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BHUTAN OLYMPIC COMMITTEE

Guidelines for the use, operation and management of sports infrastructure in the dzongkhags

2023

INTRODUCTION

In order to establish a value based sporting culture in the country, the Bhutan Olympic Committee (BOC) aims to create opportunities for individuals and communities, to participate and develop their talent in sport by ensuring access to quality infrastructure. This will enable the youth and communities to enjoy the simple pleasures of playing, participating and competing in a sport of their choice, at a level appropriate to their ability, and also help build stronger linkages between sport enthusiasts and the sports associations.

OBJECTIVES

1. To promote sports for all and support the development of a vibrant values-based sporting culture in the Dzongkhags
2. To ensure access to quality infrastructure and contribute to an active lifestyle in the community
3. To ensure standardization in coaching and promote the holistic development of children
4. To develop annual sport calendars for the Dzongkhags and implement the planned activities smoothly and efficiently
5. To identify and nurture talented athletes and sport teams to represent the Dzongkhags in all games and competitions
6. To ensure the sustainable development of the Dzongkhag Sports Associations (DSAs).
7. Foster cooperation between stakeholders

OWNERSHIP OF THE FACILITIES

Upon completion of the construction, the BOC shall handover the facilities to the concerned national sports federations, sports associations or clubs. The Secretary General of the BOC and the President or General Secretary of the concerned sports federations/associations or clubs shall sign the handing-taking document. Thereafter, the ownership, management and its use, shall rest with the concerned Dzongkhag sports associations or in some instances with the National Sports Federations and sports clubs.

The purpose of the sports facilities is to promote and develop sports in the Dzongkhag, and where possible also generate funds for the DSA. Therefore, the management or Management Committee of the DSAs must ensure that there is no free rental and use of the facilities for meeting, seminars, and other programs, not related to the promotion and development of sports.

MANAGEMENT OF THE FACILITIES

1. **Where deemed necessary, the Management of the DSAs may constitute a Management Committee, who shall be responsible for:**
 - i. Management and operation of the facility, including all financial aspects

- ii. Scheduling usage timing, annual calendar and establishing appropriate user fees
- iii. Demarcating rental space and setting the rental and lease fees, where appropriate
- iv. Employment of facility staff, where appropriate and depending upon revenue generation
- v. Maintenance, upkeep and security of the facilities
- vi. Renovation and timely repair of the facilities
- vii. Timely opening and closing of the facility
- viii. Conduct of programs and events
- ix. Payment of all related taxes and monthly overheads
- x. Report to the BOC on any other issues
- xi. Issue, display and announce through general public notification, social media, and notice boards, the rates and timing of the facilities

2. The suggested composition of the Management Committee could be:

- i. The General Secretary of the DSA
- ii. Representative from the Dzongkhag Administration
- iii. Representative from the education sector or school
- iv. Representative from key partner in the community
- v. Representative from the main user groups

3. Where the DSAs have appointed managers to take care of the facilities, they shall be responsible to:

- i. Act as the focal person of the facility, for all users
- ii. Ensure that the facility and premises are properly maintained and cleaned
- iii. Ensure that the facility is optimally utilized
- iv. Ensure that the approved usage timing and fees are strictly implemented
- v. Collect the approved user fees and ensuring timely deposit into the DSA account
- vi. Ensure the safety of all users and that the facility is secure at all times

USAGE TIMING (suggestive examples only)

FOOTBALL PITCH

Timing	Weekdays	Weekends	Remarks
	Fees (In Nu)		
6:00 AM - 5:00 PM	1,500	2,000	1. Every Friday should be kept for cleaning and maintenance of ground 2. Concessions should be provided for student and women team.
5:00 PM - 11:00 PM	2,500 (Provided flood lightning is installed)	3,000 (Provided flood lightning is installed)	

MULTI SPORTS HALL

Timing	Conducting tournament/ championships	Meeting and seminars	Fund raising shows and other programs	Friendly matches (Team sports)
7:00 AM – 5:00 PM	Nu. 5,000 for 15 days and less and Nu. 8,000 for 15 days plus	Nu. 1,500 per day	Nu. 2,000	Nu. 500 per hour
5:00 PM – 11:00 PM	Nu. 8,000 for 15 days and less and Nu. 10,000 for 15 days plus	Nu. 2,000 per Day	Nu. 3,500	Nu. 700 per hour

ACCOUNTIBILITY AND TRANSPARENCY

- i. The management or Management Committee of the DSAs shall be responsible for maintaining the DSA books of accounts
- ii. The operation and management of the funds of the DSA, must be in accordance with the BOC's Guidelines for the Operation and Management of the Dzongkhag Sports Association Account and Funds, 2023
- iii. All other financial matters and procurements by the DSA must follow the RGOB's financial and procurement rules and regulations
- iv. The books of accounts and all funds of the DSAs are subject to audit annually by the Royal Audit Authority
- v. The signatory to all the cheques of the DSA shall be jointly by treasurer and the General Secretary or president, as per the convenience and as decided by the management or Management Committee
- vi. To curb the mismanagement of funds, the management must encourage and enforce wherever possible, the use of e-payment systems such as m-bob, m-pay, t-pay and other similar payment gateways, for all payments and receipts
- vii. The management of the DSAs must hold meeting as much as possible to endorse any decisions and must maintain a record of all the meetings

HUMAN RESOURCE DEVELOPMENT

Based on the revenue generation from the sports facilities in the DSA and the established need for additional human resources, the management or Management Committee of the DSAs may recruit full time or part time employees, for the DSA

SUSTAINABILITY

In addition to the financial support received from the BOC and the NSFs, DSAs shall look at ways and means to generate revenue to sustain and support, its annual planned activities, and to promote and develop sports in the Dzongkhag

Some of the suggested ways to generate revenue could be by:

- i. Charging registration/membership fees for individuals desiring to become a member of the DSA
- ii. Charging user fees for private individual desiring to use the facilities
- iii. Collaborating with the BOC/NSFs/SAs to conduct sports competitions and sports camps in the Dzongkhag, for example for those DSAs in the high altitudes, could collaborate to conduct high altitude training camps or for those DSAs in the low altitudes, could collaborate to conduct warm weather acclimatization training camps, in preparation for Games and competitions. Minimal fees and charges could be levied for such sports competitions and sports camps
- iv. Leasing and rental of space for shops (sports), cafeteria, hall hiring, conducting tournaments or other events
- v. Exploring the possibility of obtaining available state lands for the DSA, for further expansion and development of additional sport facilities in the Dzongkhag
- vi. Bringing archery *bachos* and other sports infrastructure available in the Dzongkhag, especially those built on state land, under the purview of the DSAs
- vii. Occasionally organizing fund raising programmes for the DSA
- viii. Actively pursuing sponsorships for conducting sports competitions and events. *In such instances, the money receipt and TPN of the donors must be forwarded to the BOC office for submission to the RRCO before the 31st of December, so as to apply for tax exemption for the sponsor. Where contributions and donations are received in kind, the DSAs must state the value of the goods and issue an acknowledgement letter. The acknowledgement letter along with the TPN of the donor must be submitted to the BOC office before the 31st of December, for submission to RRCO*
- ix. Use of DSA space and events for marketing and advertisements
- x. Outsourcing the management and operation of the sports facilities to private individuals or firms, to efficiently manage the sports complex, where it is not feasible or possible for the DSA to use, operate or manage the facilities

In such instances, the management or the management committee of the DSA may decide, based on the mitigating circumstance and with the approval of the BOC, to adopting any of the two following options, to be used as examples only:

- a. The DSA could decide to outsource the whole facility to interested lessees, based upon a lease agreement, clearly stating the roles and responsibilities of all parties, including the lease amount, duration, repair, and maintenance liabilities, etc
- b. The DSA can also lease or outsource the facility partially, to a local sport club, with a strong agreement in place, clearly outlining revenue share, including the lease amount, duration, repair and maintenance liabilities, etc

INVESTMENT, LOANS AND INSURANCE

Considering the financial support from the BOC in infrastructural development projects, any DSAs/NSFs/SCs who wishes to invest or take a loan by mortgaging the facilities, must seek the BOC 's approval along with a detailed project proposal, for the investment or loan.

The management or Management Committee of the DSAs, must insure the sports facilities in the Dzongkhags, with a recognized financial institution in the country. All insurance premiums must be paid from the funds of the DSA, where available.

USAGE BY THE BOC AND THE NATIONAL SPORTS FEDERATIONS

The DSAs must allow the BOC/NSFs and SCs to use the facilities as and when required, for the conduct of sports programmes and events in the Dzongkhag.

However, the BOC and the National sports federations will notify the DSAs well in advance, with at least two weeks' notice to be provided to the DSA, so that appropriate arrangements or re-scheduling can be made.