

INDIAN RUGBY FOOTBALL UNION
AFFILIATION POLICY FOR PERMANENT MEMBERS

I. Introduction

1. The Articles of Association (the “**Articles**”) of the Indian Rugby Football Union (“**IRFU**”) provide that the Permanent Members of the IRFU shall be any State/Union Territory (hereinafter referred to as “**State**”) level Rugby association or federation (“**State Associations**”) registered or incorporated as a legal body/ entity (by whatever name called), which fulfils the affiliation criteria specified by IRFU and is the sole governing authority in respect of Rugby in such State/Union Territory.
2. Further, the Articles clarify that only one State Association or federation from each State/Union Territory can be a Permanent Member.
3. This Affiliation Policy for Permanent Members (“**Policy**”) sets out the criteria and obligations (“**Affiliation Criteria**”) which must be complied with by a State Association in order to be granted or maintain affiliation (as the case may be) as a Permanent Member of the IRFU. Any State Association seeking to become a Permanent Member will have to apply to IRFU in accordance with the criteria specified hereunder.
4. Any capitalised terms used herein and not defined in this Policy shall have the meaning ascribed to them in the Articles.

II. Permanent Members – Affiliation Criteria

State Associations who seek to become Permanent Members must demonstrate that they meet the following criteria:

1. The State Association must be established as a duly registered or incorporated non-profit entity with the sole purpose of promoting and administering the sport of Rugby within the relevant State.
2. The apex governing body of each State Association such as the Apex Council, Board of Directors, Executive Committee by whatever name called (“**Apex Body**”) is constituted of members (“**Apex Body Members**”) elected through fair, transparent and democratic elections.
3. Each Apex Body Member of the State Association is subject to the following tenure and age limits as per the bylaws or equivalent constitutional document of the State Association:
 - a) Each Apex Body Member is elected at least once every four (4) years and each such Apex Body Member is elected to the Apex Body for a period of no more than four (4) years in each instance.
 - b) The maximum term for which an individual can hold the office of President in the State Association, with or without break, is twelve (12) years.
 - c) No individual who has already held office as an Apex Body Member for two consecutive terms (of up to four (4) years each) is eligible to seek re-election or re-nomination to the Apex Body till the expiry of a cooling-period of at least four (4) years from the date on which such individual last vacated his/her position as an Apex Body Member.

- d) No individual is eligible to serve as President, Honorary Secretary or Honorary Treasurer of the State Association if they hold the post of President, Secretary/Secretary-General (or any corresponding office) or Treasurer or on the governing body, of any other State Association or any National Sports Federation/Association, excepting the Indian Olympic Association.
 - e) An individual may be elected as the President, Honorary Secretary or Honorary Treasurer of a State Association only if such individual is less than seventy (70) years old and any individual who has been elected to such post ceases to hold office if such individual turns seventy (70) years during the term of office.
4. The State Association must adopt a Code of Ethics which conforms to the IRFU Code of Ethics in all substantive and material aspects, including in matters relating to conflict of interest and other ethical issues in respect of the Apex Body Members and other senior management and administration personnel. The State Association should appoint an Ethics Officer, who is a person of eminent legal standing (e.g., Retired High Court Judge, Senior Advocate etc.) and is empowered to deal with matters relating to violation of the Code of Ethics.
 5. The State Association must have appointed an Ombudsman, who is a person of eminent legal standing (e.g., Retired High Court Judge, Senior Advocate etc.) and is empowered to adjudicate disputes which may arise between or among members of the State Association, the Apex Body Members etc., it being understood that the State Association can appoint the same individual as an Ombudsman as well as the Ethics Officer.

III. Permanent Members –Application Process

1. In order to apply for recognition as a Permanent Member, each State must submit to the IRFU the following:
 - a) A covering letter for the application;
 - b) Copies of the State Association’s by-laws, constitution, governing documents, etc., as approved by and registered/filed with the relevant statutory authority;
 - c) An overview of the State Association’s composition and structure of its organization;
 - d) the names of the State Association’s Apex Body Members, its office bearers and their designations and tenures;
 - e) a list of its members and their respective compositions, structures, governing bodies, office bearers, designations and tenures;
 - f) audited statement of accounts and balance sheets pertaining to the most recent financial year;
 - g) Copies of the State Association’s Code of Ethics and details regarding the Ethics Officer and Ombudsman holding office at the State Association at the time the State Association is applying for affiliation.
 - h) A strategic plan/ road map document for a period of twelve (12) months as prepared in consultation with and mutually agreed with the IRFU; and

- i) Any other information/documentation as may be specified by the IRFU from time to time.
2. Upon receipt of the documentation and information specified in Section III (1) above and the State Association demonstrating to the IRFU's satisfaction that it fulfils the Affiliation Criteria specified herein, the State Association will be inducted as a Permanent Member of the IRFU.
3. The IRFU may accept or reject any application if it reasonably believes that the State Association does not meet the Affiliation Criteria specified herein.
4. The IRFU may, at its sole discretion, elect to temporarily waive any of the Affiliation Criteria specified herein at the time of application and grant Permanent Membership to a State Association on a provisional basis until such State Association complies in full with the Affiliation Criteria within the timeline as may be specified by the IRFU. It is clarified that in case the State Association fails to comply with the Affiliation Criteria within the time period prescribed, the IRFU may, at its discretion suspend the State Association as a Permanent Member until full compliance is received or terminate such State Association as a Permanent Member.

IV. Permanent Members –Key Performance Indicators

1. Upon being granted affiliation as a Permanent Member, the State Association must maintain the following Key Performance Indicators ("KPIs") as a minimum to maintain affiliation:
 - a) On an annual basis, commit and carry out the Rugby development activities specified below within the relevant State, in accordance with the guidelines and regulations as may be specified by IRFU from time to time:
 - i. Introduce Rugby in school / clubs, for both boys and girls, within the State.
 - ii. Conduct at least 1 training camp for coaches, under the supervision of IRFU representatives.
 - iii. Conduct at least 1 training camp for players, under the supervision of IRFU representatives.
 - iv. Conduct at least 1 training camp for referees, under the supervision of IRFU representatives.
 - v. Conduct at least 3 tournaments (Inter-School / Inter-Club), for both boys & girls, within the State, under the supervision of IRFU (Under-12, Under-14, Under-17, Under-19 and Open age groups).
 - vi. Participate in a minimum of 3 national tournaments, for both boys & girls, organized by the IRFU (Under-14, Under-17, Under-19 and Open age groups).
 - vii. Produce and submit, with the assistance of IRFU personnel, an agreed strategic plan/road map for the subsequent twelve (12) months, which is guided by, complements and supports IRFU's strategic plan and furnish periodic evidence of compliance and progress in accordance with it and thereby.
 - b) Adopt basic principles of good governance within its governing documents.
 - c) Adopt proper accounting procedures at all levels.

- d) Adopt impartial and transparent selection procedures.
 - e) Have appropriate measures in place to detect and protect against age-fraud and to promote and protect the interests of Rugby players in general.
 - f) Attend at least one (1) IRFU general meeting per year.
 - g) Demonstrate continued compliance with the Articles, this Policy as well as any regulations or rules that may be brought out by IRFU from time to time and as applicable to Permanent Members of IRFU.
2. The KPIs specified in IV (1) above may be amended, supplemented or replaced and new KPIs introduced, from time to time, at the discretion of the IRFU.
 3. The IRFU may, from time to time, request evidence from the State Association of compliance with the KPIs, to determine compliance by the State Association and the State Association shall co-operate with such requests.
 4. Failure to maintain these KPIs may result in the temporary suspension or termination of the State Association as a Permanent Member of the IRFU.