to each half.
 - If only five teams are registered in any specific category, they will be split into pool A and pool B consisting of three and two teams. The winner and runner up team will go to knockout phase from pool A. However only the winner team will qualify for the knock-out phase from pool B. Team in third place from pool A and loser team from pool B will play again to secure a position for the knockout phase. Penalty will be taken to decide, if needed.
9. The point system is as follow:
- Winner: 3
 - Draw: 1
 - Loose: 0
10. Running Cup:
- There will be running cup for all categories. The winning team can hold the running cup for one year on temporary loan; but a person who signs the temporary loan agreement shall be responsible for returning the cup to the community prior to next Sagarmatha Cup tournament in the following year.
 - If any team wins 3 consecutive years, Sagarmatha Gurkha/Nepalese Community will pay additional cash value of the cup in order to hold the running cup. Value of the running cup will decide by the committee prior to the tournament and values of running cups for year 2018 are as follow:
 - Main Cup: £500
 - Veteran Cup: £300
 - Super Veteran Cup: £200
11. Trophy: Individual trophies that get distributed in the Sagarmatha Cup tournament are as follows:



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- a. Individual Trophy: winner and runner up of all team categories
- b. Man of the Match: one for each team category
- c. Best Sportsmanship: one for all team categories

12. Cash Prizes: The sum of cash prizes given in the Sagarmatha Cup tournament will be decided every year prior to the tournament taking place by the Sagarmatha Gurkha/Nepalese Community's main committee. For this year (2018) the prize money are as below;

- | | | |
|----|--------------------------|-------|
| a. | Winner non veteran: | £1000 |
| b. | Runner non veteran: | £500 |
| c. | Winner Veteran: | £600 |
| d. | Runner up Veteran: | £400 |
| e. | Super veteran winner: | £500 |
| f. | Super veteran runner up: | £300 |

13. Selection of Man of the Match and Best Sportsmanship: The committee will form a team to judge and make a selection for 'Man of the match' and 'Best sportsmanship' from three final matches. The members of judging team must not be from within the organiser or Sagarmatha Gurkha/Nepalese Community committee to avoid biases and obtain a fair and neutral selection.

14. Kits and equipment: Although changing area is available at the premises, teams are responsible for setting up of their own admin areas only within the allocated areas by the organiser. The participating teams are also expected to make arrangements or allocation of their attires colour for the game. They should also bring in alternative coloured attire in case of duplication among the participating teams. However such circumstance should occurs, a referee will toss to decide which team will be the one to change the colour.

15. Identity and age of proof: All players are to carry a form of identification and proof of age as the organisers may ask players to provide their identity and proof of age on the day at the registration point or at any time as it require. Any individuals failing to provide their proof of age or identification will automatically disqualify for the entry from the tournament.

16. Protesting Procedure: Protest can be made by paying £100 deposit in advance, which is only refundable, if the outcome of the case is in their favour. An entire team will be disqualified to carry on in the match if any evidence of cheating is being found by the organiser team members such as breach of age limits or an unregistered player is playing the match. If the team refutes the findings, all protests are to be made prior to the end of each match on the day.

17. Health and Safety: Football boots and shin pads are mandatory to all players. Any ornaments and jewellerys are not permitted to be worn during the game but a wedding band can be worn (if it is firmly secured by a tape). Health and safety is paramount for safety of all individuals involved. Therefore all players are expected to strictly adhere, cooperate and obey the instructions given by the organisers.

18. Pool Draw: Draw of team will take place on the 19th Aug 2018 at 1900 hrs at the main office of Sagarmatha Gurkha/Nepalese Community. Team captains/managers are requested to attend for the draw from the pool if possible. However the committee member will draw on behalf of any absent teams as required. The organiser will decide for order of



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merit in the pool for any team that make late entry should vacancies be still available prior to the tournament taking place.

19. Questions: Please use contact details from below for any queries in relation to the above Code of conduct of Sagarmatha Cup tournament, 2018.

Mr Shreeprasad Limbu
Sport Director | SGNCAK

Mr Tulbir Limbu
Sport Secretary | SGNCAK

SAGARMATHA GURKHAS/NEPALESE COMMUNITY, ASHFORD
SAGARMATHA CUP 2018

S/No	Members/Appointment	Responsibility	Check list
1.	Mr Shreeprasad Limbu	a. Conduct the tournament b. Fixture for the match. c. Prepare Temporary Loan Sheet for running cups.	a. Prepare for pool draw. b. Fixture for all gps.
2.	Chairman	a. Assist all Gps. b. Nominate judge to select man of the match/ best sport personality. c. Provide referee. d. Receive and host guest.	a. For all categories. Judge should be 2 or more and please refer to para 13 of code of the game. B Select from final match only. c. Mayor arrival at 1630h.
3.	Chief Vice	a. Coordinate Security. b. Help Gen Sec to find volunteers.	a. Liaison with Gen Secretary. b. Ensure all staffs are in hi-vi.
4.	Vice 1	a. Over view administration. b. Seek sponsorships for financial support to run tournament.	a. Arrange water for team and volunteer.
5.	Vice 2	a. Assist for Culture Secretary. b. Distribution water / refreshment to teams/ officials.	a. Prepare name list of volunteers/ officials/ committee members. b. Record and maintain water distribution.
6.	General Secretary Secretary	a. Implement SOE. b. Seek manpower (required 15 volunteers). c. Nominate first aider. d. First aid kits. e. Coordinate for presentation. f. Update and maintain record of sponsorship list.	a. Minimum 15 Volunteers req. b. First Aid Box. d. Liaise with Sport Secretary to nominate for prizes to give away.
7.	Treasurer Assistant Treasurer	a. Keep and maintain all financial matter. b. Receive and record team registration. c. Prepare cash prizes for winners. d. Prepare and present summary of financial state of Sagarmatha Cup at 'Samikcha Meeting'.	a. Folders to file registration form. b. Registration form Sufficient for all team. c. Cash and some envelopes.
8.	PR	a. Maintain PR. b. Assist Gen Secretary.	
9.	Members	a. Control and coordinate car park. b. Assist to official.	a. Seek volunteers for security. b. Assist G. Secretary.

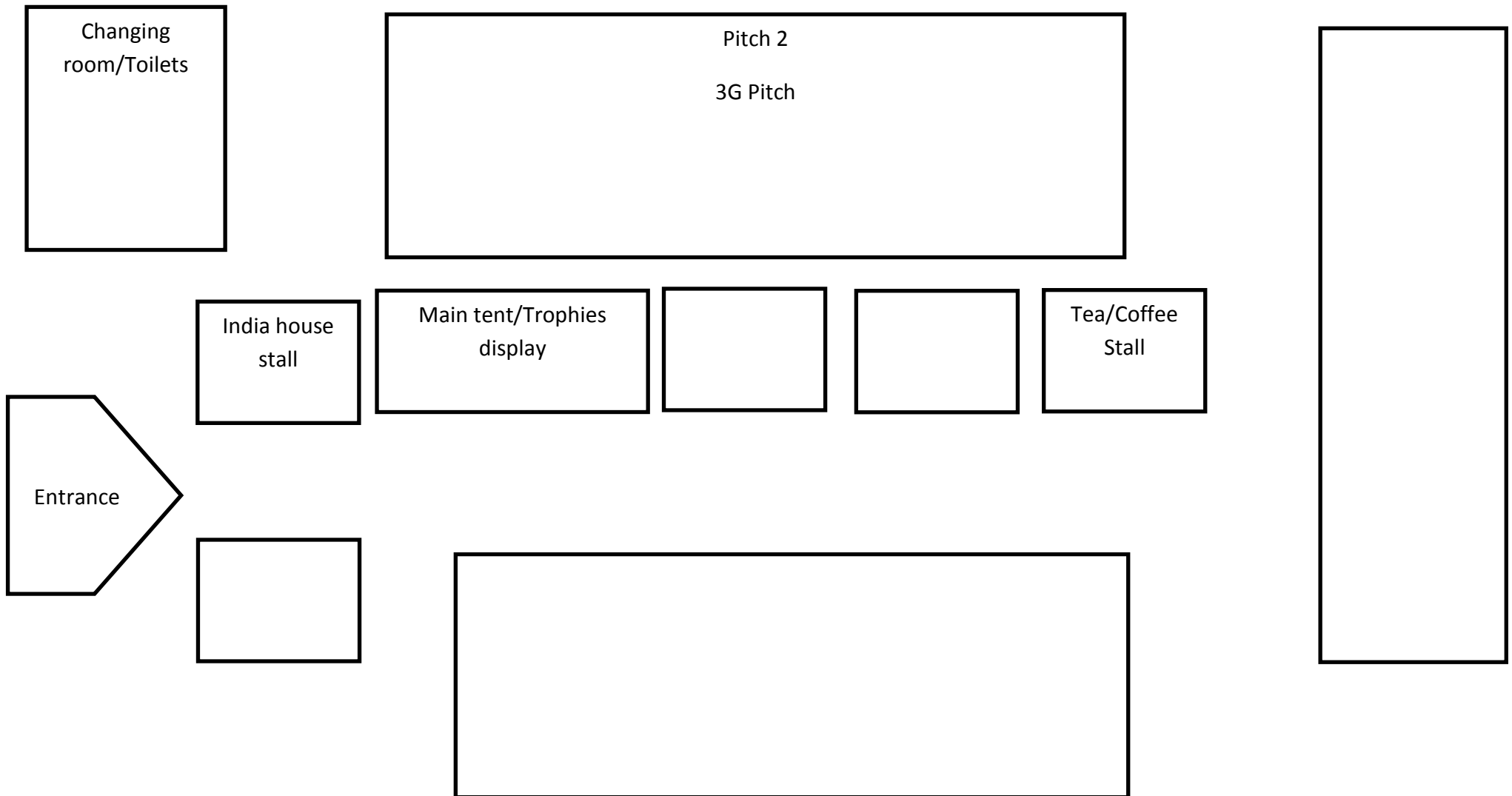
S/No	Members/Appointment	Responsibility	Check list
10.	Sport Secretary Assistant Sport Secretary	a. Assist sport director. b. Help Gen Sec to find volunteers. c. Maintain files and update all records. d. Coordination of Referee and assistant.	a. Stores and Kits. b. Trophies and medals. c. Balls and whittles.
11.	Chairlady and Ladies committee.	a. Run refreshment stall for staffs. b. As Req	a. Arrange tea and coffee. b. Provide water for staffs.
12.	Property Secretary Asst Property Secretary	a. Provide stores and admin as req. b. Prepare temp loan sheet and ensure it has been signed as per sheet prior to handing over the cups.	a. Tents/ 6 tables (1 x Big/ 2 x small). b. Chairs as many as possible. c. Board with stand. d. Loudhailer/Radios. e. high visibility vest at least 20. f. Mics store ie; black polybags, cutters, ropes etc. g. Cable extension. e. Stationaries. g. Flags and poles (community flag, Union jack and Nepal flag).
13.	Chairman, Youth Committe	a. Provide youth volunteer. b. Act as official.	a. At least 8 youth members.
14.	Media Secretary	a. Take photos of the event. b. Provide media cover. c. Provide event banner/ sign and poster. d. Advertisement as much as possible.	a. Event banner. b. Signs for toilets. c. Post the posters at shops and as necessary.
15.	Culture team	a. Set up Sound system. b. Prepare 3 Nepalese Culture dance.	a. Arrange PA system. b. Liaise with Chairman and Gen Secretary as req.
16.	Mr Bob Pun (ex sport secretary)	a. Kindly agreed to make a stand for banner.	a. Wooden stand.

Mr Shreeprasad Limbu.

Sport Director | Sagarmatha Gurkha/Nepalese Community Ashford, Kent

Tel: 077376 06510 | Web: www.sgnc.org.uk

SAGARMATHA GURKHAS/NEPALESE COMMUNITY, ASHFORD
SAGARMATHA CUP 2018
LAYOUT OF THE VENUE





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ANNEX D TO
ADMIN INSTRUCTION
SAGARMATHA CUP 2018

TEMPORARY LOAN AGREEMENT OF SAGARMATHA CUP

1. I, Mr _____ team captain/ Manager of _____ confirmed that receive of running cup of Sagarmatha Cup, on temporary loan agreement for 1 year. I also acknowledge that I am responsible for safe guard of the cup and returning the cup to Sagarmatha Gurkha/Nepalese Community, Ashford at least 2 months prior to next Sagarmatha Cup.

2. I fully understand the term and condition that laid down in code of conduct of Sagarmatha Cup 2018. I also take full responsibility to pay in full the cost of the running cup, in the event of lost or damage as stated in para 10, sub para a and b of code of conduct 2018.

Received by:

Signature:

Contact no:

Date:

Issued by:

Name:

Signature:

Appointment:

Date:

Witnessed by:

Name:

Signature:

Appointment:

Date:



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9A-SIDE SAGARMATHA CUP 2018 - ENTRY FORM

1. Club/Team Name: _____

2. Category: Please mark (X) at appropriate box.

Non-veteran (£250) Veteran (£200) Super Veteran (£200)

3. Name of Players:

Ser No	Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

4. I have read and understood the code of game of the Sagarmatha Cup 2018 and I will take full responsible of my team to obey the rules throughout the tournament. We also fully understand that we are playing on our own risk and organiser will take no responsibility for any injury during the game.

5. If any my players fail to produce their identification and proof of age, will disqualify from the tournament.

6. Details of team Captain/Manager.

Name: _____ Phone No: _____

Address: _____

Post Code: _____ Signature: _____

Official use only:

Form Received by: _____

Payment Status: Please tick (X) in appropriate box to indicate received of payment.

Non-veteran (£250) Veteran (£200) Super Veteran (£200)