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BHUTAN OLYMPIC COMMITTEE

Application Guidelines for Affiliation and Membership to the Bhutan Olympic Committee (BOC)

1. Preamble

This document describes the terms and conditions, and the decision-making process to become a recognized member of the Bhutan Olympic Committee (BOC). Once recognized by the BOC, a recognized member must then follow the procedures set out in this framework and will be liable for regular review of such status, by the BOC.

With the aim of promoting sports and the Olympic Movement in Bhutan, and in accordance with article 2.3 of the BOC Constitution, the BOC may recognize National Sport Federations, (NSFs) Sport Associations (SAs) or Dzongkhag Sport Associations (DSAs), administering one or several sports. The roles and obligations of the BOC members shall be in accordance with article 2.1 of the BOC constitution.

The terms and conditions set out in this guideline will gradually apply to all the existing members of the BOC. The existing members will be provided a maximum of 5 years to fulfill all criteria set in the guidelines. Failure to fulfill criteria set in the guidelines will result in downgrading of membership status.

2. Application and approval process

- 2.1. Any NSFs, SAs or DSAs wishing to affiliate with the BOC as a member, shall apply to the President of the BOC, who shall lay the application with full facts, before the Executive Committee (EC) for its decision. Proof must be adduced that the applicant exercises a specific and real on-going sports activity in the country, particularly by organizing competitions, and implementing the programs.
- 2.2. The application must be submitted to the BOC before the 1st of July of the applicable year, so that the recognition request can be taken into consideration by the BOC during the following calendar year. The BOC shall be available to answer the applicant's inquiries during this process.
- 2.3. Should the applicant meet all the criteria set in this guideline, the BOC shall issue a recommendation letter for the applicant to process approval from the Royal Government of Bhutan (RGoB). Once approval has been obtained from the RGoB, the same will then be submitted to the BOC EC and GA along with the membership application, for endorsement and approval.
- 2.4. The BOC will study the application and may contact other organizations to obtain an advisory opinion. The findings from the studies will serve as a basis for discussion within the BOC, and the BOC will submit potential recognition request to the BOC EC and the GA.



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2.5. Membership applications to the BOC will be considered by the GA and will only be accepted if two-thirds (2/3) of the voting members present, vote in favor of the applicant in each case.

3. The application must include:

- 3.1. A constitution which clearly outlines the governance structure, roles and responsibilities of each and every office; election procedures in a democratic and transparent manner; and regular conduct of meetings.
- 3.2. The organizational and governance structure with a minimum of 30% gender representation at all levels.
- 3.3. A declaration that the applicant will comply fully with the constitution, regulations, provisions and decisions of the BOC, International Olympic Committee (IOC) and the International Federations (IFs).
- 3.4. A long term Strategic Plan indicating the vision and objectives of the sport organization. This plan should be further broken down into annual plans indicating a calendar of programs and activities for the development and promotion of sports. The development of activities for youth must be a key focus. Sports competitions must be organized at regional and Dzongkhag level for youth, as well as for men and women.
- 3.5. A long term financial sustainability plan that ensures minimum dependency on government funding.
- 3.6. Documents that demonstrate that the applicant represents the sporting population, and has the capacity and willingness to develop and promote sports. The applicant should also have the capacity to organize and implement sports programs and activities including but not limited to:
 - a. Report on the number of athletes by men, women, youth
 - b. Report on the number of coaches and sports officials
 - c. Details on the sports infrastructure by number, types and standards
 - d. Report on the number of affiliated sport clubs and associations

4. Other conditions include:

- 4.1. An application for a Dzongkhag Sport Association (DSA) must clearly show that the applicant:
 - a) Has a youth population of at least 3,000 boys and girls, including school children.
 - b) Is the only Sport Association in that Dzongkhag/Thromde.
 - c) Has at least 1 full time administrative employee.
 - d) Produce proof confirming financial and administrative support from the Dzongkhag/Thromde.
 - e) Has at least five sports clubs or representatives of 5 popular sports disciplines affiliated to the association.



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4.2. An application for a Sport Association (SA) must clearly show that the applicant:

- a) Is the only body governing that particular sport in the country.
- b) Produce proof of assurance from IFs and other sources for annual financial and technical support.
- c) Has affiliated at least five amateur or professional clubs, spread across five urban centers in the country.
- d) Produce proof of sports activities conducted by the clubs
- e) Must have at least basic sports infrastructure in place
- f) Must have at least 1 administrative employee, whose salary should be included in the application to the government.
- g) Must have at least one full time coach certified by its relevant International Federation.

4.3. An application for a National Sport Federation (NSF) must clearly show that the applicant:

- a) Is the only body governing that particular sport in the country.
- b) Produce proof of assurance from IFs and other sources for annual financial and technical support.
- c) Must have at least 1 administrative employee (program or administrator) and an accountant.
- d) Has at least ten (10) technical officials certified by its relevant International Federation, including a national coach.
- e) Has affiliated at least five professional or amateur clubs, spread across five urban centers in the country.
- f) Has served as a BOC affiliated Sport Association for at least 4 years.
- g) Has in place a dedicated basic infrastructure for the development of the sport in place.
- h) Be a signatory to the Bhutan Anti-Doping Code and must incorporate the application of the code in its constitution. Cooperate with the Bhutan Anti-Doping Committee for effective out-of-competition and in-competition tests in accordance with the applicable rules.
- i) Recognize the jurisdiction of the Court of Arbitration for Sport (CAS) and the application of the Code of Sports-related arbitration.

5. Evaluation criteria table

The following document contains a list of mandatory elements NSF/SAs/DSAs should include in their constitutions and application document.



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This must be answered by the applicant, when submitting a recognition request application file to the BOC:

	Themes		Criteria		Items (insert a ✓ on the items covered by your constitution/application)
1	General	1	Value add	1	Please explain the value added by the sport/body to the development of sports and/or the Olympic Movement
2	Governance	2	Good governance basic principles	2	Existence of a Constitution that includes a code of ethics
				3	Alignment of its Constitution with the principles and bye-laws of the BOC Constitution
				4	Existence of transparent and enhanced internal dispute resolution mechanism
				5	Submission to the Court of Arbitration for Sport (CAS) of all disputes which cannot be settled amicably or through local arbitration or mediation
		3	Strategic plans	6	Existence of a long term strategic plan document, clearly outlining the planning process
				7	Summary of key strategic objectives and priorities
		4	Gender equity in elected bodies	8	Comparison between number of women and number of men in the executive board (or equivalent)
		5	Coaches	9	Existence of a code of conduct for coaches
3	History and Tradition	6	NSF or DSA or SA	10	Date of establishment
		7	National Championships (relevant for NSFs and SAs)	11	Year the National Championships and Junior Championships were first held for each discipline or sport, for men and women
				12	Number of National Championships and Junior Championships held to date for each discipline or sport, for men and women
				8	Other Competitions
4	Universality	9	Number of affiliated clubs	15	Number of clubs affiliated
		10	Active member clubs	16	Number of clubs that participated in the last two National Championships for men and women
				17	Number of clubs that participated in the last two Junior Championships for men and women
5	Popularity	11	Youth appeal	18	Steps taken to present your sport in the most interesting and attractive manner, in particular to young people
		12	Digital media	19	Official website: Number of unique visitors & visits during the year

Telephone No.: Reception- (02) 327252; Secretary General- (02) 333623; AFD Head- (02) 336825; SRDD, Head- (02) 335180; SRDD/HRO- (02) 338064; Adm.- (02) 322508; ACCTs- (02) 325481; Project Manager- (02) 338631; Fax No.: (02) 323937
Website: www.bhutanolympiccommittee.org



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			20	Facebook: Number of followers	
			21	Instagram: Number of followers	
			22	Twitter: Number of followers	
	13	Sponsors	23	List of major sponsors and kinds of benefits (cash, VIK, discounts, services, other) received	
6	Athletes(relevant for NSF/SAs)	14	Athlete representation	24	Possibility for athletes to vote within the decision-making bodies (commissions & technical committees, executive board or equivalent)
		15	Athletes' commission	25	Existence of an athletes' commission
		16	Athlete's programs (relevant for NSF)	26	Existence of programme or resources to assist athletes with studies, development of life skills and post-athletic career transition
				27	Existence of code of conduct
17	Athletes' Code of Conduct and Health(relevant for NSFs)	28	Existence of anti-doping rules and anti-doping programme compliant with BADC		
7	Development of Sports	18	Gender equity	29	Existence of a Women in Sport Committee and/or specific Women in Sport initiatives.
				30	A minimum of 30% gender representation at levels
		19	Sport for All	31	Existence of specific Sport for All initiatives
		20	Transparency and fairness on the field of play	32	Steps taken to ensure that the outcome of the competition is as objective and fair as possible, including selection & evaluation process for judges, training and certification and impact of judging on results
				33	Existence of ethics rules for technical officials (e.g. code of conduct, sanction system, etc.)
				34	Existence of juries of appeal and athletes' right to appeal
8	Finance	21	Accounting	35	Use of acknowledged standards of accounting; reconciliation of accounts; sharing of accounts with the BOC
				22	Income and Expenditure
		37	Total annual expenditure (administrative costs, operational costs, development costs, fight against doping, other)		
		23	Financial Sustainability initiatives		
				39	Income received from management of infrastructure
40	Income received from other sources				

(Kindly submit this table along with your membership application)



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AFFILIATION FORM

SECTION I: DETAILS

NAME OF THE FEDERATION/ASSOCIATION:.....

CONTACT ADDRESS:.....

P.O Box No:.....

CONTACT NO. :.....

OFFICIAL EMAIL ADDRESS:.....

SECTION II: OFFICE BEARERS DETAILS

1. PRESIDENT

Name:

Address (Work place):

Occupation:

Contact No:

Email address:

Insert photo

2. GENERAL SECRETARY

Name:

Address (Work place):

Occupation:

Contact No:

Email address:

Insert photo



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3. TREASURER (OPTIONAL)

Name:

Address (Work place):

Occupation:

Contact No:

Email address:

Insert Photo

SECTION III: DETAILS OF THE EXECUTIVE MEMBERS (The EC members must not be a registered member of any political party, and 30% of the EC members must be female)

Sl. No	Name	Designation		Contact	
		Permanent Job	Within the Federation /Association	Phone No.	email
			President		
			General Secretary		

SECTION IV: DETAILS OF ADMINISTRATIVE AND TECHNICAL OFFICIALS

Sl. No	Name	Contact		
		Designation	Phone No.	email

SECTION V: DETAILS OF CLUBS

Sl. No	Name of the Club	Location	Secretary/Manager	Contact	
				Phone No.	email

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SECTION VI: REPORT ON THE NUMBER OF ATHLETES/SPORTING POPULATION BY MEN, WOMEN, YOUTH:

Sports discipline	No. of men	No. of women	No. of youth U-18 (boys)	No. of youth U-18 (girls)

SECTION VII: INFRASTRUCTURE AND LAND AVAILABILITY DETAILS (if applicable):

Sl. No	Sports facilities	Schools	Institutions	Public	Private	Total
1	Football					
2	Basketball					
3	Volleyball					
4	Archery					
5	Tennis					
6	Badminton					
7	Table Tennis					
8	In-door Halls					
9	Others					
10	Land earmarked					

SECTION VIII: BANK ACCOUNT

ACCOUNT NAME: _____
ACCOUNT NUMBER: _____
BRANCH: _____
NAME OF SIGNATORY: _____
DESIGNATION IN THE ASSOCIATION: _____
CONTACT NUMBER : _____



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SECTION IX: OFFICIAL LOGO

SECTION X: DOCUMENT REQUIRED WITH THE APPLICATION FORM

- 1. Constitution
- 2. Strategic Plan
- 3. Bank statement
- 4. A declaration letter stating compliance with the constitution, regulations, provisions and decisions of the BOC, International Olympic Committee (IOC) and the International Federations (IFs).
- 5.

On behalf of the _____ Federation/Association, we solemnly affirm that the facts declared in the application are correct to the best of our knowledge. We are aware that any false statements will lead to rejection of our application or annulment of a membership/affiliation granted. The Federation/Association undertakes to abide by the rules and regulations laid down by the Bhutan Olympic Committee.

PRESIDENT

GENERAL SECRETARY

SIGN: _____

SIGN: _____

NAME: _____

NAME: _____

DATE: _____

DATE: _____