



**PHYSICAL EDUCATION
FOUNDATION OF INDIA**
NATIONAL SPORTS PROMOTION ORGANIZATION



SOP PEFI GAMES

Standard Operating Procedure (SOP) for Organizing PEFI Games



SOP PEFI GAMES

Standard Operating Procedure (SOP) for Organizing PEFI Games

PHYSICAL EDUCATION FOUNDATION OF INDIA (PEFI)

National Sports Promotion Organization (NSPO)

Recognized by Ministry of Youth Affairs & Sports, Government of India

TABLE OF CONTENT

1. Overview.....	1
2. Purpose and Guiding Principles	1
3. Classification of PEFI Games.....	3
3.1 Khel Mohotsav	3
3.2 PEFI State Games	3
3.3 PEFI Games Nationals	3
3.4 PEFI Leagues / Club Format Recurring Tournaments.....	4
3.5 PEFI State & National Athletic Meet.....	4
4. Financial Structure and Revenue Sharing Arrangement.....	7
4.1 Participant Fee Structure & PEFI Share.....	7
4.2 Sponsorship Revenue Sharing.....	7
4.3 Financial Reporting & Accountability	8
4.4 Payment Timeline & Compliance.....	8
4.5 Organizer Responsibilities & Cost Coverage.....	9
4.6 Revenue Retention by Organizer	9
5. Branding and Design Control	11
6. Common Institutional Engagement Framework.....	13
6.1 Approaching Local Authorities.....	13
6.2 Venue Support Pathways	13
6.3 How to Write for Venue Support	14
7. Organizing Committee Structure	16
7.1 Core Leadership Roles	16
7.2 Coordinator for Each Game	16
7.3 Additional Functional Coordinators.....	17
8. Common Planning Timeline.....	19
8.1 Recommended Lead Time	19
8.2 Standard Planning Stages.....	19

CATEGORY 01 - SOP FOR KHEL MOHOTSAV

9. Concept and Objectives.....	21
9.1 Core Objectives.....	21
9.2 Guiding Principles.....	23
9.3 Target Impact Metrics	23

9.4 Strategic Positioning	23
10. Eligible Participation.....	24
11. Priority Sports	24
12. Fee Norm.....	24
13. Deposit / Revenue Sharing & Approval.....	24
14. Suggested Khel Mohotsav Committee.....	25
15. Local Authority Strategy.....	25
16. Event Add-ons within Khel Mohotsav.....	25
17. Chief Guests and Dignitary Engagement	26
18. Sponsorship Strategy.....	26
18.1 Suggested Sponsorship Content for Khel Mohotsav.....	26
18.1.1 Short Sponsorship Pitch.....	26
18.1.2 Value Proposition for Local Sponsors.....	26
18.2 Sample Sponsor Letter Content	27
19. Technical and Operational SOP	28
20. Indicative Timeline	28

CATEGORY 02 - SOP PEFI STATE GAMES

21. Concept Note, Scope, and Objectives	30
21.1 Scope of State Games.....	30
21.2 Eligible Disciplines	30
21.3 Approval and Deposit	30
21.4 Guiding Principles.....	31
21.5 Core Objectives	31
22. Strategic Implementation Framework.....	32
22.1 Event Categories	32
22.2 Hosting Rotation	32
22.3 Expected Impact Metrics	32
23. Venue and Institutional Engagement	33
24. Role of State & Local Federations	33
25. Committee and Technical Structure	33
26. Financial Model	33
27. Technical SOP.....	34
28. Ceremonial and Visibility Elements	34
29. Sponsorship Content	34
29.1 Sponsorship Positioning	34

29.2 Sponsor Categories	34
29.3 Sponsorship Proposal Template	35
29.4 Sponsorship Packages	37
29.5 Deliverables	39
29.6 Use of Sponsorship	40
29.7 Reporting & Recognition	40
29.8 Proposed Call to Action	41

CATEGORY 03 - SOP FOR PEFI GAMES NATIONALS

30. Concept Note and Objectives.....	43
31. Governance Principles	45
32. Strategic Importance	45
33. Mandatory Approval Process	45
34. Deposit and Fee Norm	46
35. National-Level Institutional Linkages	46
36. Organizing Structure for Nationals	46
37. National Event Planning Timeline	47
38. National Competition SOP	47
39. Host City Services	47
40. Sponsorship Strategy	48
41. Sample Sponsorship Pitch	48
42. Sponsorship Proposal Letter Template	48
43. Usage Instructions for SOP	52
43.1 Mandatory Requirements	52
43.2 Prohibited Actions	52

CATEGORY 04 - SOP FOR LEAGUES / CLUB FORMAT RECURRING TOURNAMENTS

44. Concept and Objectives.....	54
45. Core Objectives	54
46. Guiding Principles	56
47. Eligible Participation	56
48. League Format Structures.....	57
48.1 Round-Robin	57
48.2 Pool & Knockout	57

48.3 Home-and-Away.....	57
48.4 Ladder Format	57
48.5 Multi-Phase League.....	57
49. Priority Sports	57
50. Target Impact Metrics.....	58
51. Fee Norm.....	59

CATEGORY 05 - SOP FOR STATE AND NATIONAL ATHLETIC MEET

52. Concept and Scope.....	67
53. Objectives	67
53.1 High-Level Athletics Competition	67
53.2 Talent Identification and Selection.....	67
53.3 Technical Excellence and Record Integrity	68
53.4 State-National Competitive Pathway	68
53.5 Institutional Prestige and Sports Promotion.....	68
54. Guiding Principles	68
55. Eligible Participation	68
56. Priority Athletics Event.....	69
57. Event Categories	69
58. Fee Norm.....	70
59. Deposit / Revenue Sharing and Approval	70
60. Suggested Athletic Meet Committee.....	70
61. Technical and Operational SOP.....	71
62. Sample Brochure Format	71
63. Sample Invitation Letter	72
64. Sample Approval Letter Format.....	73
65. Sponsorship Strategy	73
66. Sample Sponsorship Letter.....	74
67. Indicative Timeline	74
68. Sample Letter for Police and Fire Department Permission	75
69. Sample Letter to Federation for Support.....	77
70. COMMON FRAMEWORK FOR ALL CATEGORIES	79
71. Budget Heads for Planning	79
72. Risk Management and Safety.....	81



73. Post-Event Reporting and Follow-Up	81
74. Model Content for Official Outreach.....	81
74.1 Government Support Letter	81
74.2 Venue Request Note	82
74.3 Chief Guest Invitation	82
75. Conclusion	82



01 | Overview

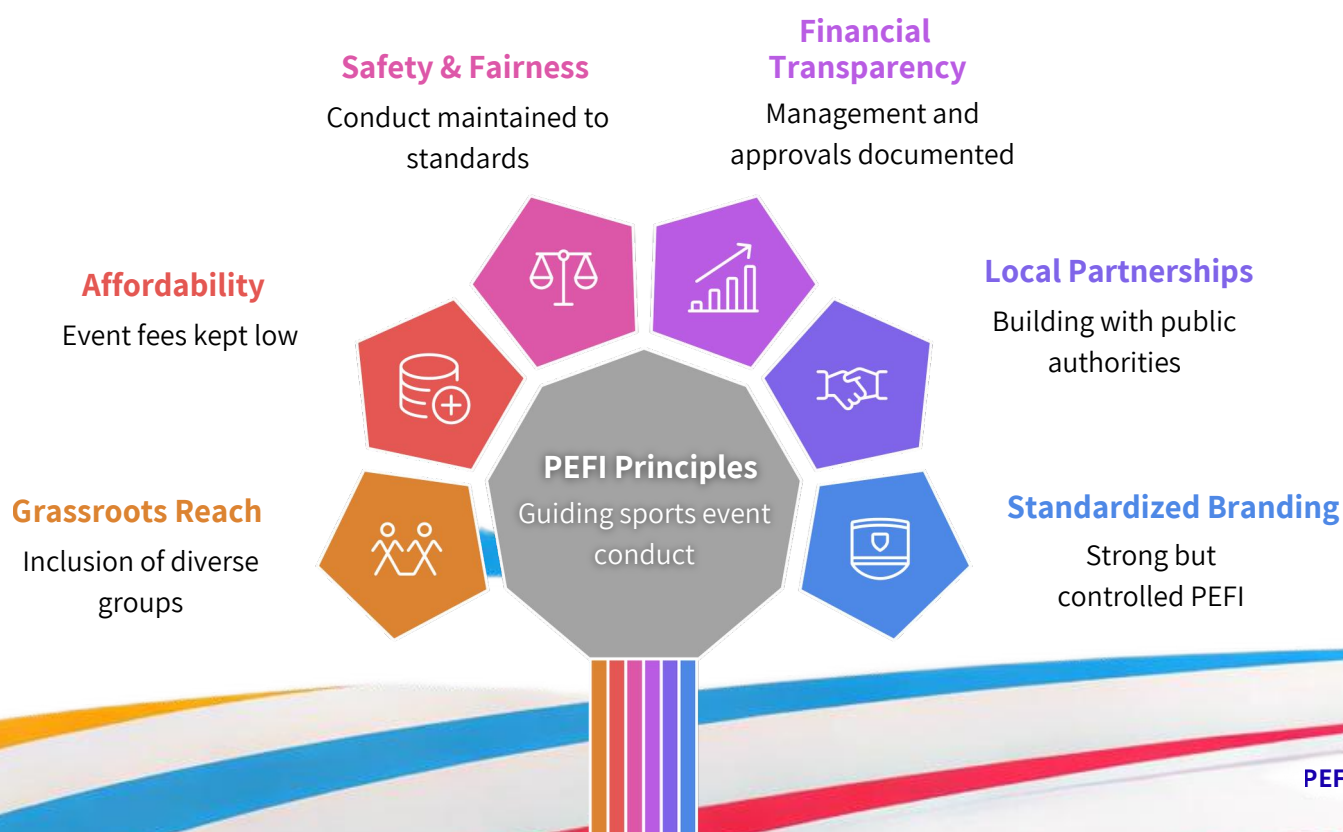
This document provides a complete operational framework for PEFI State Chapters, district units, partner institutions, and local organizing teams to conceptualize, propose, secure approvals for, finance, brand, promote, and execute PEFI Games in states under the PEFI banner. The structure adapts the planning logic, timelines, committee system, partnership model, approval workflows, branding controls, sponsorship strategy, execution protocols, and post-event reporting approach.

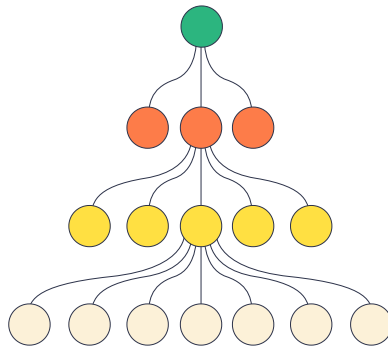
The SOP classifies PEFI Games into three operational categories: Khel Mohotsav at village, block, and district level; PEFI State Games or state-specific championships that may qualify participants for national progression; and PEFI Games Nationals organized by State Chapters with prior approval from the PEFI national office.

The document is intended to serve as a practical guide for any PEFI member/institutional member or chapter wishing to organize structured, scalable, affordable, and brand-compliant sports events while building local partnerships with schools, state authorities, Sports Authority of India institutions, district sports offices, federations, sponsors, and community stakeholders.

02 | Purpose and Guiding Principles

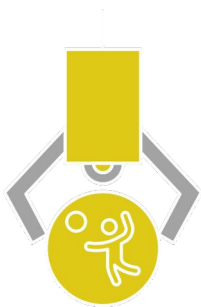
The purpose of PEFI Games is to expand organized grassroots sports participation, provide structured competition pathways, strengthen PEFI's state-level visibility, create opportunities for athlete identification, support school and community sports ecosystems, and enable local chapters to build sustainable partnerships and event-management capacity.





CLASSIFICATION

of PEFI Games



Khel Mohotsav

A sports festival to promote physical activity.



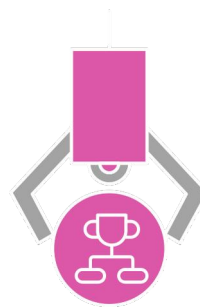
PEFI State Games

State-level competitions organized by PEFI.



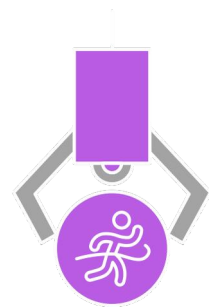
PEFI Games Nationals

National-level competitions for PEFI athletes.



PEFI Leagues

Recurring tournaments in a league format.



PEFI Athletic Meet

State and national athletic competitions.

03 | Classification of PEFI Games

3.1 Khel Mohotsav

Khel Mohotsav shall be the grassroots festival format for village, block, cluster, tehsil, municipal, and district-level sports engagement. School teams and, where permitted by the local organizing committee, community teams from the defined area may participate in events organized by the PEFI team for that area.

Khel Mohotsav may be organized as a one-day, two-day, or multi-day sports festival depending on venue availability, number of sports, expected participants, and local support. Sports may be selected according to venue suitability and local popularity, but the following should receive priority: **football, volleyball, handball, badminton, kho-kho, athletics (track and field), wrestling, basketball, rope skipping, hockey, and kabaddi.**

Other popular events may also be included where feasible, such as tug of war, karate, table tennis, indigenous games, cross country, mini-marathon or road run/one-mile run, yoga sports demonstrations, archery where local expertise exists, skating, cricket, netball, throwball, mallakhamb demonstrations, and fitness challenge events for schools and communities.

3.2 PEFI State Games

PEFI State Games shall refer to state-level competitions conducted under the PEFI banner for a specific sport or multi-sport format, such as a PEFI State Athletic Meet, PEFI State Football Tournament, or state championship in another discipline. These events shall ordinarily be open to **district champions, selected teams, affiliated institutions, invited schools, colleges, academies, or other category-specific participants** as approved in the event prospectus.

PEFI State Games may function as qualifying events for national-level participation where the sport format and annual PEFI calendar allow progression. State chapters must therefore maintain stronger technical standards, eligibility verification, records management, and competition control than in local festival formats.

3.3 PEFI Games Nationals

PEFI Games Nationals shall be national-level championships organized by a **State Chapter only after prior approval of PEFI national headquarters.** As a general rule, one State Chapter may organize **one national event in a year** for a given game; if the chapter seeks to host another national event in the same year, it should be for a different game unless a specific exception is approved by the national office.

All proposals for PEFI Games Nationals must be submitted in advance to info@pefindia.org for review and approval. No State Chapter shall announce, market, or collect entries for a national event under the PEFI banner until formal approval is obtained.

3.4 PEFI Leagues / Club Format Recurring Tournaments

Leagues / Club Format Recurring Tournaments shall refer to structured competitive formats organized over a defined season or series of matchdays, involving clubs, academies, schools, institutions, district units, or registered teams under the PEFI framework. These events are designed for repeated participation, continuity of competition, and long-term athlete development rather than a single standalone championship. Such tournaments may be conducted in round-robin, pool, ladder, home-and-away, or other league-based formats as approved in the event prospectus. They may be organized weekly, fortnightly, monthly, seasonally, or in multiple phases depending on the sport, number of teams, venue availability, and administrative capacity of the organizing chapter or partner unit.

Leagues / Club Format Recurring Tournaments shall emphasize regular competition, player engagement, team development, and community or institutional participation. **These events may be sport-specific, such as football league, basketball league, volleyball club circuit, handball league, kabaddi league, or athletics circuit competitions, and may also include age-category-based or skill-level-based divisions where appropriate.**

Participation in such tournaments shall ordinarily require prior registration of clubs, academies, schools, or teams, along with submission of player lists, eligibility documents, and team credentials as prescribed in the competition regulations. Organizers must maintain fixture schedules, score records, disciplinary records, and ranking tables wherever applicable. Because of their recurring nature, leagues and club-format tournaments require stronger technical organization, including appointed match officials, competition managers, results compilation systems, and clear rules for promotion, relegation, points allocation, tie-breaking, substitutions, and disciplinary control. Where relevant, these tournaments may serve as a talent identification and athlete development platform for progression into district, state, or national-level competitions.

3.5 PEFI State & National Athletic Meet

State and National Athletic Meet shall refer to athletics competitions conducted at state or national level under the PEFI banner with standardized track and field events, road runs, cross-country races, and other approved athletics disciplines. These meets are intended to identify, evaluate, and promote athletic talent through a formally regulated competition structure with technical accuracy and official results.

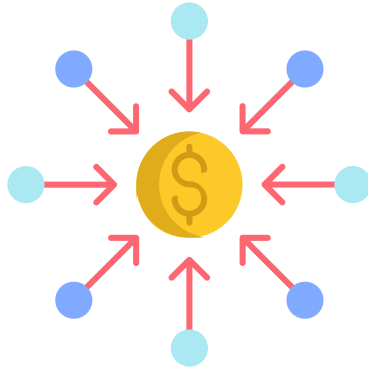
A State Athletic Meet shall be organized by the concerned PEFI State Chapter for athletes from districts, schools, colleges, institutions, clubs, academies, or invited participants as per the approved prospectus. A National or State Athletic Meet shall be conducted only with prior approval of PEFI national headquarters and shall bring together qualified or selected athletes from across states, regions, or categories as defined by the event regulations.

These meets shall normally include recognized athletics events such as **sprints, middle-distance and long-distance races, hurdles, relays, jumps, throws, race walk, cross-country, mini-marathon, and other athletics-based competitions** approved by the organizing committee. Age-group divisions, gender categories, qualification marks, entry standards, and event sequence shall be clearly specified in advance to ensure fairness and technical uniformity.

State and National Athletic Meets require strict competition management, including certified officials where possible, accurate measurement and timing systems, result verification, protest handling, and record maintenance. These meets must follow clearly defined eligibility norms, lane and field assignments, seeding procedures, and award criteria, and may also be used as selection events for higher-level representation within the PEFI system.

At the national level, every proposal for a State and National Athletic Meet shall be submitted and approved in line with PEFI guidelines before announcement or public invitation. No official communication, entry collection, publicity, or sponsorship engagement shall begin until the relevant approvals, event structure, and competition framework have been finalized.





FINANCIAL STRUCTURE

and Revenue-Sharing Arrangement

- 4.1 Participant Fee Structure & PEFI Share
- 4.2 Sponsorship Revenue Sharing
 - 4.2.1 Cash Sponsorships
 - 4.2.2 In-Kind Sponsorships
- 4.3 Financial Reporting & Accountability
- 4.4 Payment Timeline & Compliance
- 4.5 Organizer Responsibilities & Cost Coverage
- 4.6 Revenue Retention by Organizer

04 | Financial Structure and Revenue-Sharing Arrangement

4.1 Participant Fee Structure & PEFI Share

The Organizer shall charge participant fees within the following maximum limits, with a mandatory revenue share remitted to the PEFI National Office based on actual participant numbers:

Event Category	Maximum Fee per Participant	PEFI National Office Share	Sponsorship Sharing with PEFI National Office
Khel Mohatsav	INR 500	INR 100 per participant	10%
PEFI State Games	INR 500	INR 100 per participant	15%
PEFI Games Nationals	INR 1,000	INR 200 per participant	15%
PEFI Leagues	INR 10,000 Per Team	INR 2000 Per Team	15%
PEFI National & State Athletic Meet	INR 1000 Per Participant	INR 200 Per Participant	15%

TABLE NO. 1 (REVENUE SHARING)

Calculation and Payment Terms:

- The PEFI National Office share shall be calculated based on verified participant attendance (not registrations).
- Payment shall be remitted within 15 days of event completion, accompanied by the participant attendance register.
- The Organizer shall maintain detailed records of participant fee collection, including payment receipts, bank statements, and attendance verification.

4.2 Sponsorship Revenue Sharing

4.2.1 Cash Sponsorships

- **10% of all cash sponsorship amounts** (Title Sponsor, Co-Sponsor, Associate Sponsor, etc.) shall be deposited with the PEFI National Office.
- This applies to all monetary contributions, grants, or financial support received under sponsorship agreements.
- The Organizer shall provide copies of all sponsorship agreements, receipts, and bank transaction records for verification

4.2.2 In-Kind Sponsorships

- In-kind contributions (T-shirts, caps, sports equipment, meals, refreshments, beverages, printing, venue support, etc.) shall be **fully utilized** for the event and documented through inventory records and utilization certificates.
- The Organizer shall submit photographs and distribution records showing ethical utilization of in-kind sponsorships for event participants, volunteers, and officials.
- No commercial resale or private diversion of in-kind materials is permitted.

4.3 Financial Reporting & Accountability

Mandatory Post-Event Financial Submission (within 30 days):

4.3.1 Complete Financial Statement including:

- Total participant fee revenue collected
- PEFI National Office share calculation and payment proof
- Cash sponsorship details (10% share calculation and payment proof)
- In-kind sponsorship inventory and utilization certificate
- Complete income-expenditure statement with vouchers
- Bank statements for the event period

4.3.2 Participant Verification Documents:

- Signed attendance register with participant names
- Fee collection receipts or payment gateway statements
- Category-wise participant breakdown (school, open, etc.)

4.3.3 Event Report containing:

- Final participant numbers by category
- Revenue reconciliation statement
- Photo documentation of sponsorship utilization
- Compliance certification signed by Organizer

4.4 Payment Timeline & Compliance

4.4.1 Timeline for Financial Compliance:

- Event Completion → Day 15: PEFI share remittance
- Day 30: Complete financial report submission

4.4.2 Non-compliance penalties:

- Late PEFI share payment: 1.5% monthly interest
- Incomplete documentation: Event recognition withheld for future editions
- Revenue under-reporting: Audit rights reserved by PEFI National Office

4.5 Organizer Responsibilities & Cost Coverage

4.5.1 The Organizer shall bear complete responsibility for:

- All event execution costs (venue, equipment, printing, certificates, technical officials, medical support, etc.)
- Local mobilization, partnerships, and institutional coordination
- Compliance with maximum participant fee ceilings
- Transparent accounting and timely revenue sharing

4.5.2 PEFI National Office provides:

- Brand authorization and logo usage rights
- Standard branding templates and certificate formats
- Technical guidance and event recognition
- National-level visibility and coordination support

4.6 Revenue Retention by Organizer

4.6.1 After remitting the mandatory PEFI National Office share:

- **90% of cash sponsorships** retained by Organizer
- **100% of participant fees** (after PEFI share) retained by Organizer
- **Event surplus** (after all legitimate expenses) retained for future PEFI-approved activities by the organizing chapter





BRANDING

and Design Control

05 | Branding and Design Control

Branding designs for certificates, banners, backdrops, posters, invitation creatives, and other core visual materials shall be provided by the Delhi office in standard format. These may be customized locally only for event title, date, venue, city, local host names, sponsor logos, and approved partner identities, while retaining mandatory PEFI identity elements and format discipline. Keeping the design intact branding may also be created in regional languages.

Certificate printing and all arrangements related to local production, printing, dispatch, stage-use materials, standees, field signage, bibs, accreditation cards, and branded stationery shall be handled locally by the organizer.

No chapter shall independently redesign the PEFI logo lockup, alter approval language, or create unofficial certificate formats for PEFI Games categories.





COMMON INSTITUTIONAL

Engagement Framework

- 6.1 Approaching Local Authorities
- 6.2 Venue Support Pathways
- 6.3 How to Write for Venue Support

06 | Common Institutional Engagement Framework

6.1 Approaching Local Authorities

State Chapters and local organizing teams should formally approach district and state authorities through written communication, concept notes, and in-person meetings, following the partnership-development approach used in the workshop SOP. Priority public stakeholders include the Department of Sports, Directorate of Education, District Sports Officer (DSO), District Education Officer, municipal bodies, panchayat representatives, local administration, and public-school authorities.

The proposal to authorities should emphasize public benefit: increased youth participation, school engagement, low-cost sports activation, local talent identification, alignment with Fit India and grassroots sports goals, visibility for the department, and structured event management by a recognized sports promotion body. The request should specify the exact support sought, such as venue provision, permissions, equipment support, mobilization circulars to schools, technical manpower, prize support, sanitation, police support, medical aid, or protocol support for the opening and closing ceremonies.

6.2 Venue Support Pathways

Organizers may pursue venue support through any of the following channels, depending on local feasibility:

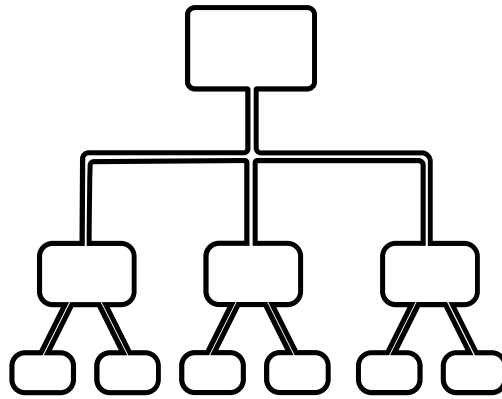
- Government grounds, district stadiums, sports complexes, multipurpose halls, and public playgrounds through the Department of Sports or district administration.
- SAI regional centers, SAI training centers, or SAI-supported facilities closest to the event location, through formal requests highlighting educational value, grassroots participation, and possible institutional collaboration.
- School campuses with suitable grounds, courts, halls, and athletics space through tie-ups with private or government schools willing to co-host the event.
- Colleges, universities, sports academies, and federation-owned facilities where technical alignment and infrastructure are available.

6.3 How to Write for Venue Support

Every venue support request should contain:

- Event category and proposed title.
- Date options and duration.
- Expected number of participants and institutions.
- Sports proposed and space/equipment requirements.
- Safety, discipline, and technical arrangements to be managed by PEFI.
- Public-interest justification.
- Request for fee waiver, subsidized use, or institutional partnership.
- Assurance of brand visibility and acknowledgement to the venue provider.





ORGANIZING COMMITTEE

Structure

- 7.1 Core Leadership Roles
- 7.2 Coordinator for Each Game
- 7.3 Additional Functional Coordinators

07 | Organizing Committee Structure

Every PEFI Games event shall have a formal organizing committee notified in writing. The committee structure draws from the clear role allocation used in the workshop SOP but is expanded for sports-event operations.

7.1 Core Leadership Roles

- Patron or Chief Advisor: senior office bearer, eminent local supporter, or institutional representative.
- Organizing Chairperson: overall event authority.
- Organizing Secretary: overall coordination, reporting, approvals, and compliance.
- Treasurer and Finance Head: budgeting, sponsorship accounts, payments, utilization records.
- Technical Director: sport rules, draw, officials, technical conduct.
- Venue Director: ground readiness, utilities, movement plans, layout.
- Participation and Registration Head: entries, verification, category lists, team communications.
- Government Liaison Officer: coordination with DSO, schools, sports department, police, civic bodies.
- Sponsorship and Partnerships Head: local sponsors, CSR outreach, supporter relations.
- Branding and Media Head: publicity, signage, creative approvals, social media, press relations.
- Safety, Medical, and Risk Officer: first aid, ambulance linkages, emergency response.
- Protocol and Guest Relations Officer: chief guest, achievers, federation dignitaries, public representatives.
- Volunteer Coordinator: recruitment, training, deployment, briefing.
- Documentation and Reporting Officer: photographs, reports, attendance, records, results, media archive.

7.2 Coordinator for Each Game

A Game Coordinator must be appointed for every sport included in the program. The Game Coordinator shall work under the Technical Director and shall be responsible for competition schedule, rules briefing, field-of-play readiness, equipment check, team reporting, liaison with referees, score submission, protest handling at first level, and timely completion of events.

Each Game Coordinator should preferably be a qualified PE teacher, experienced coach, technical official, or trusted PEFI member familiar with the sport. For athletics, a dedicated Athletics Competition Coordinator should further assign event-in-charge personnel for track races, field events, marshaling, results desk, and medal presentation sequence.

7.3 Additional Functional Coordinators

Depending on scale, the organizing committee may appoint the following additional coordinators:

- Opening and Closing Ceremony Coordinator.
- Accommodation and Hospitality Coordinator.
- Transport Coordinator.
- Equipment and Procurement Coordinator.
- Ground Marking and Maintenance Coordinator.
- Results and IT Coordinator.
- Accreditation Coordinator.
- Discipline and Security Coordinator.
- Food and Refreshment Coordinator.
- Exhibition and Parallel Activities Coordinator.
- Workshop and Conference Coordinator.
- School Outreach Coordinator.
- Women Participation and Inclusion Coordinator.





COMMON PLANNING

Timeline

8.1 Recommended Lead Time

8.2 Standard Planning Stages

08 | Common Planning Timeline

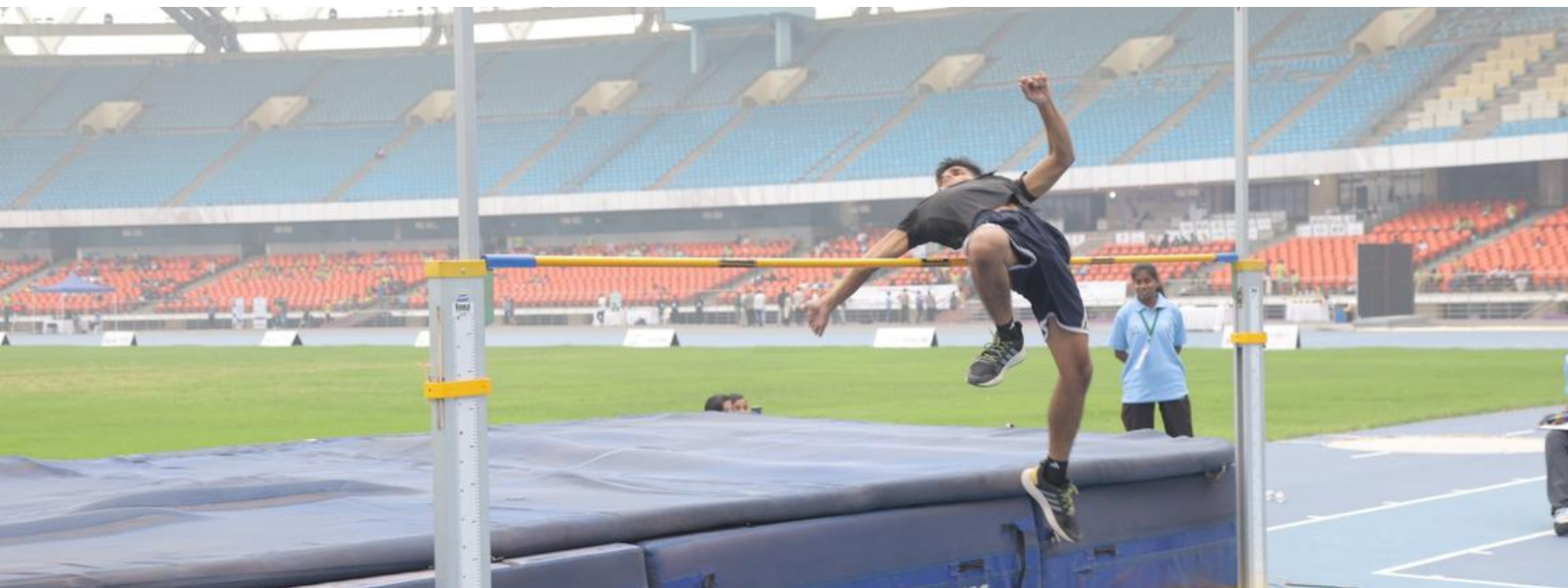
A planning model similar to the 4–6-month preparatory cycle should be followed for large events, while small local Khel Mohotsav's may work on shorter cycles if approvals and logistics are manageable.

8.1 Recommended Lead Time

- Khel Mohatsav: 6 to 10 weeks minimum.
- PEFI State Games: 3 to 4 months minimum.
- PEFI Games Nationals: 4 to 6 months minimum, with early approval from the national office.

8.2 Standard Planning Stages

- Concept finalization and category selection.
- Venue mapping and authority outreach.
- Approval and deposit to PEFI Head Office.
- Organizing committee formation.
- Sponsorship and budget planning.
- Technical planning and sport-wise rules/entries.
- Publicity and school/institution mobilization.
- Procurement and branding production.
- Final confirmations and risk review.
- Event execution.
- Post-event reporting, media release, accounts closure, and follow-up.





CATEGORY 01

SOP for Khel Mohotsav

9. Concept and Objectives

9.1 Core Objectives

9.2 Guiding Principles

9.3 Target Impact Metrics

9.4 Strategic Positioning

10. Eligible Participation

11. Priority Sports

12. Fee Norm

13. Deposit / Revenue Sharing & Approval

14. Suggested Khel Mohotsav Committee

15. Local Authority Strategy

16. Event Add-ons within Khel Mohotsav

17. Chief Guests and Dignitary Engagement

18. Sponsorship Strategy

18.1 Sponsorship Inventory

18.2 Sponsorship Pitch

18.3 Value Proposition

18.4 Sample Sponsorship Letter

19. Technical and Operational SOP

20. Indicative Timeline

09 | Concept and Objectives

Khel Mohatsav represents the foundational grassroots sports festival format of the Physical Education Foundation of India (PEFI), strategically designed to democratize sports participation and develop community-level sports culture across India's diverse rural, semi-urban, and district geographies. This initiative operationalizes PEFI's commitment to **Khel Ka Vikas** (Sports Development) by creating structured yet inclusive multi-sport festivals at the **village, block, cluster, tehsil, municipal, and district levels**.

The **Khel Mohatsav** model transforms available local sports infrastructure ranging from village playgrounds and panchayat grounds to district stadiums and school fields into vibrant hubs of competitive yet accessible sports engagement. By prioritizing **school participation** while maintaining flexibility for community and open categories, Khel Mohatsav establishes a **scalable participation pyramid** that connects grassroots talent to higher competitive pathways under the PEFI banner.

The format adopts a **festival approach** that transcends traditional tournaments by integrating:

- **Competitive sports events** across priority disciplines
- **Community engagement activities** and cultural programs
- **Capacity-building workshops** for local coaches and PE teachers
- **Health and fitness awareness** demonstrations
- **Talent identification and recognition** platforms

This holistic approach ensures that Khel Mohatsav serves as a **catalyst for sports ecosystem development** at the most fundamental level, creating sustainable local ownership while building visibility for PEFI's structured sports development programs.

9.1 Core Objectives

The Khel Mohatsav initiative pursues the following strategic objectives:

9.1.1 Universal Sports Participation

- Achieve broad-based inclusion of schoolchildren, youth, and community participants across diverse socio-economic backgrounds
- Ensure minimum 60% school participation from government, government-aided, and private institutions within the defined geographic area
- Promote gender-balanced participation with dedicated categories for girls and women
- Create age-appropriate competition categories (U-12, U-14, U-15, U-17, Open) to maximize accessibility

9.1.2 Community-School Sports Integration

- Establish direct linkages between schools and local sports infrastructure through organized events
- Mobilize minimum 5-10 schools per village/block event and 20+ schools per district event
- Facilitate parent-teacher-community interaction through sports festival platforms
- Strengthen local ownership of school sports programs through visible community events

9.1.3 Talent Identification and Development Pipeline

- Implement structured athlete identification protocols for promising performers
- Create district-to-state progression pathways through performance documentation
- Establish PEFI Talent Registry for systematic athlete tracking and development
- Recognize and reward Top-3 performers in each category with certificates and advancement opportunities

9.1.4 Infrastructure Activation and Utilization

- Operationalize underutilized sports spaces including panchayat grounds, school fields, and municipal facilities
- Conduct pre-event infrastructure assessment and basic field preparation
- Create multi-sport venue models demonstrating optimal space utilization
- Document successful venue activation models for replication across regions

9.1.5 Local Capacity Building

- Conduct mandatory coach/PE teacher orientation sessions (minimum 1-hour duration)
- Train minimum 10 local volunteers per event in basic sports event management
- Introduce grassroots officiating workshops for teachers and community youth
- Distribute PEFI technical handbook containing basic rules and safety protocols

9.1.6 Institutional Partnership Development

- Secure formal endorsements from District Sports Officers (DSOs), Block Education Officers (BEOs), and local administration
- Establish minimum 2 institutional partnerships per event (schools, panchayats, DSO office, etc.)
- Create government-school-PEFI collaboration model for sustainable implementation
- Generate local media coverage and social media documentation for institutional visibility

9.1.7 Health and Wellness Integration

- Include mandatory fitness awareness activities (warm-up demonstrations, hydration education)
- Partner with local health workers/ANMs for basic health check-up camps
- Promote nutrition and hydration messaging through event announcements and materials
- Recognize local health workers during opening/closing ceremonies

9.2 Guiding Principles

Khel Mohatsav shall be governed by the following operational principles:

1. **Inclusivity:** Every willing participant gets an opportunity to compete
2. **Affordability:** Maximum participant fee capped at INR 500
3. **Accessibility:** Events held at geographically convenient local venues
4. **Community Focus:** Minimum 50% local area participation
5. **Educational Priority:** School participation remains central to event design
6. **Sustainability:** Local partnerships ensure repeatability without external dependency
7. **Safety First:** Medical support, hydration stations, and volunteer oversight mandatory

9.3 Target Impact Metrics

Scale	Village/Block	District
Schools	5-10	20-40
Participants	300-800	1,500-5,000
Sports	6-8	10-12
Volunteers	15-25	40-80
Partnerships	2-3	5-8

9.4 Strategic Positioning

Khel Mohatsav positions PEFI as the premier grassroots sports activation organization that:

- Bridges schools and communities through structured sports programming
- Creates replicable event models for district-level scaling
- Builds local organizing capacity for sustainable sports development
- Feeds talent into PEFI State Games and Nationals through documented performance pathways
- Strengthens institutional partnerships at block, district, and state levels

10 | Eligible Participation

The local organizing prospectus/brochure should define whether the Khel Mohotsav is limited to school teams of the area, open to both school and club teams, or open to age-group and institution-wise categories. Village, block, and district editions should keep eligibility geographically clear to avoid disputes.

Where school participation is central, organizers should request school nominations through local education authorities, principals, PE teachers, and school associations. Local academies and community clubs may also be invited where this strengthens participation without compromising the educational focus.

11 | Priority Sports

Preferred sports for **Khel Mohotsav include football, volleyball, handball, badminton, kho-kho, athletics, basketball, rope skipping, hockey, and kabaddi**. Additional feasible events may include **tug of war, wrestling, table tennis, netball, throwball, mini-marathon, cycling rally, yoga display, skating, indigenous games, fun relay events, obstacle challenge, and physical fitness contests**.

12 | Fee Norm

Student participation fee for Khel Mohotsav must be kept under **INR 500 per student**. Chapters may adopt flexible structures such as free entry for government school teams, concessional entry for village schools, or bundled institutional fees, but the affordability principle must be preserved.

13 | Deposit / Revenue Sharing and Approval

Revenue sharing with PEFI National Office will be INR 100 Per participant, to be deposited within 15 days of conclusion of the vent. Sponsorship sharing will be as per Table No. 1, Event concept note, tentative dates, venue plan, proposed sports, and local organizing details should be shared with the relevant PEFI authority before public launch.

14 | Suggested Khel Mohotsav Committee

In addition to the common committee structure, Khel Mohotsav should appoint:

- Area Mobilization Coordinator.
- School Team Liaison Coordinator.
- Community Engagement Coordinator.
- Ceremony and Cultural Segment Coordinator.
- Local Volunteer Captain.

15 | Local Authority Strategy

The preferred pathway is to first meet the DSO or district sports office with a 2–3-page concept note and request an endorsement or facilitation letter. Thereafter, the organizers should approach the venue-owning authority, such as a stadium manager, municipal body, school, college, or panchayat, attaching the event concept, likely participation, and the support sought.

Where SAI infrastructure exists nearby, the chapter may write to the SAI regional center director or relevant administrative authority, highlighting the grassroots nature of the event, expected student reach, and the possibility of joint outreach or talent motivation. Where school tie-ups are easier, organizers should sign a simple host-school understanding covering dates, facility use, discipline, damage control, sanitation, electricity, and local publicity rights

16 | Event Add-ons within Khel Mohotsav

Concurrent events may be organized alongside student competitions in order to deepen value and visibility. These may include:

- Short workshops for PE teachers and grassroots coaches.
- Demonstration sessions on lesser-known Olympic sports such as sport climbing, fencing, canoeing, rowing ergometer awareness, archery basics, shooting simulation awareness, softball or baseball introduction, and gymnastics awareness.
- Refresher orientation on officiating, sports injury prevention, warm-up and cool-down practices, nutrition basics, and safe training habits.
- State-level or district-level conferences, conclaves, exhibitions, school sports leadership meets, fitness expos, adaptive sports awareness zones, and sports equipment displays.

17 | Chief Guests and Dignitary Engagement

Organizers should invite sports achievers from the area as chief guest, guest of honor, or inspiration speaker. These may include international players, national medalists, Arjuna awardees, reputed coaches, veteran PE leaders, decorated police or armed forces sportspersons, and outstanding para-athletes from the district or state.

DSOs, local education officers, elected representatives supportive of sports, principals, state federation office bearers, and respected alumni athletes should be engaged not only for ceremony but also for institutional support, participant mobilization, and venue access.

18 | Sponsorship Strategy for Khel Mohotsav

Khel Mohotsav sponsorships should be sourced locally through **local businesses, educational institutions, sports shops, hospitals, coaching centers, banks, real-estate firms, transport operators, hotels, local industry associations, and CSR-minded enterprises** operating in the district.

Possible sponsorship inventory includes **title partner, presenting partner, associate sponsor, hydration partner, kit partner, prize sponsor, education partner, health partner, media partner, and community support partner**. Organizers may also seek in-kind support such as **water, fruits, medals, T-shirts, first-aid support, venue cleaning, printing, public-address systems, and transport**.

18.1 Suggested Sponsorship Content for Khel Mohotsav

18.1.1 Short Sponsorship Pitch

PEFI invites your organization to partner in a grassroots Khel Mohotsav that will bring together school children, youth, coaches, teachers, and community stakeholders on a single platform of healthy competition, participation, and local pride. Your support will help create affordable sports opportunities at the village, block, or district level while giving your brand high-credibility visibility among families, schools, and the wider community

18.1.2 Value Proposition for Local Sponsors

- Direct connection with schools, students, parents, and local institutions.
- Strong goodwill through support to youth development and health.
- Branding on banners, certificates, stage backdrops, announcements, social posts, and media coverage.
- On-ground activation through stall space or product display where suitable.
- Association with an organized PEFI-led event format.

18.2 Sample Sponsor Letter Content

Subject: Partnership Opportunity for PEFI Khel Mohotsav in [Area Name]

Dear Sir / Madam,

The Physical Education Foundation of India (PEFI) is pleased to propose the organization of a Khel Mohotsav for the schools and youth of [Area / Block / District], bringing together participants in football, volleyball, athletics, kho-kho, badminton, basketball, rope skipping, and other popular sports.

This grassroots sports festival is being planned with the objective of promoting sports participation, fitness, healthy lifestyles, and structured sporting opportunities for children and youth in the region. The event will provide a meaningful platform for school teams, young athletes, and local communities to engage in organized competition and sports development under the PEFI banner.

The Khel Mohotsav is designed not only as a sporting event, but also as a community-focused initiative that encourages discipline, teamwork, talent identification, and positive youth engagement. It will help create visibility for sports at the local level while strengthening the culture of participation and physical education.

In this regard, we respectfully invite your esteemed organization to support the event through one or more of the following forms of partnership:

- Financial sponsorship.
- In-kind assistance.
- Institutional collaboration.
- Support for prizes, refreshments, equipment, or logistics.
- Branding or promotional partnership.

Your support will contribute directly to the success of this initiative and will help create a lasting impact on school children and young participants in the area. In recognition of your valuable association, your organization will receive appropriate visibility through:

- Event publicity materials.
- Banners and backdrop branding.
- Certificates and printed collaterals.
- Official announcements during the event.
- Post-event communications and acknowledgements.

The level of recognition will be aligned with the approved sponsorship category and branding norms of the event. We believe that your association with this initiative will reflect a strong commitment to youth development, education, health, and community welfare.

We would be pleased to discuss the sponsorship options and partnership benefits in greater detail at your convenience. Kindly consider this proposal favorably and support us in making PEFI Khel Mohotsav a meaningful and successful sports celebration for the youth of [Area Name].

With sincere regards,

[Name]

[Designation]

Physical Education Foundation of India (PEFI)

[State Chapter / Organizing Unit]

[Contact Details]

19 | Khel Mohotsav Technical and Operational SOP

- Finalize sports based on venue and technical manpower.
- Issue event circular with categories, age groups, eligibility, deadlines, and fee norms.
- Appoint Game Coordinators and officials for each sport.
- Conduct venue inspection and space mapping.
- Prepare schedules sport-wise and avoid overlaps for schools participating in multiple games.
- Arrange medical desk, first aid, hydration, washrooms, and crowd discipline.
- Set up registration, reporting desk, results board, and public-address system.
- Conduct opening ceremony briefly and keep competition flow efficient.
- Record results daily and verify with Game Coordinators.
- Present certificates/medals and document the event thoroughly.

20 | Indicative Khel Mohotsav Timeline

- **Week 1:** Concept note, committee formation, venue requests.
- **Week 2:** Authority meetings, sponsor outreach, local school mapping.
- **Week 3:** Event announcement and entry opening.
- **Week 4-5:** Confirmation of teams, volunteers, game coordinators, equipment.
- **Week 6:** Branding production, media push, final logistics.
- **Event week:** Technical meeting, field preparation, execution, reporting.





CATEGORY 02

PEFI STATE GAMES

21. Concept Note, Scope, and Objectives

21.1 Scope of State Games

21.2 Eligible Disciplines

21.3 Approval and Deposit

21.4 Guiding Principles

21.5 Core Objectives

22. Strategic Implementation Framework

22.1 Event Categories

22.2 Hosting Rotation

22.3 Expected Impact Metrics

23. Venue and Institutional Engagement

24. Role of State & Local Federations

25. Committee and Technical Structure

26. Financial Model

27. Technical SOP

28. Ceremonial and Visibility Elements

29. Sponsorship Content

29.1 Sponsorship Positioning

29.2 Sponsor Categories

29.3 Sponsorship Proposal Template

29.4 Sponsorship Packages

29.5 Deliverables

29.6 Use of Sponsorship

29.7 Reporting & Recognition

21 | Concept Note, Scope, and Objectives

PEFI State Games represent the intermediate competitive tier in the Physical Education Foundation of India (PEFI)'s structured sports development pyramid, serving as state-level championship platforms that elevate grassroots participation from Khel Mohotsav into organized, merit-based competition. These championships operationalize PEFI's vision of creating a robust state-to-national talent pipeline by establishing standardized, high-quality state championships across individual sports and multi-sport disciplines.

Positioned strategically between grassroots Khel Mohotsav festivals and PEFI Games Nationals, State Games transform district-level talent into state champions through formal eligibility verification, technical officiating, structured draws, and comprehensive performance documentation. Each PEFI State Game functions as both a celebration of state sporting excellence and a qualifying gateway to national championships, ensuring systematic athlete progression while maintaining PEFI's commitment to educational institutions and school sports.

The format emphasizes competitive integrity, institutional participation, and technical standards, distinguishing it from community festivals while remaining accessible to schools, colleges, academies, and district representative teams across the state.

21.1 Scope of State Games

PEFI State Games encompass single-sport championships (e.g., PEFI State Athletics Meet, PEFI State Football Championship) and multi-sport state meets conducted under unified technical and organizational standards. The scope includes:

21.2 Eligible Disciplines

- Priority Sports: Athletics, Football, Volleyball, Basketball, Handball, Kho-Kho, Kabaddi, Badminton
- Emerging/Olympic Sports: Table Tennis, Hockey, Wrestling, Boxing, Judo, Weightlifting (where technical support available)
- Traditional Sports: Mallakhamb, Gatka, Kalaripayattu (state-specific)
- Adaptive Sports: Wheelchair basketball, sitting volleyball, para-athletics (where infrastructure permits)

21.3 Approval and Deposit

The organizing State Chapter shall deposit **INR 200 per participant** with the **PEFI Head Office within 15 days of concluding the event**. The chapter should share a detailed proposal containing event title, sport(s), date, venue, expected participation, technical plan, partnership plan, and progression pathway if linked to nationals.

21.4 Guiding Principles

1. **Merit-Based Selection:** Performance determines progression
2. **Institutional Priority:** Schools remain central to participation
3. **Technical Integrity:** Certified officials ensure fair competition
4. **State Unity:** District representation mandatory
5. **Progression Focus:** Champions guaranteed national opportunity
6. **Documentation:** Complete records for talent tracking

PEFI State Games create the competitive bridge between grassroots participation and national excellence, systematically building India's state-level sports champions.

Through standardized championships, technical rigor, and structured progression pathways, PEFI State Games establish the foundation for a merit-based national sports ecosystem.

21.5 Core Objectives

21.5.1 State Championship Excellence

- Establish recognized state champions in each discipline and category
- Create official state records maintained by PEFI
- Conduct events to international technical standards adapted for state level
- Award PEFI State Champion titles, medals, and certificates

21.5.2 District-to-State Talent Pipeline

- Guarantee district champion qualification (minimum 50% quota)
- Implement structured selection trials for individual events
- Create PEFI State Talent Registry with performance database
- Facilitate top-8 performers progression to PEFI Nationals

21.5.3 Institutional Sports Development

- Ensure minimum 60% school/college participation
- Award institutional trophies for overall performance
- Conduct PE teacher/coach development workshops
- Strengthen school sports administration capacity

21.5.4 Technical Standardization

- Align with state/national federation rules and protocols
- Deploy minimum 2 certified officials per event
- Implement standardized measurement equipment for field events
- Maintain complete result documentation for ranking purposes

21.5.5 Competitive Pathway Creation

- Position events as official qualifiers for PEFI Nationals
- Establish minimum performance standards for national qualification
- Create state ranking system for ongoing athlete tracking
- Facilitate national team selection camps for top performers

21.5.6 Sports Ecosystem Strengthening

- Partner with state sports federations for technical credibility
- Secure government department patronage and support
- Generate state-wide media coverage and documentation
- Build sustainable state championship calendar

22 | Strategic Implementation Framework

22.1 Event Categories

1. **Annual Priority Championships:** Athletics, Football, Volleyball, Kho-Kho
2. **Bi-Annual Championships:** Basketball, Badminton, Kabaddi
3. **Specialized Meets:** Traditional sports, Adaptive sports
4. **Multi-Sport State Games:** 4-6 sports over 2-3 days

22.2 Hosting Rotation

- District Headquarters as primary venues
- State capitals for championship finals
- University campuses for multi-sport events
- SAI centres for technical support

22.3 Expected Impact Metrics

Scale	Single Sport	Multi-Sport
Districts	10-20	15-25
Participants	800-2,000	2,000-5,000
Schools/Teams	50-100	100-250
Technical Officials	20-40	50-100
State Champions Crowned	24-48	100-150

23 | Venue and Institutional Engagement

State Games should preferably be hosted at quality venues such as state stadiums, district headquarters complexes, university grounds, SAI-supported facilities, federation-approved fields, or school campuses with competition-grade infrastructure. Early engagement with the state sports department, state sports authority, DSO network, SAI regional center, and relevant state federation is essential for legitimacy and technical support.

24 | Role of State & Local Federations

Wherever possible, organizers should engage the district or state federation of the concerned sport for technical guidance, officials, rules alignment, field-of-play standards, and credibility. Such engagement should be documented through letters or understanding notes so that event quality and dispute management remain strong.

25 | Committee and Technical Structure

In addition to the general organizing committee, PEFI State Games should appoint:

- Championship/Event Director.
- Eligibility Verification Committee.
- Draw and Fixtures Committee.
- Appeals and Protest Committee.
- Referees/Umpires Coordination Committee.
- Results Authentication Cell.
- Awards and Ceremonies Committee.

Every sport must again have a designated Game Coordinator, and sports with large participation should have assistant coordinators or field managers. Athletics must have a complete event office, track referee system, field-event judges, and result tabulation protocol.

26 | Financial Model

State chapters should combine local sponsorships, institutional support, entry fees, and in-kind partnerships to make the event viable. Sponsorships should be sourced locally through businesses, educational groups, hospitals, brands, and CSR units, with additional support sought from district associations and state-level institutional partners.

Even where student entry fees are charged, fee levels should remain reasonable and should not undermine participation. The chapter should provide fee concessions for disadvantaged schools or district qualifiers if local sponsorship permits.

27 | Technical SOP for PEFI State Games

1. Publish official championship prospectus.
2. Define eligibility and progression rules.
3. Receive entries and verify all documents.
4. Confirm technical officials and Game Coordinators.
5. Conduct draw or fixtures meeting.
6. Prepare competition schedule, warm-up zones, reporting areas, and results protocol.
7. Install approved branding and partner signage.
8. Conduct competition with daily technical review.
9. Handle appeals through notified committee.
10. Publish verified results and state qualifiers, where applicable

28 | Ceremonial and Visibility Elements

State Games should have a more formal opening and closing protocol than Khel Mohatsav, while avoiding unnecessary expense. Organizers should involve chief guests relevant to the sport ecosystem, including state sports department officials, sports achievers, federation leaders, education authorities, and eminent PEFI functionaries.

Exhibitions, sports science corners, coaches' clinics, referee orientation sessions, athlete education booths, and sponsor activation areas may be integrated without disturbing the competition schedule.

29 | Suggested Sponsorship Content for PEFI State Games

29.1 Sponsorship Positioning

PEFI State Games offer a state-wide platform that combines competitive sport, institutional participation, youth engagement, and brand visibility within a credible educational and sports-development framework. Sponsors gain presence not only among participants but also among schools, academies, PE professionals, families, and district-level sport networks across the state.

29.2 Sponsor Categories

Title Sponsor	Presenting Sponsor	Powered By Partner
Education Partner	Health and Wellness Partner	Equipment Partner
Hydration Partner	Trophy and Medal Partner	Media Partner

29.3 Sponsorship Proposal Template

Subject: Proposal for Sponsorship Partnership for PEFI State Games – [State Name]

To

[Name of Company / Institution]

[Designation]

[Organization Name]

[Address]

From

Physical Education Foundation of India (PEFI)

[Name of State Chapter / Organizing Unit]

[Address]

[Contact Number]

[Email ID]

Date: [Insert Date]

The Physical Education Foundation of India (PEFI), through its [State Name] State Chapter / authorized organizing unit, proposes to organize the PEFI State Games – [State Name, Year], a state-level championship platform intended to promote excellence in sport, fair play, youth participation, and institutional engagement across the state.

The proposed event will bring together students, teams, athletes, coaches, physical education teachers, academies, institutions, and district-level stakeholders through a structured championship model conducted under the PEFI banner. The event is envisaged not only as a competitive sports platform but also as a state-wide movement for strengthening grassroots-to-state sports pathways and encouraging wider participation in organized sport.

We respectfully invite [Organization Name] to partner with this important initiative as a sponsor and stakeholder in youth development, sports promotion, and community visibility.

About PEFI State Games

PEFI State Games are organized as structured state-level championship events under the PEFI banner for one sport or multiple sports, such as athletics, football, volleyball, basketball, kho-kho, handball, badminton, kabaddi, and other recognized games depending on local feasibility and technical support.

Proposed Event Snapshot

- **Name of Event:** PEFI State Games – [State Name, Year]
- **Organized by:** Physical Education Foundation of India, [State Name] Chapter
- **Proposed Dates:** [Insert Dates]
- **Venue:** [Insert Venue / City]
- **Expected District Participation:** [Insert Number]
- **Expected Schools / Teams / Institutions:** [Insert Number]
- **Expected Participants:** [Insert Number]
- **Sports Proposed:** [Insert Sports]
- **Chief Guests / Invitees:** [To be confirmed]
- **Media / Publicity Coverage:** Digital, local media, social media, institutional outreach

Purpose of Sponsorship

The purpose of this sponsorship partnership is to mobilize support for the successful conduct of a professionally organized state-level sports championship while creating meaningful value for sponsoring organizations through visibility, goodwill, engagement, and public association with youth and sports development. Clear articulation of the ask and sponsor benefits is a standard best practice in sponsorship proposals.

Sponsorship support may be extended in any of the following forms:

- Cash sponsorship.
- In-kind sponsorship.
- Support in products, services, equipment, refreshments, prizes, or technical assistance.
- Co-branding and institutional partnership support.

Why Partner with PEFI State Games

A sponsorship proposal should explain the strategic alignment and the direct value offered to the sponsor, including visibility, brand placement, and audience engagement.

By partnering with PEFI State Games, your organization will receive the following advantages:

- Association with a recognized sports development platform focused on youth, fitness, and education.
- Direct visibility among students, athletes, families, schools, academies, PE teachers, coaches, and district-level sports networks.

- Opportunity to demonstrate commitment to community development, health, education, and youth empowerment.
- Brand recognition across printed materials, certificates, venue branding, social media communication, and event announcements.
- Opportunity for on-ground activation through display stalls, product showcases, wellness counters, sampling desks, or service kiosks, subject to event suitability.

Sponsorship Positioning

PEFI State Games offer a state-wide platform that combines competitive sport, institutional participation, youth engagement, and brand visibility within a credible educational and sports-development framework. Sponsors gain presence not only among participants but also among schools, academies, PE professionals, families, and district-level sport networks across the state.

Sponsorship Categories

The following sponsorship categories may be offered depending on the scale and nature of the event:

- Title Sponsor.
- Presenting Sponsor.
- Powered By Partner.
- Education Partner.
- Health and Wellness Partner.
- Equipment Partner.
- Hydration Partner.
- Trophy and Medal Partner.
- Media Partner.

29.4 Sponsorship Packages

Tiered packages are commonly recommended in sponsorship proposals to allow different levels of support and benefits.

Title Sponsor

Suggested Contribution: INR [Insert Amount]

Indicative Entitlements:

- Event naming rights: “PEFI State Games – [State Name, Year] presented by [Sponsor Name]”.
- Prime logo placement on all major event creatives, banners, backdrops, certificates, and digital publicity.
- Prominent presence in opening and closing ceremony announcements.

- Exhibition / activation space at venue.
- Social media acknowledgement in all major promotional posts.
- Special mention in press notes, media interactions, and post-event report.
- Opportunity for company representative to address the audience during inaugural ceremony, subject to protocol approval.
- Branding on participant kits / bibs / selected event collateral, where applicable.

Presenting Sponsor

Suggested Contribution: INR [Insert Amount]

Indicative Entitlements:

- Secondary premium logo placement on event publicity and venue branding.
- Recognition as “Presenting Sponsor” in official communications.
- Stall / display space at venue.
- Social media and announcement mentions.
- Logo placement on certificates, brochures, and selected event materials.
- Recognition in post-event report.

Powered By Partner

Suggested Contribution: INR [Insert Amount]

Indicative Entitlements:

- Inclusion as “Powered By” partner on selected promotional material.
- Logo placement on backdrop, posters, and digital invitations.
- Acknowledgement during event ceremonies and announcements.
- Social media recognition and report mention.

Education Partner

Suggested Contribution: INR [Insert Amount]

Indicative Entitlements:

- Recognition as Education Partner in school and institutional outreach.
- Opportunity to display education-related services / courses / materials.
- Logo placement on selected education and registration-related communication.
- Mention during school-participation communication and closing report.

Health and Wellness Partner

Suggested Contribution: INR [Insert Amount]

Indicative Entitlements:

- Branding at health desks, wellness booths, physiotherapy points, or medical support points.
- Opportunity to provide awareness material on health, wellness, hygiene, nutrition, or preventive care.
- On-ground activation space where appropriate.
- Logo placement on wellness-related communication and selected branding.

Equipment Partner

Suggested Contribution: INR [Insert Amount] / equipment support in kind

Indicative Entitlements:

- Recognition as official equipment partner.
- Branding linked to sport equipment zones where feasible.
- Mention in technical and venue communication where equipment is deployed.
- Social media and report acknowledgement.

Hydration Partner

Suggested Contribution: INR [Insert Amount] / in-kind support

Indicative Entitlements:

- Recognition at hydration points and athlete refreshment areas.
- Branding on hydration counters, water distribution points, or beverage service stations.
- Event announcements acknowledging support.
- Post-event documentation mention.

Trophy and Medal Partner

Suggested Contribution: INR [Insert Amount] / in-kind support

Indicative Entitlements:

- Recognition as award partner.
- Mention during medal ceremonies and prize distribution.
- Logo visibility on selected award-stage branding.
- Acknowledgement in post-event report and winner communication.

Media Partner

Suggested Contribution: Media support / publicity collaboration

Indicative Entitlements:

- Recognition as official media partner.
- Logo placement on selected media and publicity creatives.
- Co-branded media updates where appropriate.
- Mention in press outreach and digital publicity.

29.5 Deliverables to Sponsor

A strong proposal should specify the benefits and deliverables clearly rather than using only general statements.

The Organizer may offer any combination of the following deliverables depending on sponsorship category and contribution level:

- Logo placement on banners, posters, standees, invitation cards, and backdrops.
- Branding on participant certificates, medal ceremony branding, and selected event kits.
- Social media posts and acknowledgement on official event pages.
- Recognition in press release, media note, and post-event report.
- On-stage acknowledgement by anchor / announcer.
- Public address mentions during key competition segments.
- On-ground activation booth / display desk / product sampling opportunity.
- Speaker / representative acknowledgement during inauguration or closing, where protocol permits.
- Inclusion in sponsor appreciation communication after the event.

29.6 Use of Sponsorship Support

The proposal should also briefly explain how sponsor support helps the event, which is recommended in sponsorship guidance.

Funds and support mobilized through sponsorship shall be utilized for the successful conduct of the event, including but not limited to:

- Venue preparation and sports infrastructure support.
- Technical officials and event operations.
- Certificates, medals, trophies, and branding materials.
- Athlete and team facilitation.
- Hydration, refreshment, and participant support.
- Medical, safety, and volunteer arrangements.
- Event publicity, documentation, and media communication.

29.7 Reporting & Recognition

After the successful completion of the event, the Organizer shall provide the sponsor, as applicable:

- Sponsor acknowledgement letter.
- Photo documentation of branding presence.
- Brief event summary note.
- Social media coverage references.
- Post-event report mentions and sponsor appreciation record.

Providing sponsors with proof of impact and post-event follow-up is widely recommended as a key part of successful sponsorship practice.

29.8 Proposed Call to Action

A sponsorship proposal should end with a clear next step inviting discussion or confirmation.

We would be honoured to meet your good office to present the event concept in greater detail and discuss a suitable partnership model aligned with your organization's branding, CSR, outreach, or community-engagement objectives.

You are kindly requested to consider supporting PEFI State Games – [State Name, Year] as a valued sponsor and partner. We shall be pleased to share the detailed event note, sponsorship matrix, expected participation, and proposed branding plan upon receiving your expression of interest.





CATEGORY 03

SOP for PEFI Games Nationals

- 30. Concept Note and Objectives
- 31. Governance Principles
- 32. Strategic Importance
- 33. Mandatory Approval Process
- 34. Deposit and Fee Norm
- 35. National-Level Institutional Linkages
- 36. Organizing Structure for Nationals
- 37. National Event Planning Timeline
- 38. National Competition SOP
- 39. Host City Services
- 40. Sponsorship Strategy
- 41. Sample Sponsorship Pitch
- 42. Sponsorship Proposal Letter Template
- 43. Usage Instructions for SOP
 - 43.1 Mandatory Requirements
 - 43.2 Prohibited Actions

30 | Concept Note and Objectives

30.1 Concept Note

PEFI Games Nationals represent the highest level of organized sporting competition under the PEFI banner and constitute a national championship platform of strategic importance, prestige, and responsibility. These Games are designed to bring together the best-performing athletes, teams, institutions, and state representatives from across the country in a professionally managed, technically sound, and nationally recognized sports event.

The National Games format is intended to serve as the culmination of the PEFI competitive pathway, following grassroots participation through Khel Mohotsav and state-level competition through PEFI State Games. As the apex platform, PEFI Games Nationals shall reflect the core values of excellence, discipline, fairness, inclusion, technical integrity, and national sporting development. The event shall not merely function as a competition, but as a national institution-building platform that strengthens the PEFI sports ecosystem across states and promotes long-term athlete development.

PEFI Games Nationals must be hosted only by a State Chapter with prior written approval from the PEFI National Office. Because of the scale, visibility, and operational complexity of the event, the host chapter shall ensure complete readiness in the areas of technical conduct, venue management, accommodation, transport, safety, finance, media, protocol, and participant administration. The event must be planned and executed with the standards expected of a national championship.

The National Games shall also serve as a platform for national integration through sport, bringing together participants from different regions, institutions, and sporting backgrounds under one recognized national format. The event should reinforce the PEFI identity as a serious, credible, and structured sports promotion organization capable of delivering championship-level events with consistency and professionalism.

A State Chapter may ordinarily organize only one PEFI National Games event in a calendar year for one sport. If the chapter wishes to host another national-level event in the same year, it should normally be for a different sport, unless a specific exception is granted in writing by the PEFI National Office on the basis of strategic need, calendar suitability, or exceptional organizational capacity.

30.2 Objectives

30.2.1 To conduct a national championship of the highest organizational standard under the PEFI banner

PEFI Games Nationals shall establish a model of organized national competition that reflects technical discipline, administrative excellence, and event credibility.

30.2.2 To provide a national platform for the best athletes and teams from states and districts

The Games shall bring together top performers from state-level competitions and create an opportunity for them to compete at a higher and more visible level.

30.2.3 To strengthen the competitive pathway from grassroots to national level.

The National Games shall serve as the apex stage of a structured progression beginning with Khel Mohotsav and State Games, thereby creating continuity in athlete development.

30.2.4 To promote excellence, fair play, and sportsmanship.

The event shall reinforce the values of integrity, discipline, respect for rules, and healthy competition among participants, coaches, and officials.

30.2.5 To encourage national integration through sport.

By hosting participants from multiple states and regions, the Games shall promote unity, cultural exchange, and mutual respect through a shared sporting experience.

30.2.6 To establish PEFI as a credible national-level sports organizer.

The event shall strengthen the institutional reputation of PEFI as an organization capable of organizing structured, transparent, and professionally managed national championships.

30.2.7 To create visibility for partners, sponsors, and institutions supporting youth sport.

The Games shall provide a nationally recognized platform for CSR partners, institutions, federations, and supporters to associate with youth development and sports promotion.

30.2.8 To support technical standardization and documentation.

The event shall ensure proper eligibility checks, technical officiating, result management, reporting, and record maintenance for national-level sport administration.

30.2.9 To identify promising athletes for further development and recognition.

The National Games shall serve as a talent-identification platform for outstanding athletes who may be considered for future advanced training, recognition, or progression.

30.2.10 To ensure responsible governance and calendar discipline.

The requirement of prior approval, limited annual hosting rights, and formal governance safeguards shall ensure that the National Games remain orderly, strategic, and aligned with the national interests of PEFI.

31 | Governance Principles

PEFI Games Nationals shall be governed by the following principles:

- Prior written approval from the PEFI National Office is mandatory.
- Only one national event per game per State Chapter in a year shall ordinarily be permitted.
- Any exception shall require special approval from the National Office.
- The host chapter shall ensure complete financial, technical, and operational readiness.
- The event shall be conducted with full compliance to approved rules, branding, and reporting requirements.
- Safety, fairness, and transparency shall remain non-negotiable at every stage.

32 | Strategic Importance

PEFI Games Nationals are not only competitive events but also strategic instruments for national sports development. They expand the PEFI footprint, create a direct link between state-level performance and national opportunity, and help build a recognizable championship culture under a unified banner. In this manner, the National Games become a key expression of PEFI's mission to strengthen sports participation, athlete pathways, and institutional excellence across India.

33 | Mandatory Approval Process

The full proposal must be emailed to info@pefindia.org well in advance. The proposal should include:

- Event title and sport.
- Proposed dates and venue.
- Organizing chapter details.
- National participation plan.
- Technical support plan and federation engagement.
- Budget and sponsorship plan.
- Accommodation and transport concept.
- Medical and safety plan.
- Branding and certificate requirements.
- Expected support sought from PEFI Head Office.

34 | Deposit and Fee Norm

The host chapter shall deposit **INR 200 per participant** with the PEFI Head Office withing **15 days of concluding the event**, for organizing support, logo authorization, technical backing, and category recognition. Revenue sharing from sponsorships and participation to be as per Table No. 1, Student participation fee for PEFI Games Nationals must be kept under **INR 1,000 per student**.

35 | National-Level Institutional Linkages

The host chapter should formally engage:

- Relevant local or state federation of the sport.
- State federation and, where useful, district federation channels.
- SAI regional center nearest to the host city for venue support or institutional cooperation.
- Department of Sports in the host state.
- DSO and district administration for field support, safety, protocol, and local facilitation.

These institutions can support venue access, technical officials, athlete services, accommodation references, protocol, ambulance linkage, and event visibility. All such engagement should be documented and aligned with the approved event structure.

36 | Organizing Structure for Nationals

The host shall create a strengthened multi-layer structure with the following minimum committees:

- Organizing Committee.
- Technical Conduct Committee.
- National Entries and Accreditation Committee.
- Transport and Reception Committee.
- Accommodation and Hospitality Committee.
- Medical and Emergency Response Committee.
- Finance and Sponsorship Committee.
- Branding and Media Committee.
- Discipline and Safeguarding Committee.
- Results, Records, and Certification Committee.
- Protocol and VIP Committee.
- Legal and Compliance Desk where needed.

Each sport must have a National Game Coordinator, supported by assistant coordinators, competition secretariat staff, result-control personnel, and trained volunteers. For national athletics or multi-event formats, electronic or standardized result systems should be used wherever possible to ensure consistency and auditability.

37 | National Event Planning Timeline

Following the long-cycle planning model reflected in the workshop SOP, nationals should begin **at least 4-6 months before event dates** in order to secure approvals, sponsorships, travel advisories, participant communication, venue confirmations, and partner engagement.

A suggested timeline is:

- **Month 1:** Proposal to PEFI HQ, venue mapping, federation outreach.
- **Month 2:** Approval, deposit, sponsorship launch, organizing committees notified.
- **Month 3:** Event circular to states, branding templates requested, accommodation block planning.
- **Month 4:** Entries open, technical handbook issued, medical and transport planning.
- **Month 5:** Final confirmations, volunteer training, print and branding production.
- **Event month:** arrivals, accreditation, technical meeting, execution, reporting.

38 | National Competition SOP

- Issue national invitation circular after approval.
- Define participant categories, age rules, team composition, and document list.
- Create online/offline entry system with deadlines.
- Verify entries state-wise and publish provisional lists.
- Conduct national technical meeting before competition.
- Establish protest window and disciplinary mechanism.
- Maintain live or scheduled results communication.
- Ensure medical desk, ambulance, hydration, and security throughout.
- Organize medal ceremonies with proper category sequencing.
- Submit complete post-event report and accounts summary to PEFI HQ.

39 | Host City Services

Nationals require special attention to outstation participants. The host should provide:

- Arrival guidance and nodal contacts.
- Venue maps and reporting schedules.
- Budget accommodation options and recommendations.
- Local transport plan or support desk.
- Meal arrangements or approved vendors.
- Emergency contacts and medical support information.

40 | Sponsorship Strategy

Although national events offer wider visibility, the SOP should clearly state that sponsorships are to be sourced locally by the host chapter through local businesses, city-based enterprises, state-level CSR partners, educational institutions, industrial houses, hospitality partners, healthcare providers, and regional brands. National office support does not replace the host chapter's responsibility for resource mobilization.

Possible sponsorship rights at national level include title rights, category sponsor rights, ceremony rights, live coverage support, transport partner, accommodation partner, hydration partner, medical partner, digital partner, trophy partner, and state-host partner. Organizers should preserve sponsor dignity while ensuring PEFI brand hierarchy remains intact

41 | Sample Sponsorship Pitch

PEFI Games Nationals in [Sport Name] will bring athletes, coaches, officials, institutions, and sports stakeholders from across India to [Host City], creating a unique national platform that combines competitive excellence, youth engagement, and strong educational value. By partnering with this championship, your organization can demonstrate visible support for grassroots and competitive sports while gaining high-quality branding, public goodwill, and association with a nationally coordinated event.

42 | Sponsorship Proposal Letter Template

[Official Letterhead]

PHYSICAL EDUCATION FOUNDATION OF INDIA (PEFI)

[National Office Address]

[Host State Chapter Address]

Telephone: [Number] | Email: info@pefindia.org | www.pefindia.org

Ref: PEFI/NG/[Sport Name]/[Year]/Sponsorship-01

Date: [Insert Date]

To,

[Recipient Name]

[Designation]

[Organization Name]

[Complete Address]

Subject: Proposal for Sponsorship Support – PEFI Games Nationals [Sport Name] [Year]

Respected [Mr./Ms. Last Name/Sir/Madam],

The Physical Education Foundation of India (PEFI) is pleased to invite [Organization Name] to extend sponsorship support for the PEFI Games Nationals [Sport Name] [Year], a prestigious national championship event approved by the PEFI National Office and hosted by the [Host State Chapter Name].

Event Overview

PEFI Games Nationals in [Sport Name] will bring together athletes, coaches, officials, institutions, and sports stakeholders from across India to [Host City], creating a unique national platform that combines competitive excellence, youth engagement, and strong educational value. This championship represents the apex of PEFI's structured competitive pathway, following district Khel Mohatsav and state championships.

Event Particulars:

- **Event:** PEFI Games Nationals – [Sport Name] [Year]
- **Host:** PEFI [State Chapter Name]
- **Dates:** [DD/MM/YYYY to DD/MM/YYYY]
- **Venue:** [Venue Name], [Host City]
- **Expected Participation:** [Number] athletes representing [Number] states
- **Institutions:** Schools, colleges, academies, sports bodies
- **Chief Guests:** [TBD – Sports personalities/government officials]

Strategic Value Proposition

By partnering with PEFI Games Nationals, [Organization Name] will receive:

1. National-Level Brand Visibility

- Prime logo placement on certificates, medals, banners, backdrops, result sheets
- Official recognition during opening/closing ceremonies
- Social media amplification across PEFI's national digital platforms
- Association with National Champions crowned at the event

2. Direct Stakeholder Engagement

- Presence among elite youth athletes, coaches, PE teachers, sports administrators
- Networking opportunity with educational institutions and sports federations
- On-ground activation space for CSR/product showcase

3. Measurable CSR Impact

- Contribution to youth sports development and talent identification
- Support for structured national sports pathway creation
- Association with Fit India Movement and national sports development goals

APPROVED SPONSORSHIP CATEGORIES

1. TITLE SPONSOR [Investment: ₹X Lakh]

- Brand name mention with the event name
- Prime branding across all materials
- Stage address opportunity
- VIP hospitality passes

2. PRESENTING SPONSOR [Investment: ₹X Lakh]

- Co-naming rights
- Premium logo placement
- Dedicated activation space
- Media recognition

3. POWERED BY PARTNER [Investment: ₹X Lakh]

- Logo on major collaterals
- Ceremony acknowledgement
- Digital platform mentions

4. CATEGORY PARTNERS (In-kind/Cash)

- Hydration Partner
- Equipment Partner
- Health Partner
- Trophy Partner
- Media Partner

42.1 Partnership Benefits Matrix

Benefits	Title	Presenting	Powered By	Associate Partners
Brand Name Mention With	✓ Exclusive	✓ Co-naming	✓ Event Name (Powered By)	-
Logo on Certificates	✓	✓		Sector-specific
Stage Mention	3 times	2 times	1 time	1 time
Activation Space	50 sqm	30 sqm	15 sqm	10 sqm
Social Media Posts	8	5	3	2
Post-Event Report	Featured	Prominent	Listed	Acknowledged

42.2 Specific Partnership Request

PEFI respectfully requests [Organization Name]'s support as [Title/Presenting/Category Sponsor] with a contribution of INR [Amount], which shall be utilized for event infrastructure, technical operations, participant facilitation, and championship conduct.

42.3 Deliverables Commitment (To be finalized with final discussing with the sponsor)

Upon partnership confirmation, PEFI guarantees:

- **Branding Implementation** as per approved sponsorship matrix
- **Dedicated Activation** Space with power, furniture, and security
- **Comprehensive Media Documentation** (photography, videography)
- **Post-Event Impact Report** with ROI metrics and media valuation
- **Sponsor Appreciation Certificate** from PEFI National Office
- **Detailed Utilization Certificate** for CSR compliance

Financial Terms (As per PEFI SOP)

- 10% of cash sponsorship contribution shall be remitted to PEFI National Office
- Participant fee: Maximum INR 1,000 per athlete (PEFI share: INR 200/athlete)
- Complete financial reporting within 30 days post-event

Next Steps

We request the honour of your consideration and would be pleased to arrange a formal presentation of this sponsorship proposal at your convenience.

Kindly confirm your interest by [Date – 7 days from letter date] to enable inclusion in official event communication.

Contact:

[Your Name]

[Designation]

PEFI Games Nationals Organizing Committee

Mobile: [Number] | Email: [Email ID]

Thanking you for considering this prestigious national partnership opportunity.

Yours sincerely,

[Your Full Name]

[Your Designation]

PEFI [State Chapter Name]

Host Organizing Secretary

PEFI Games Nationals [Sport Name] [Year]

43 | Usage Instructions for SOP

43.1 Mandatory Requirements

- Use official **PEFI letterhead with National Office approval** reference
- Insert verified **participation estimates** based on state confirmations
- **Customize investment amounts per approved** event budget
- Include **PEFI financial sharing** terms prominently
- **Attach mandatory enclosures** before dispatch
- Maintain **digital copies** of all sponsorship correspondence
- **Report all commitments to PEFI National Office within 48 hours**

43.2 Prohibited Actions

- Independent pricing without National Office budget approval
- Guarantees beyond approved sponsorship matrix
- Use of PEFI logo/name without formal hosting approval
- Verbal commitments without written confirmation





CATEGORY 04

LEAGUES / CLUB FORMAT RECURRING TOURNAMENTS

- 44. Concept and Objectives
- 45. Core Objectives
- 46. Guiding Principles
- 47. Eligible Participation
- 48. League Format Structures
 - 48.1 Round-Robin
 - 48.2 Pool & Knockout
 - 48.3 Home-and-Away
 - 48.4 Ladder Format
 - 48.5 Multi-Phase League
- 49. Priority Sports
- 50. Target Impact Metrics
- 51. Fee Norm

44 | Concept and Objectives

Leagues / Club Format Recurring Tournaments shall represent PEFI's structured, season-based competition format designed to provide continuous, organized, and performance-linked sports opportunities for clubs, academies, schools, institutions, district units, and registered teams. Unlike one-time festivals or knockout events, this format emphasizes recurring competition across a defined period, enabling athlete development, team building, sustained engagement, and long-term sports ecosystem growth.

This category shall be used to create regular competitive pathways in sports where repeated match exposure improves technical skill, tactical understanding, fitness, discipline, and sportsmanship. The format is particularly suitable for team sports and league-friendly disciplines where ranking, points, promotion, relegation, and recurring fixtures add value to athlete development and stakeholder engagement.

The League / Club Format shall operationalize PEFI's commitment to structured participation by creating a competition model that is more advanced than a grassroots festival but more accessible than elite championship structures. It shall help PEFI establish a stable event ecosystem involving clubs, schools, local organizers, officials, sponsors, spectators, and community stakeholders.

The format may also serve as a feeder platform for PEFI State Games and Nationals, especially where club or institutional teams have been developed through a recurring season. In this sense, league structures are not merely competitions but long-term development systems that support talent identification, athlete retention, and sustained sports participation.

45 | Core Objectives

The League / Club Format Recurring Tournaments shall pursue the following strategic objectives:

45.1 Continuous Competition Exposure

- Provide athletes and teams with regular match experience over a season or series of rounds.
- Reduce the problem of one-time participation by ensuring recurring fixtures and measurable progress.
- Improve competitive readiness, team cohesion, and sports performance through repeated play.

45.2 Club and Institution Development

- Encourage formation and strengthening of clubs, academies, school teams, and institutional teams.
- Promote local ownership of sport through organized team identity and structured participation.
- Build a stable base of registered participants who can be tracked across seasons.

45.3 Talent Development Pipeline

- Enable systematic observation of athletes across multiple matches rather than one event only.
- Create opportunities for selection, ranking, and progression to higher-level PEFI competitions.
- Maintain season-wise performance records for player profiling and long-term talent tracking.

45.4 Regular Sports Engagement

- Ensure recurring sports activity in cities, districts, blocks, and educational clusters.
- Keep athletes active throughout the year instead of limiting exposure to annual events.
- Support fitness, discipline, and team culture through consistent competition.

45.5 Spectator and Community Development

- Build community interest through regular schedules, local rivalries, and tournament continuity.
- Increase public visibility for sports by creating repeated event touchpoints.
- Provide sponsors and local stakeholders with extended engagement opportunities.

45.6 Administrative and Technical Standardization

- Introduce uniform rules, point systems, fixture schedules, and reporting structures.
- Strengthen competition management through systematic organization and documentation.
- Professionalize local league administration under the PEFI banner.

46 | Guiding Principles

Leagues / Club Format Recurring Tournaments shall be governed by the following principles:

- **Structured Continuity:** The tournament must have a clear season, phase, or recurring schedule.
- **Competition Integrity:** Fixtures, results, and rankings must be transparent and properly documented.
- **Eligibility Discipline:** Player registration, transfer rules, and category norms must be clearly stated.
- **Development Orientation:** The format must support growth, learning, and talent identification.
- **Affordability:** Participation fees must remain reasonable and category-sensitive.
- **Local Ownership:** Clubs, schools, and institutions should be meaningfully involved in organization.
- **Technical Control:** Rules, officials, and disciplinary procedures must be defined in advance.
- **Scalability:** The league model should be adaptable to district, state, and national expansion.

47 | Eligible Participation

Leagues / Club Format Recurring Tournaments may be open to clubs, academies, schools, colleges, institutional teams, district units, local associations, and invited teams, depending on the nature of the sport and the event prospectus. Organizers must clearly state whether the league is open, age-group based, gender-specific, institution-wise, district-wise, or club-only.

Where school participation is included, the league should identify whether schools are competing as independent school teams or through affiliated local clubs or academies. If mixed participation is allowed, the prospectus must define whether school teams and club teams will compete together or in separate categories.

Since recurring formats require stability, organizers should maintain a verified registration system for teams and players before the league begins. Player substitution, replacement, transfer, and mid-season addition rules must be specified in the regulations to avoid disputes later.

48 | League Format Structures

PEFI Leagues / Club Format Recurring Tournaments may be organized in one or more of the following structures:

48.1 Round-Robin

Each team plays every other team once or more than once. Points are awarded for wins, draws, and losses, and standings are updated throughout the tournament

48.2 Pool & Knockout

Teams are divided into pools or groups, and the top teams advance to a knockout or finals stage. This format is suitable where the number of teams is large.

48.3 Home-and-Away

Teams compete at different venues over multiple matchdays. This format works well for clubs, districts, and city-based leagues.

48.4 Ladder Format

Teams are arranged on a points ladder and may move up or down depending on performance. This format is suitable for recurring or seasonal competitions.

48.5 Multi-Phase League

- A tournament may be organized in preliminary, intermediate, and final stages over weeks or months. This allows flexibility in scheduling and sponsorship activation.
- The format selected should depend on the number of teams, venue availability, technical manpower, sport discipline, and local organizing capacity.

49 | Priority Sports

Priority sports for League / Club Format Recurring Tournaments shall include football, basketball, volleyball, handball, kabaddi, cricket, hockey, badminton, table tennis, futsal, lawn tennis, chess, and athletics circuit events where recurring competition is feasible.

Additional disciplines may include kho-kho, throwball, netball, swimming meets, wrestling circuits, martial arts leagues, rope skipping, skating, and mixed sports club competitions where the technical structure supports recurring play.

The sport chosen should be suitable for repeated competition, clear ranking, and season-based organization. Sports with strong club culture and spectator interest should be prioritized.

50 | Target Impact Metrics

Level	Teams	Matches	Players	Volunteers	Partnerships
District League	8-12	30-50	200-400	30-50	4-6
State League	12-16	60-100	400-800	60-100	8-12



51 | Fee Norm

Participation fee for **League / Club** Format Recurring Tournaments shall be decided based on sport, number of fixtures, venue costs, officiating expenses, and organizational scale. The fee structure must be clearly declared in the prospectus and approved by the organizing authority. **Team entry INR 10,000 (District), INR 25,000 (State); player-wise INR 1000/season max.** for individuals. Free for govt school teams

Where feasible, organizers may adopt:

- Team registration fee.
- Per-player registration fee.
- Match fee or season fee.
- Institutional package fee.
- Free or subsidized entry for school teams.

The fee structure must remain transparent, reasonable, and consistent with PEFI's educational and developmental objectives. Fee collection, if any, should be supported by receipts, accounting records, and clear refund rules.

51.1 Deposit / Revenue Sharing and Approval

All League / Club Format Recurring Tournaments proposed under the PEFI banner must be submitted to the relevant PEFI authority before launch. The proposal should include event concept, league format, number of participating teams, sports discipline, season duration, venue plan, fee structure, and sponsor plan.

Revenue sharing, title partnership conditions, branding rights, and affiliate revenue norms shall be decided in advance by the competent PEFI authority. No recurring tournament shall be marketed as a PEFI league or club series until written approval has been obtained.

Where recurring events run over multiple matchdays or phases, the organizing chapter must maintain periodic financial records and submit reports as required by PEFI. The concluding statement of accounts shall include entries received, sponsor support, expenses, and revenue sharing dues.

51.2 Suggested League Committee

In addition to the common committee structure, a League / Club Format Recurring Tournament should appoint:

- League Director.
- Fixture and Scheduling Coordinator.
- Club Registration and Eligibility Coordinator.
- Match Referee / Technical Officer Coordinator.
- Results and Points Table Manager.
- Venue Operations Coordinator.
- Disciplinary and Protest Committee.
- Data and Records Coordinator.
- Media and Sponsorship Liaison.
- Volunteer and Matchday Services Coordinator.

Where the league is multi-venue or season-long, a central organizing unit and venue-wise operational teams should both be established.

51.3 Technical and Operational SOP

1. Finalize sport, competition structure, and season duration.
2. Prepare the brochure with eligibility, age categories, fee, rules, points system, and awards.
3. Obtain approval from the relevant PEFI authority before public announcement.
4. Appoint the league committee and assign responsibilities.
5. Identify and confirm venues for all matchdays.
6. Invite and register clubs, schools, academies, or institutions.
7. Verify player identity, eligibility, and team documentation.
8. Prepare fixture schedule, points table system, and result reporting format.
9. Ensure availability of officials, referees, technical staff, and medical support.
10. Conduct a technical meeting before the league starts.
11. Manage matchdays with attendance, reporting, warm-up, match conduct, and result entry.
12. Maintain discipline, protest procedures, and injury response protocols.
13. Update standings after each round or matchday.
14. Conduct closing ceremony, award distribution, and documentation.
15. Submit final report, financial statement, photographs, media coverage, and outcome summary.

51.4 Points and Ranking System

The league brochure / prospectus should clearly define the points and ranking structure. A standard system may include

- Win: 3 points.
- Draw: 1 point.
- Loss: 0 points.

Where needed, organizers may also use tie-breakers such as:

- Head-to-head results.
- Goal difference or points difference.
- Total goals scored or runs scored.
- Fair play score.
- Toss or playoff, if permitted by regulations.

The ranking system must be fixed before the tournament begins and not altered mid-season unless approved by the competent authority.

51.5 Sample Brochure Format

PEFI LEAGUE / CLUB FORMAT RECURRING TOURNAMENT

- **Event Title:** PEFI [Sport Name] League 2026
- **Organized by:** [PEFI Chapter / Organizing Unit]
- **Venue:** [Venue Name and Address]
- **Dates:** [Start Date to End Date]
- **Category:** [School / Club / Institution / Open / Age-Group]

Event Highlights

- Recurring competitive structure.
- Registered team participation.
- Season-based rankings.
- Professional officiating.
- Talent identification platform.

Eligibility

- [Define age, institution, geography, team type, and other criteria.]

Format

- [Round-robin / pool / knockout / multi-phase / home-and-away]

Team Registration

- Last date: [Date]
- Documents required: [List]
- Fee: [Amount]

Awards

- Winner, runner-up, third place.
- Best player / best team / fair play recognition.
- Certificates, medals, trophies, and records.

Contact

- [Name, phone number, email, office address]

51.6 Sample Letter to Clubs and Institutions

Subject: Invitation to Participate in PEFI [Sport Name] League / Club Format Recurring Tournament 2026

Dear Sir / Madam,

Physical Education Foundation of India (PEFI) is pleased to announce the organization of the PEFI [Sport Name] League / Club Format Recurring Tournament 2026 at [venue/location]. This competition is being designed as a recurring season-based platform for clubs, schools, academies, and institutions to participate in structured, regular, and development-oriented sports competition.

The league aims to promote continuous competitive exposure, build stronger team culture, identify emerging talent, and strengthen the sports ecosystem at the local and regional levels. We invite your esteemed club / institution / school / academy to register and participate in this initiative.

Please find attached the prospectus, eligibility rules, schedule, and registration details. We request you to submit your entry by [date] and nominate your team with complete documentation.

We look forward to your participation and support in making this league a meaningful step toward organized sports development under the PEFI banner.

Sincerely,

[Name]

[Designation]

[PEFI Chapter / Organizing Committee]

[Contact Details]

51.7 Sponsorship Strategy

League / Club Format Recurring Tournaments are attractive to sponsors because they provide repeated brand visibility over multiple matchdays and sustained audience engagement. The sponsorship model may include title sponsor, associate sponsor, venue sponsor, jersey sponsor, matchday sponsor, hydration partner, award partner, media partner, and technical partner.

Sponsors may be sourced from:

- Local businesses.
- Sports academies.
- Fitness brands.
- Educational institutions.
- Hospitals and healthcare providers.
- Local industry bodies.
- CSR-supported enterprises.
- Equipment and apparel companies.

Sponsorship rights should be linked to visibility opportunities such as branding on fixtures, scoreboards, backdrops, social media, match reports, certificates, and awards.

51.8 Sample Sponsorship Letter

Subject: Sponsorship Opportunity for PEFI [Sport Name] League / Club Format Recurring Tournament 2026

Dear Sir / Madam,

The Physical Education Foundation of India (PEFI) is pleased to invite your esteemed organization to partner with the upcoming PEFI [Sport Name] League / Club Format Recurring Tournament 2026, a recurring sports platform designed to provide continuous competition, structured participation, and athlete development opportunities for clubs, schools, academies, institutions, and local sporting communities.

This tournament has been conceptualized as a long-term competitive platform that will bring together multiple teams across a series of matchdays, creating a vibrant environment of sporting excellence, community engagement, and youth participation. The format is designed not only to promote competition, but also to strengthen the sports ecosystem through regular participation, skill enhancement, team development, and talent identification.

By associating your organization with this initiative, you will be supporting a meaningful platform that encourages discipline, fitness, teamwork, and healthy living among young athletes and sports enthusiasts. The event will also create strong brand visibility through repeated exposure across multiple fixtures, matchdays, and community touchpoints, making it an excellent opportunity for sustained outreach and engagement.

We invite your support in the form of:

- Financial sponsorship.
- In-kind support.
- Branding and promotional partnership.
- Matchday activation and engagement support.
- Product or service association with the tournament.

Your organization's partnership will receive appropriate recognition and visibility across the event ecosystem, including:

- Tournament publicity materials.
- Venue branding and signage.
- Digital and social media communication.
- Certificates, trophies, and printed collateral.
- Media coverage and post-event promotion.
- On-ground announcements and brand mentions during matchdays.

In addition to brand visibility, your association with this tournament will reflect a strong commitment to youth development, sports promotion, community welfare, and the encouragement of healthy lifestyles. It will also position your organization as a supportive stakeholder in the growth of organized sports at the grassroots and competitive levels.

We believe this partnership will create a mutually beneficial association, combining social impact with meaningful brand engagement. We would be pleased to discuss a sponsorship structure that aligns with your organizational goals and desired level of participation.

We look forward to the opportunity of working together for the success of this important sports initiative.

Sincerely,

[Name]

[Designation]

[PEFI Chapter / Organizing Committee]

[Contact Details]

51.9 Indicative Timeline

8 Weeks Before Event

- Finalize concept, league structure, and sport discipline.
- Form organizing committee.
- Secure approval from PEFI authority.

6 Weeks Before Event

- Announce the league publicly.
- Open registrations.
- Contact clubs, institutions, and schools.

4 Weeks Before Event

- Close early registrations.
- Finalize sponsors and branding.
- Begin promotional activity.

2 Weeks Before Event

- Finalize team lists and draw/fixture schedules.
- Print banners, certificates, and forms.
- Confirm medical and emergency support.

Matchdays / Event Period

- Execute fixtures as per schedule.
- Record results and update standings.
- Address protests and discipline issues.

7 Weeks Before Event

- Confirm venue and dates.
- Prepare prospectus and registration materials.
- Begin sponsor outreach.

5 Weeks Before Event

- Verify entries and eligibility.
- Finalize preliminary fixtures.
- Secure referees and officials.

3 Weeks Before Event

- Conduct venue inspection.
- Confirm technical meeting schedule.
- Prepare points table and match documents.

1 Week Before Event

- Hold technical meeting.
- Confirm match officials and volunteer roster.
- Complete last logistics and publicity.

Post-Event Week

- Submit final results, reports, and accounts.
- Issue certificates, trophies, and thank-you letters.
- Review lessons for the next season.



CATEGORY 05

SOP for State and National Athletic Meet

- 52. Concept and Scope
- 53. Objectives
 - 53.1 High-Level Athletics Competition
 - 53.2 Talent Identification and Selection
 - 53.3 Technical Excellence and Record Integrity
 - 53.4 State-National Competitive Pathway
 - 53.5 Institutional Prestige and Sports Promotion
- 54. Guiding Principles
- 55. Eligible Participation
- 56. Priority Athletics Event
- 57. Event Categories
- 58. Fee Norm
- 59. Deposit / Revenue Sharing and Approval
- 60. Suggested Athletic Meet Committee
- 61. Technical and Operational SOP
- 62. Sample Brochure Format
- 63. Sample Invitation Letter
- 64. Sample Approval Letter Format
- 65. Sponsorship Strategy
- 66. Sample Sponsorship Letter
- 67. Indicative Timeline
- 68. Sample Letter for Police and Fire Department Permission
- 69. Sample Letter to Federation for Support

52 | Concept and Scope

PEFI State and National Athletic Meet shall refer to the structured athletics competition framework organized under the PEFI banner at state and national levels for track and field, road race, cross-country, race walk, and related athletics disciplines. This category is intended to promote high-quality athletic competition, identify talent, support performance benchmarking, and establish a recognized pathway from state-level participation to national-level representation.

A State Athletic Meet shall be conducted by the respective PEFI State Chapter for athletes, institutions, schools, districts, academies, clubs, or other eligible participants as specified in the prospectus. A National Athletic Meet shall be organized only with prior approval of PEFI national headquarters and shall include qualified athletes or selected participants from states and other approved units.

The meet shall be designed to preserve technical accuracy, competitive fairness, and clear result documentation. Since athletics events are highly record-sensitive, these meets must maintain strict standards regarding lane allocation, measurements, starting procedures, officiating, timing, seeding, protest handling, and result verification.

The State and National Athletic Meet shall serve as a flagship competitive platform within the PEFI ecosystem. It should combine performance opportunity with institutional credibility, provide a recognized championship environment, and create a strong pipeline for athlete development across age groups and categories.

53 | Objectives

The State and National Athletic Meet shall pursue the following strategic objectives:

53.1 High-Level Athletics Competition

- Provide a technically sound competition environment for athletes in recognized track and field events.
- Ensure fair, standardized, and measurable competition across all categories.
- Maintain high event quality suitable for state and national-level participation.

53.2 Talent Identification and Selection

- Identify promising athletes for progression within PEFI competition pathways.
- Track performance across age groups, disciplines, and event results.
- Create opportunities for selection into higher-level training, exposure, and competition.

53.3 Technical Excellence and Record Integrity

- Ensure official timing, distance, height, and results management.
- Maintain correct officiating procedures and event documentation.
- Create a credible championship structure that can support performance benchmarking.

53.4 State-National Competitive Pathway

- Use the state meet as a qualifying, preparatory, or selection platform where applicable.
- Build a clear progression system from local and state participation to national competition.
- Strengthen the PEFI athletics calendar through structured sequencing.

53.5 Institutional Prestige and Sports Promotion

- Position PEFI as a credible organizer of athletics championships.
- Attract schools, districts, clubs, academies, and institutional teams.
- Promote athletics visibility among students, coaches, parents, and sports stakeholders.

54 | Guiding Principles

PEFI State and National Athletic Meet shall follow the following principles:

- **Technical Accuracy:** Athletics results must be fair, official, and properly recorded.
- **Eligibility Clarity:** Age, entry standards, and qualification rules must be declared in advance.
- **Competition Integrity:** Officials and procedures must ensure transparent competition.
- **Safety and Welfare:** Medical support, hydration, and emergency readiness are mandatory.
- **Documented Results:** Each event must produce verified result sheets and reports.
- **Progression Orientation:** Events should support athlete advancement and selection.
- **Administrative Discipline:** Deadlines, approvals, and approvals-based communication are essential.

55 | Eligible Participation

A State Athletic Meet may be open to athletes from districts, schools, colleges, clubs, academies, institutions, and invited entries, depending on the approved prospectus. A National Athletic Meet shall ordinarily be open only to qualified, selected, nominated, or otherwise approved participants as defined in the event regulations.

Eligibility may be based on:

- Age category.
- Gender category.

- Institution or district representation.
- Qualification mark or performance standard.
- State championship selection.
- Invitation or nomination by the organizing authority.

The prospectus must define the eligibility conditions in a precise manner to avoid disputes during registration or competition.

56 | Priority Athletics Events

State and National Athletic Meets may include the following events, depending on venue and technical capacity:

- 100m, 200m, 400m, 800m, 1500m, 3000m, and other middle/long-distance races.
- 80m, 100m, 110m hurdles and related hurdle events.
- 4x100m relay and 4x400m relay.
- Long jump, triple jump, high jump, and pole vault where facilities permit.
- Shot put, discus throw, javelin throw, hammer throw where technically feasible.
- Race walk events.
- Cross-country.
- Mini-marathon or road race.
- Combined events where approved.
- Age-group fun athletics where suitable for developmental meets.

The final event list should be determined based on venue quality, number of entries, referee availability, and logistical capacity.

57 | Event Categories

The meet may include:

Under-12	Under-14	Under-16
Under-18	Under-20	Open
Boys / Girls	Men / Women	

Institutional / district / school / club divisions where applicable.

The categories should be selected according to the purpose of the meet and clearly described in the event brochure.

58 | Fee Norm

Entry fees for the State and National Athletic Meet must be declared in advance and should reflect the actual cost structure of timing, officiating, medals, venue use, equipment, and administration. Where possible, organizers may offer:

- Per-event entry fee.
- Package entry fee for multiple events.
- Team entry fee for relays or institutional representation.
- Concessional fee for school athletes.

Fee collection must be transparent, receipted, and reported accurately. No hidden charges or unofficial collections should be permitted.

59 | Deposit / Revenue Sharing and Approval

All State and National Athletic Meet proposals must be submitted to the relevant PEFI authority before announcement or registration. A National Athletic Meet can only be organized after formal approval from national headquarters, while state meets must follow the approval pathway prescribed by the state or national office.

The proposal should include:

- Event concept note.
- Venue plan.
- Proposed dates.
- List of events.
- Expected entries.
- Budget estimate.
- Sponsorship plan.
- Medical and technical arrangements.

No public entry collection, advertisement, or use of PEFI branding shall begin before required approval is granted.

60 | Suggested Athletic Meet Committee

In addition to the common organizing structure, the meet should appoint:

- Meet Director.
- Chief Referee / Technical Director.
- Timing and Results Coordinator.
- Track Events Coordinator.

- Field Events Coordinator.
- Registration and Eligibility Coordinator.
- Officials' Coordinator.
- Medical and Safety Coordinator.
- Equipment and Venue Coordinator.
- Protest and Appeals Committee.
- Media and Protocol Coordinator.

For national-level events, an additional accreditation and validation team should be appointed.

61 | Technical and Operational SOP

1. Finalize the event level, state or national, and obtain approval.
2. Prepare the prospectus, event list, age categories, and eligibility rules.
3. Confirm venue suitability for track, field, safety, and spectator movement.
4. Appoint the technical team, referees, judges, and officials.
5. Open registration with clear deadlines and document requirements.
6. Verify entries, age documents, and category eligibility.
7. Prepare seeding, heat allocation, lane assignments, and event sequence.
8. Organize equipment, starting devices, measuring tools, bibs, and result sheets.
9. Conduct a technical meeting before the competition starts.
10. Ensure warm-up area, medical desk, hydration points, and emergency access.
11. Run events according to schedule and maintain strict result documentation.
12. Manage protests, appeals, and disqualifications through proper procedure.
13. Publish results, certificates, and event records.
14. Conduct closing ceremony and awards presentation.
15. Submit final report, photographs, and financial statement.

62 | Sample Brochure Format

PEFI STATE / NATIONAL ATHLETIC MEET {YEAR}

- **Organized by:** [PEFI State Chapter / National Office Approved Unit]
- **Venue:** [Venue Name and Address]
- **Dates:** [Event Dates]
- **Category:** State / National
- **Age Groups:** [List]

Events

- [List all running, jumping, throwing, and road events]

Eligibility

- [Define age, gender, district/state/institution rules]

Entry Procedure

- Last date: [Date]
- Documents required: [List]
- Fee: [Amount]

Awards

- Medals, certificates, trophies, and records as applicable.

Rules

- Technical rules, protest procedures, and eligibility norms.

Contact

- [Name, phone number, email]

63 | Sample Invitation Letter

Subject: Invitation to Participate in PEFI State / National Athletic Meet {YEAR}

Dear Sir / Madam,

Physical Education Foundation of India (PEFI) is pleased to announce the PEFI State / National Athletic Meet [Year] to be held at [venue] from [dates]. This championship will provide a structured athletics platform for schools, districts, clubs, academies, institutions, and selected participants as per the approved regulations.

The meet is designed to promote athletics participation, identify talent, and ensure technically sound competition under the PEFI banner. We invite your institution / team / athletes to participate in this important event and submit entries within the prescribed timeline.

Please find attached the prospectus, eligibility criteria, event schedule, and registration details.

Sincerely,

[Name]

[Designation]

[PEFI Chapter / National Organizing Committee]

[Contact Details]

64 | Sample Approval Letter Format

Subject: Request for Approval to Organize PEFI State / National Athletic Meet {YEAR}

Dear Sir / Madam,

We propose to organize the PEFI State / National Athletic Meet [year] at [venue] from [dates]. The event will include [list of events], and is expected to involve [estimated number] athletes from [districts/states/institutions].

The meet will be conducted in accordance with PEFI technical and administrative standards and will include eligibility checks, officiating arrangements, medical support, results management, and post-event reporting. We request your kind approval to proceed with the event announcement, prospectus publication, and entry process.

Enclosed are the concept note, proposed budget, venue plan, and operational framework for your review.

Sincerely,

[Name]

[Designation]

[PEFI Chapter / Organizing Committee]

[Contact Details]

65 | Sponsorship Strategy

State and National Athletic Meets offer strong visibility for sports brands, education partners, fitness companies, healthcare brands, timing providers, and local enterprises. Sponsorship packages may include title sponsor, presenting sponsor, event sponsor, hydration partner, equipment partner, jersey partner, medal partner, timing partner, venue partner, and media partner.

Sponsors may receive branding on:

- Backdrops.
- Banners.
- Bibs.
- Result boards.
- Social media creatives.
- Certificates.
- Scoreboards.
- Press releases.
- Opening and closing ceremonies

National meets may also attract federation-linked, CSR-linked, and institutional sponsorship support if managed professionally.

66 | Sample Sponsorship Letter

Subject: Sponsorship Opportunity for PEFI State / National Athletic Meet [year]

Dear Sir / Madam,

Physical Education Foundation of India (PEFI) invites your organization to partner with the upcoming PEFI State / National Athletic Meet 2026, a high-visibility athletics championship platform bringing together talented athletes, coaches, schools, institutions, and sports stakeholders.

This meet will feature track and field competitions across multiple age and gender categories, offering your organization meaningful visibility and association with fitness, youth development, performance, and excellence. We welcome your support as a title sponsor, associate sponsor, technical partner, hydration partner, medal partner, or in-kind supporter.

We shall be pleased to discuss a suitable sponsorship association with your esteemed organization.

Sincerely,

[Name]

[Designation]

[PEFI Chapter / Organizing Committee]

[Contact Details]

67 | Indicative Timeline

10 Weeks Before Event

- Confirm event level and secure approval.
- Finalize committee and technical leadership.

6 Weeks Before Event

- Publish announcement and open entries.
- Contact schools, districts, clubs, and institutions.

8 Weeks Before Event

- Freeze venue and dates.
- Draft prospectus and event list.
- Begin sponsor outreach.

5 Weeks Before Event

- Review entries and begin verification.
- Confirm referees, judges, and timing personnel.

4 Weeks Before Event

- Finalize event sequence and technical layout.
- Confirm medical and safety arrangements.

2 Weeks Before Event

- Conduct technical planning review.
- Confirm equipment and venue readiness.

Event Days

- Conduct competition.
- Publish results daily.
- Handle protests and awards.

3 Weeks Before Event

- Close major registrations.
- Prepare certificates, bibs, backdrops, and result sheets.

1 Week Before Event

- Hold technical meeting and final briefing.
- Complete logistics and publicity.

Post-Event Week

- Submit results, accounts, media report, and final documentation.
- Issue certificates and acknowledge sponsors and officials.

68 | Sample Letter for Police and Fire Department Permission

On Official Letterhead

Physical Education Foundation of India (PEFI)

[State Chapter / Organizing Unit Name]

[Address]

[Phone Number] | [Email ID]

[Date]

To

The Station House Officer / Police Commissioner / District Police Authority

[Police Station / Office Name]

[District / City / State]

And To

The Fire Officer / Fire Department Authority

[Office Name]

[District / City / State]

Subject: Request for Police, Traffic, and Fire Safety Permission for Organizing PEFI Sports Event at [Venue Name]

Respected Sir / Madam,

The Physical Education Foundation of India (PEFI), through its [State Chapter / Organizing Unit], proposes to organize a sports event under the PEFI banner at [Venue Name, Full Address] on [Date / Dates]. The proposed event falls under one of the PEFI categories and may include Khel Mohotsav, PEFI State Games, PEFI Games Nationals, PEFI League / Club Format Recurring Tournament, or PEFI State / National Athletic Meet, depending on the approved event structure and local program plan.

The event is expected to bring together students, athletes, coaches, officials, institutional teams, and invited guests from [area / district / state / country], and will be conducted in a disciplined, organized, and safety-conscious manner. In view of the expected participation and public movement at the venue, we respectfully request your good office to kindly grant the necessary police permission, traffic assistance, and fire safety clearance/support for the smooth and secure conduct of the event.

We request your kind support for the following:

- Permission to organize the event at the proposed venue.
- Deployment or assistance of local police personnel for crowd regulation and public safety.
- Traffic guidance, where required, during peak entry and exit hours.
- Fire safety inspection and guidance for stage area, electrical connections, temporary structures, and public movement zones.
- Advice on any additional safety compliance or documentation required from our side.

The organizing committee shall ensure that all necessary arrangements are made for crowd discipline, volunteer management, emergency access, medical support, and venue cleanliness. We also undertake to comply with all instructions issued by the police and fire authorities before, during, and after the event. We shall be grateful if your office could kindly provide the requisite permission / NOC / support at the earliest so that we may proceed with the remaining event arrangements in a timely manner.

Thank you for your kind consideration and support to youth sports development.

Yours faithfully,

[Name]

[Designation]

[Physical Education Foundation of India (PEFI), [State Chapter / Organizing Unit]

69 | Sample Letter to Federation for Support

On Official Letterhead

Physical Education Foundation of India (PEFI)

[State Chapter / Organizing Unit Name]

[Address]

[Phone Number] | [Email ID]

[Date]

To

The Station House Officer / Police Commissioner / District Police Authority

[Police Station / Office Name]

[District / City / State]

Subject: Request for Technical Support and Institutional Cooperation for PEFI [Event Name] at [Venue / City]

Respected Sir / Madam,

The Physical Education Foundation of India (PEFI), through its [State Chapter / Organizing Unit], is planning to organize PEFI [Event Name] 2026 at [Venue Name, City] on [Date / Dates]. The event is being conducted under the PEFI sports development framework and may relate to Khel Mohotsav, State Games, Nationals, League / Club Format Recurring Tournament, or State / National Athletic Meet, as applicable to the discipline and local plan.

Since your federation is the recognized technical body for the concerned sport, we respectfully seek your valued support in making the event technically strong, credible, and professionally managed. The SOP for PEFI events specifically emphasizes engagement with relevant district/state federations for technical guidance, rules alignment, officiating support, and overall credibility of the competition.

We request your kind assistance in one or more of the following areas:

- Appointment / recommendation of qualified officials, referees, judges, or technical delegates, where feasible.
- Guidance on competition rules, age categories, equipment standards, and event conduct.
- Support in selection, coordination, or validation of teams / athletes, where relevant.
- Sharing of federation-approved technical norms or standard competition procedures.
- Institutional association as a technical or supporting partner for the event.

The event is designed to promote sports participation, athlete development, talent identification, and organized competition. Your support will add significant technical value and also help create a meaningful platform for athletes, schools, academies, clubs, and institutions participating under the PEFI banner.

We would be honoured to receive your cooperation and guidance for this initiative. Kindly consider our request favourably and let us know the required procedure for extending your support.

Thank you for your time and consideration.

Yours faithfully,

[Name]

[Designation]

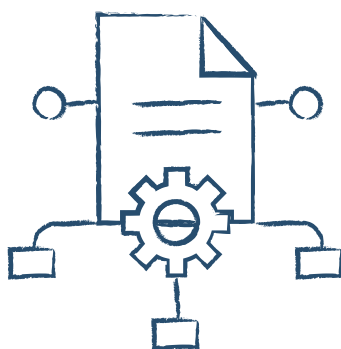
Physical Education Foundation of India (PEFI)

[State Chapter / Organizing Unit]

[Mobile Number]

[Email ID]





COMMON FRAMEWORK

FOR ALL CATEGORIES

70. Common Documentation and Templates

71. Budget Heads for Planning

72. Risk Management and Safety

73. Post-Event Reporting and Follow-Up

74. Model Content for Official Outreach

74.1 Government Support Letter

74.2 Venue Request Note

74.3 Chief Guest Invitation

70 | Common Documentation and Templates

Each event should maintain a documentation set modeled on the annexure-driven approach in the workshop SOP. The recommended documentation file should include:

- Event concept note.
- Approval request to PEFI or HQ proposal in case of nationals.
- Government support letter template.
- Venue support request letter.
- Sponsorship proposal.
- Registration form and institutional entry form.
- Technical rules and eligibility note.
- Volunteer duty chart.
- Risk and medical plan.
- Opening/closing ceremony protocol.
- Certificate name list template.
- Result-sheet format.
- Financial budget and expense tracker.
- Post-event report template.

71 | Budget Heads for Planning

Using the budgeting discipline reflected in the workshop SOP, organizers should estimate and track the following heads according to event scale:

- Venue hire or venue preparation.
- Ground marking and field setup.
- Sports equipment and consumables.
- Technical officials and event staff.
- Medical and ambulance support.
- Participant kits, bibs, and certificates.
- Publicity, banners, and creative printing.
- Hospitality, water, refreshments, or meals.
- Media, photography, videography.
- Transport and accommodation where applicable.
- Guest protocol and stage arrangements.
- Contingency reserve.

72 | Risk Management and Safety

Event organizers should maintain a written risk matrix similar to the one used in the workshop SOP. Common risks include venue unavailability, weather impact, low participation, official no-show, technical disputes, medical incidents, sponsor withdrawal, and electricity or sound-system failure.

Minimum safeguards should include first aid, tie-up with nearby hospital or ambulance provider, emergency contact sheet, water availability, shaded waiting areas where possible, crowd discipline, women-safe spaces, child safeguarding norms, and a documented escalation system for disputes or emergencies.

73 | Post-Event Reporting and Follow-Up

Within one to two weeks after the event, the organizing chapter should compile a post-event report with attendance or participation figures, institution-wise data, sport-wise results, financial summary, partner acknowledgments, photographs, media coverage, lessons learned, and recommendations. This reporting format is directly inspired by the documentation and impact-reporting practice emphasized in the workshop SOP.

The report should be shared with relevant PEFI authorities, key sponsors, principal venue partners, and local authorities who supported the event. A strong post-event report improves sponsor retention, authority confidence, and readiness for annual or upgraded editions of the same event.

74 | Model Content for Official Outreach

74.1 Government Support Letter

Subject: Request for Support and Venue for Organizing PEFI [Khel Mohotsav / State Games / Games Nationals] in [Location]

The Physical Education Foundation of India (PEFI) proposes to organize a structured sports event under the PEFI banner in [location] with participation from schools, students, teams, coaches, and sports stakeholders. The event aims to strengthen grassroots sports participation, promote youth engagement, and create a well-managed sporting platform in partnership with local institutions. Support is kindly requested in the form of venue access, participant mobilization, technical facilitation, and administrative guidance. The organizer will ensure orderly conduct, branding discipline, safety arrangements, and complete post-event reporting.

74.2 Venue Request Note

The proposed event requires access to suitable fields/courts/halls for [list sports] on [dates]. The organizing committee will manage scheduling, discipline, volunteer deployment, equipment, medical arrangements, branding, and restoration of the venue after use. The event will provide positive visibility to the institution and create meaningful sports opportunities for the local youth and school ecosystem.

74.3 Chief Guest Invitation

PEFI would be honored by the gracious presence of [Name], a distinguished sports achiever of our region, as Chief Guest for the opening/closing ceremony of PEFI [event name]. Your presence will inspire young participants, encourage sports culture, and strengthen the message of excellence, discipline, and community pride associated with this event.

75 | Conclusion

This SOP creates a practical and scalable framework for organizing PEFI Games in three distinct categories while preserving affordability, local ownership, technical quality, and central brand discipline. By adapting the structured planning, committee-based execution, partnership-building process, budgeting logic, risk controls, and reporting discipline reflected in the reference PEFI workshop SOP, State Chapters and local PEFI members can build credible and repeatable sports events across India.





PHYSICAL EDUCATION FOUNDATION OF INDIA
National Sports Promotion Organization
Recognized By Ministry of Youth Affairs & Sports
Government of India

REGISTERED ADDRESS:

7/26, KSK, LOWER GROUND FLOOR, ANSARI ROAD,
DARIYA GANJ, NEW DELHI 110002

FOR MORE INFORMATION

CONTACT US

+91 1168225638

+91 7011067664

+91 8700150687



Web : <https://pefindia.org/>



E-mail : info@pefindia.org



Scan QR to Become a Member