

## **INDIAN KAYAKING AND CANOEING ASSOCIATION**

(Affiliated to the INDIAN OLYMPIC ASSOCIATION, INTERNATIONAL CANOE  
FEDERATION, ASIAN CANOE CONFEDERATION)

Recognized by: Govt. of India ,MYAS

Registered under the Societies Registration Act XXI 1860

No 16110 of 1985

### **MEMORANDUM OF ASSOCIATION**

**(Revised on 11<sup>th</sup> June 2022)**



#### **Mailing Address**

**B-199 Basement Lajpat Nagar 1**

**New Delhi -110024**

Website: [www.ikca.in](http://www.ikca.in)

E-Mail : [ikcasports@gmail.com](mailto:ikcasports@gmail.com), [ikcasports1@gmail.com](mailto:ikcasports1@gmail.com)

**CERTIFICATE OF REGISTRATION**  
**UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860**



**AMENDED CERTIFICATE OF REGISTRATION**  
**UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

**Registration No.:** S-16110/1985 (Date of Registration 18/10/1985)

I hereby certify that "In pursuance of Section 12 and 12 A, the name/address of the society has been changed from

**" INDIAN KAYAKING AND CANOEING ASSCIATION "**

To

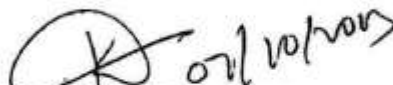
**" INDIAN KAYAKING AND CANOEING ASSCIATION " ( I.K.C.A)**  
**Located at 9-A I, Flate No. – 203, 2<sup>nd</sup> Floor, Channa Market,**  
**W.E.A, Karol Bagh, New Delhi-110005.**

w.e.f. 18-10-1985 under the SOCITIES REGISTRATION ACT OF 1860.

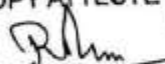
Given under my hand at Delhi on this 07 Day of 10  
Two Thousand Thirteen.

**AMENDED FEE OF RS. 01/- received.**



  
**REGISTRAR OF SOCIETIES**  
**GOVT OF NCT OF DELHI**

**BLUE COPY ATTESTE**

  
**FIRM & SOCIETY BRANCH**

## MEMORANDUM OF INDIAN KAYAKING AND CANOEING ASSOCIATION OF INDIA

### 1. NAME

The name of the Association shall be **“INDIAN KAYAKING AND CANOEING ASSOCIATION” (I.K.C.A)**

### 1. REGISTERED OFFICE

The Registered Office of the Association shall remain in Union State of NCT of Delhi and the address for the correspondence at present is at **Block B-199, Basement Lajpat Nagar I, New Delhi -110024.**

### 2. AIMS AND OBJECTS

- a. To work for the promotion, development of Kayaking and Canoeing, Canoe Sprint, Canoe Slalom, Extreme Canoe Slalom, Canoe Wildwater, Canoe Marathon, **Dragon Boat /TBR**, **Special Olympic Canoe events**, Canoe Polo, Canoe Free Style, Canoe Ocean Racing, Stand Up Paddling Water Touring, Canoe Sailing, Paddle related, Sailing and other Water Sports which are governed by I.C.F.
- b. To give training to instructor, youth and students for Kayaking and Canoeing, Canoe Sprint, Canoe Slalom, Extreme Canoe Slalom, Canoe Wildwater, Canoe Marathon, **Dragon Boat /TBR**, **Special Olympic Canoe events**, Canoe Polo, Canoe Free Style, Canoe Ocean Racing, Stand Up Paddling Water Touring, Canoe Sailing, Paddle related, Sailing and other Water Sports which are governed by I.C.F.
- c. To acquire and diffuse useful knowledge and technique in Kayaking and Canoeing, Canoe Sprint, Canoe Slalom, Extreme Canoe Slalom, Canoe Wildwater, Canoe Marathon, **Dragon Boat /TBR**, **Special Olympic Canoe events**, Canoe Polo, Canoe Free Style, Canoe Ocean Racing, Stand Up Paddling Water Touring, Canoe Sailing, Paddle related, Sailing and other Water Sports which are governed by I.C.F.  
in any form as it deems proper or by arranging meets in various parts of the Country and participating in meets abroad.
- d. To decide in consultation with the States Kayaking and Canoeing Association, the selection, training, and coaching of the teams that will represent India in the Asian, Commonwealth, Olympic, World Championships and other international competitions, After selection of the

team to supervise and control participation of the team in the said competitions.

- e. To stimulate the interest of the people of the country in the promotion of Sports and Games in Olympic program, and to that end the formation of State Kayaking and Canoeing Association for development of these sports in all States.
- f. To purchase, take, lease or hire or otherwise acquire and sell or lease or let out any moveable or immovable properties, rights, easements or privileges necessary or desirable for the purpose of carrying out the objects of the Association.
- g. To uphold, maintain and publish the rules and regulations/laws and tournament hand book of Kayaking and Canoeing, Canoe Sprint, Canoe Slalom, Extreme Canoe Slalom, Canoe Wildwater, Canoe Marathon, Dragon Boat /TBR, Special Olympic Canoe events, Canoe Polo, Canoe Free Style, Canoe Ocean Racing, Stand Up Paddling Water Touring, Canoe Sailing, Paddle related, Sailing and other Water Sports which are governed by I.C.F.
- h. To work for the welfare of the participants of the Kayaking and Canoeing, Canoe Sprint, Canoe Slalom, Extreme Canoe Slalom, Canoe Wildwater, Canoe Marathon, Dragon Boat /TBR, Special Olympic Canoe events, Canoe Polo, Canoe Free Style, Canoe Ocean Racing, Stand Up Paddling Water Touring, Canoe Sailing, Paddle related, Sailing and other Water Sports which are governed by I.C.F.
- i. To do all such other things which may appear necessary for the development of Indian Kayaking and Canoeing Association.
- j. The income of the Association shall be utilized only for the achievements of the above aims and objects of the Association.

#### 4. INTERPRETATION

Every reference in these rules to the masculine includes the feminine gender and a singular includes plural number. In these Rules, unless there is something in the subject or context inconsistent there with:-

- (a) "IKCA" shall mean the Indian Kayaking and Canoeing Association of India and no other association shall be entitled to use this name.
- (b) "Association" shall mean the IKCA and a State Association which is an ordinary member of the IKCA of India.

- (c) "Institutional Member" shall mean an organization in the public or private sector which has a centralized sports organization and operates on an AllIndia basis through its branch offices.
- (d) A "Player" shall mean any Kayak, Canoe, Slalom, Canoe Polo, Dragon Boat or White Water Rafting player registered under the Rules of the Association.
- (e) "General Body" shall mean the members less Associate Members of the Association entitled to attend any General Body Meeting.
- (f) "Executive Committee" shall mean executive Committee of the IKCA.
- (g) "Executive Committee" shall include the office bearers and consist of maximum 22 members duly elected at the General Body Meeting.
- (h) "Club" shall mean club or any other body interested in encouraging the game which are affiliated to a State Association.
- (i) "Championship" shall mean the National Championship, Interstate Championship, Inter-Institutional, Inter-zonal, Inter-club, Open Championship and any other Association Cup.
- (j) "Zone" shall mean any of the Zones including East, West, North, South and Central Zone as may be decided by the Association.
- (k) A "Coach" shall mean a person accepted as a coach by the Committee of the Association.
- (l) "Amateur" shall mean any player who is not disqualified as an amateur in any other branch of sport and does not receive or has not received directly or indirectly pecuniary advantage by playing, teaching, demonstrating or purser of the game except it be under the Rules of the Association.
- (m) "India" shall mean the Republic of India

- (n) “A General Body Meeting” shall mean Annual General Meeting or Special General Meeting of the Association and **Emergent Meeting Can be organize virtually.**
- (o) “Rules” shall mean the Rules and Bye- Laws of the Association for the time being in force.
- (p) “Prize Money Tournament” shall mean a tournament conducted by the Association / Affiliated Units where “Cash Money” is offered to the players as per Rules and Regulations formulated by the Association from time totime.
- (q) “ICF” shall mean The INTERNATINAL CANOE FEDERATION. “ACC” shall mean THE ASIAN CANOE CONFEDERATION.
- (r) “Financial Year” shall mean the Period 1<sup>st</sup> April to 31<sup>st</sup> March.

## 5. FORCE OF RULES

Every Member of the Association shall consist of the whole of territories constituting India under the Union of India Constitution.

## **RULES AND REGULATIONS OF INDIAN KAYAKING AND CANOEING ASSOCIATION**

## 6. MEMBERSHIP

Subject to the approval of AGM and Executive Committee there shall be following type of membership:-

- a) **State Kayaking and Canoeing Association.** The fee from State Kayaking and Canoeing Association will be Rs. 50,000/- as admission fee and Rs. 30,000/- as annual fee .The State and Union Territories Association will Registered with Registrar firms & society of state Govt. (As per State Govt.rules)
- b) **Associated Member.** SSCB, Indian Railways and Indian Police or other institution may become an Associate member of this Association on payment of Rs. 75000/- as affiliation fee and Rs. 50000/- Annual subscription every year.

## 7. REFUSAL

The Executive Committee and AGM of the Association may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned.

## 8. EXPULSION

- a) The Executive Committee or AGM of the Association may expel any member from the Association on the following grounds:-
- i) If the member fails to pay the subscription continuously for three months from the due date of paying the subscription.
  - ii) If the member works against the aims and objects of the Association
  - iii) If the member fails to attend three meetings of General Body and Executive Committee continuously.
  - iv) Non observation of directives of the Association.
  - v) Not holding the election after the completion of normal tenure.
  - vi) Not submitting Audited Statement of account, Annual report etc. within the stipulated time.
  - vii) Not appointing Chair of events ,selection committee etc.
- b) The reasons of expulsion shall be communicated to every member. Every such expelled member shall have a right to appeal before the General Body which shall pass appropriate orders after considering the appeal.

## 9. DEFUNCT UNIT

1. All the affiliated State Kayaking & Canoeing are supposed to conduct activities as mentioned in MOU failure of State Kayaking & Canoeing Associations in conducting the activities will results in the relegation of the Unit, from permanent Members to Associate Member. Such Associate Member will lose its position in general body as well as in Executive Members as the case may be.
2. All the affiliated members units (other than the State Kayaking & Canoeing Association) have to conduct their Unit Championships in line with the Calendar of IKCA. Failure in conducted the activities as mentioned will result in

the relegation of that Unit from Associates Members. Such unit/units relegated to Associate Members shall be eligible for regular memberships only after conducting the mandatory events as mentioned in sub rule ,for three consecutive years under the supervision of an officials nominated byIKCA.

3. Activities shall be defined as follows:
  - a) All district Kayaking & Canoeing Associations affiliated have to conduct Districts Canoe events Championships and send their teams to participate in National inter-District Junior and School Championships.
  - b) All the State Kayaking & Canoeing State Associations must conduct championships in their state for senior, juniors including the state CanoeSprint Championships as per the slot given by the IKCA.
  - c) To nominate the selection committee ,Chief Coach with Panel of Coaches for their State and send their details to IKCA
  - d) To conduct Annual General Body Meeting and send the Minutes of the meeting along with the Audited Statement of Account and Activity Report to IKCA every Year.
  - e) To organize Coaching Camps in state to prepare the athlete for National Championships
  - f) Prepare the Annual Canoe events Calendar for their State in line with National Canoeing Calendar
  - g) To follow the guidelines given in Competition Manual of the IKCA during organization of National Championships.
  - h) To take steps to restricts overage participation and use of forbidden substances by the athletes.
  - i) Elections of the office bearers of State Kayaking & Canoeing Associations as per the timeframe provided in their Constitution under IKCA supervision.
  - j) Use of E mail id provided by the IKCA Launch of Website , Open Bank Account by the Name of State Association
  - k) To send the entries online 5 days or the period as fixed by IKCA Competitions
  - l) To appoint coordinator at state and district level implant Kids programme as per IKCA directions.
  - m) To make efforts to stop use of forbidden substance use by the athletes to enhance their performance.

## 10. GENERAL BODY

There shall be a General Body of the Association consisting of all the membersless Associate Members. The meetings of the general body shall be held after every one year with 1/3 quorum. In case lack of quorum, the meeting may be adjourned for five minutes and be convened. No quorum shall be required in the adjourned meetings. Following business shall be transacted in these meeting:-



- a) To prepare annual programmes and Policies.
- b) To pass annual budget of the Association, accounts and appoint CA.
- c) To discuss and to decide all such other matters and issue which are directly related to the affairs of the Association.
- d) To elect the Office Bearers of Executive Committee/ General Body.
- e) To discuss and pass the no confidence motion to any member or official with 2/3<sup>rd</sup> majority vote.
- f) To confirm the decisions taken by the Executive Committee/General Body and also of the last AGM/SGM/EGM.
- g) To fix the venues of the next National championships, Interstate, Inter Zonal and other Championships.
- h) To transact such other business as may be brought before the meeting with the permission of the Chairman. All or any item mentioned at Para 3.
- i) An emergent meeting of the General Body may also be summoned on the written request of 30% of States Kayaking and Canoeing Association to consider all or any of the above business.

**11. SPECIAL GENERAL MEETING:**

- a) Special **General Body Meeting** may be summoned at any time by the president of the Association at his discretion in consultation with the Secretary General or upon receipt of a written requisition signed by president or Secretary of not less than 50% members of entitled to vote. Such meeting shall be convened by the Secretary General within 15 days from the date of receipt of said requisition. If the Secretary General of the Association fails to convene the requisitioned meeting within specified period, then the requisitioning members can convene the said requisitioned meeting through a convener appointed by them giving 15 days clear notice. The Special General Meeting can be convened to consider any and/or all businesses mentioned at Para 9.
- b) In case of resolution of no confidence against any or of all office Bearers and members of Executive Committee it shall be a mandatory requirement that such resolution is passed by 2/3<sup>rd</sup>. members present and entitled to vote. A resolution of no confidence not supported by 2/3<sup>rd</sup>. members present will be deemed to have fallen through and the motion will be treated as null and void. The quorum for such meeting will be 2/3<sup>rd</sup>. of the total strength of the

representatives of the Associations entitled to vote.

## 12. EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Association to look after and to manage the day to day affairs of the Association. It shall consist of maximum **22 Members** including the office bearers. The meeting of the Executive Committee shall be held normally every three months with 1/3 quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the Executive Committee may also be summoned on the written request of 50% States Kayaking and Canoeing members. The following business shall be transacted in these meetings:-

- a) To take necessary steps for the implementation of all the programme and policies drawn by the General Body.
- b) To pass the necessary expenditure to meet the day to day requirements of the Association.
- c) To make all such other legal steps which may appear beneficial for the smooth and better management of the Association.
- d) To hold, conduct, supervise and arrange National and international championships in kayaking and Canoeing and other ICF water sports game under the banner of INDIAN KAYAKING AND CANOEING ASSOCIATION.
- e) To make after maintain, enforce the rules, and regulations for the control and governance of the game maintain discipline and spirit of sportsmanship and camaraderie amongst player, official, and affiliated approved members association, club/ centers etc.
- f) To appoint state level committees, which shall function under the supervision and control of the Executive Committee of the Association where association are not functioning.
- g) To appoint an auditor to audit the accounts of Association.
- h) The following is the structure of the Executive Committee :-

|       |                          |   |                                   |
|-------|--------------------------|---|-----------------------------------|
| i)    | President                | - | One                               |
| ii)   | Vice Presidents          | - | Six (05 Male & 01 Female)         |
| iii)  | Secretary General        | - | One                               |
| vi)   | Treasurer                | - | One                               |
| vii)  | <b>Joint Secretaries</b> | - | <b>Five</b> (04 Male & 01 Female) |
| viii) | Members not more than    | - | Six (04 Male & 02 Female)         |

**Note: 25% Members of IKCA Executive Committee shall be National Level athletes who have played Inter University State Championships/National Championships or International Championships of ICF Canoe Events.**

vi) **Prominent Sports person - Two (to be elected out of /Athlete Athletic Committee – one male and one Female , Must have played Olympics/Asian Games/World Championship/Asian Championships/International Canoe Athletes of Any ICF Events )**

### 13. VOTING

- a) At the Annual General Meeting and Special General Meeting of the Indian Kayaking & Canoeing Association State and Union territories shall be entitled to send TWO representatives for voting.
- b) Voting, if necessary, in the Indian Kayaking & Canoeing Association Executive Committee, or at the Indian Kayaking & Canoeing Association Emergency, Executive Committee and or at the Annual General or special General meetings of the Indian Kayaking & Canoeing Association shall be by show of hands, however, if in a particular case the procedure has to be changed, the same will be done by a Resolution of the concerned body.
- c) During election of EC the voting procedure will be as per Govt. of India MYAS Sports Code 2011 and there is provision of secret voting.
- d) Each representative (Not more than 2) of State and UT Association shall be entitled to one Vote.
- e) **Proxy will not be allowed.**

### 14. NOTICE

- (a) Notice of Annual General Meeting shall be sent to the State Association, Institution and the member and other person entitled under Rule, at least 21 clear days prior to the date of the meeting.
- (b) The notice shall specify the place, date and time of such meeting and the nature of the business to be transacted.

### 15. ATTENDANCE

Attendance at any **General Body Meeting** shall be open to the members of the Committee, the duly nominated representatives of the Association. Each Association or Institution shall nominate the representative in writing to attend such meeting. All acts of representatives at such meeting shall be abide by their respective unit.

**16. CIRCULATION**

Any recommendations and/or motions as per Rule notices of which are received by the Association 10 clear days before the date of the Annual General Meeting shall be circulated to the Association and to person entitled to receive them 10 clear days before the date of the Annual General Meeting.

17. The Office bearer or Member attending a meeting of the Association officially convened for the purpose of transacting the business of the Association and not residing at the place where the meeting is held may ordinarily be paid Second AC Sleeper return Railway fare from and to his place of residence plus Rupees Five Hundred per day of the meeting as daily allowance where hospitality is not provided. Committee, other than office bearers, may be paid 2<sup>nd</sup> AC Railway fare plus Rupees Five hundred per day of the meeting where hospitality is not provided.

**18. TENURE OF POSTS**

- a) An Office bearer of the Association may hold office as such for one term of 4 years on obtaining simple majority votes in the election.
- b) The office bearers shall be elected at the Annual General Meeting/SGM for a term of four years from among the representatives of members state

Association present and eligible to vote. Details of tenure of post are given under :-

- i) The President of Indian Kayaking and Canoeing Association can hold the office for a maximum period of 12 years, **three terms with or without a break.**
  - ii) The Secretary General and the Treasurer of Indian Kayaking and Canoeing Association may serve a maximum of two successive terms of four years each after which a minimum cooling off period of four years will apply to seek fresh elections to either post.
  - iii) **Provided that in the event of election for the second term, in the office bearer who has completed one term shall only be deemed to have been elected if he/she secure a majority of not less than two third of the members of the National Federation/Association concerned. In the event of failure to obtain such majority, the concerned office bearer shall be deemed to have lost the election. The office would thereafter be filled by election under the normal procedure from amongst candidates other than the office bearer seeking re election**
  - iv) The President, the Secretary and the Treasurer of Indian Kayaking and Canoeing Association shall cease to hold that post on attaining the age of 70 years.
- c) **Holding of elective post in Indian Kayaking and Canoeing Association by Civil servants/ Government/Semi Government/Private Sector servants, previous sanction of the Competent Authority is required for associating himself with the Association at National/ State/District Level and also NO Government/Semi Government/Private Sector servants should be allowed to hold elective post of the Association for a terms of more than four years, or for one term, whichever is less.**

## 19. ELECTIONS

Elections shall be held once in four years at the Annual General Meeting (Annual meeting of the General Assembly) to elect the Executive council members as shown below, from amongst the representative of the members nominated by the affiliated State and Union Territories having their voting rights and present in the Annual General Meeting. The Election will be conducted as per the provisions of the Rules and Regulation of the IKCA. Only those members shall be nominated either for voting or contesting the election those are having the PAN and ADHAR number. It will be mandatory for the members to give their PAN and ADHAR number at the time of their nomination.

No office bearer of IKCA can hold office in any other National Sports Federation except Indian Olympic Association.

- j) President - One
- iv) Vice Presidents - Six (05 Male & 01 Female)
- v) Secretary General - One
- vii) Treasurer - One
- viii) **Joint Secretaries** - **Five** (04 Male & 01 Female)
- ix) Members not more than - Six (04 Male & 02 Female)

**Note: 25% Members of IKCA Executive Committee shall be National Level athletes who have played Inter University State Championships/National Championships or International Championships of ICF Canoe Events.**

- vi) **Prominent Sports person - Two (to be elected out of /Athlete Athletic Committee – one male and one Female , Must have played Olympics/Asian Games/World Championship/Asian Championships/International Canoe Athletes of Any ICF Events )**

## 20. VANCANCIES

If any vacancies are caused due to any reason, by expulsion or by no confidence the same will be filled only for the unexpired duration of the term. In the case of President, Secretary, General, Treasurer and member or any other official the Executive Committee may induct any one member during its periodic meetings, but will have to be ratified by the next Annual General Meeting.

## 21. OFFICE BEARERS AND THEIR DUTIES

All office bearers will work under the directions of the Executive Committee and General Body.

### 1) PRESIDENT

- i) He shall preside over all the meeting of General Body and Executive Committee.

- ii) In case of equality of votes in any meetings, he shall tender his casting vote.
- iii) He shall supervise work of other office bearers from time to time.
- iv) The financial powers of President are Rs 200000/- for any one item.
- v) President may authorize Secretary General, Treasurer or any other office bearers to sign cheques jointly or electric transfer for day today expenses.

## **2) VICE PRESIDENTS**

- i) In the absence of the President, the Vice President shall preside over the meetings. In the event of prolonged absence of the President, the Vice President will take over the duties and responsibilities of the President during the period of absence.
- ii) The Vice Presidents may perform any other tasks/functions as directed by the President, the Executive Council or the General Body Meeting.

## **3) SECRETARY GENERAL**

- i) He shall represent the society in all public and private offices.
- ii) He shall keep all types of records of the society including the register of members containing their names, addresses and other brief particulars.
- iii) He shall undertake all types of correspondence on behalf of the Association, in case along with any other member as authorized by the Executive Committee.
- iv) He shall convene the meeting of general body and shall also inform every member regarding time, days and place of the meeting through a ten days earlier written notice.
- v) The financial power of the Secretary General is Rs. 100000/- for any one item.

## **4) JOINT SECRETARIES**

- i) To assist the Secretary General, and Executive Committee in the development of activities of Kayaking and Canoeing and other ICF Water Sports activities.

- ii) To assist in organizing the Zonal, Inter-Zonal Championships, Coaching Camps etc. in consultation and approval of IKCA.
- iii) To develop and supervise the activities in the Zone in consultation with IKCA.
- iv) Any other activity or job allotted by the IKCA.

**5) TREASURER**

- i) He shall be responsible for the management of the finances of the Association and ensure that the accounts for the Association have been maintained properly and audited regularly. He shall receive all moneys of the Association and shall pay all bills certified by the President or Secretary General unless the amount of bill exceeds the limit of the sanctioning authority of the budgeted amount in which case, the amount must have sanction at the competent authority (before it is paid). He shall in consultation with the Finance committee, Prepare and submit on Annual Income and Expenditure Account, together with a **duly audited Balance Sheet** He shall also maintain an inventory of the Association and submit the same along with account.
- ii) He shall prepare and submit to the Secretary General the list of State Kayaking and Canoeing Associations who have defaulted on the payment of their affiliation fee and penalty dues, within the stipulated period of time.

**22. There will be the following Sub Committees to be appointed by the AGM of IKCA.**

- a) **Finance Sub Committee:** Shall consist of a Chairman and five members one of whom shall be the treasurer to be appointed convener by the Committee. The duties of this sub-committee shall be to examine the account of the Association before presentation to the Committee or AGM meetings, to advise the Committee and Council on all matters connected with finance ways and means to improve the financial position of the Association.
- b) **Tournament Sub Committee:** Shall consist of a Chairman and five members one of whom shall be Secretary to be appointed by the Committee every four years from amongst members who are having adequate knowledge of conducting the Tournaments of National and International level and having the knowledge of Olympic movement. The duties of this sub-committee shall be to manage and to deal with all



conduct of Championship matters while organizing the Inter State or any other competition under the patronage of the Association.

- c) **Technical Sub Committee:** Shall consist of a Chairman and five members one of whom shall be Secretary to be appointed by the Committee every four years from amongst members who are having adequate knowledge of technical matters. The duties of this sub-committee shall be to manage and to deal with all technical matters while conducting the Inter State or any other competition under the patronage of the Association.
- d) **Selection Sub Committee:** Shall consist of a Chairman and five members one of whom shall be the Secretary to be appointed by the Committee as far as possible from amongst the past International players and Officials of State Associations. The duties of this sub-committee shall be to coordinate, assist, guide, in selection of the National Team for International Competitions and other competitions held under the patronage of the IOA/ ICF etc.
- e) **Referee Board:** Shall consist of a Chairman and five members one of whom shall be the Secretary to be appointed by the Committee as far as possible from amongst the past and present International / National referees and Officials of State Associations. The duties of this sub-committee shall be to coordinate, assist, guide, in conduct of National/State /International Championships held under the patronage of the IKCA/ ICF etc. This sub-committee would conduct referee exams, seminars, workshops, clinics etc. to improve the technique and efficiency of referees. The committee will also award the certificate and crest to the referees in consultations with IKCA.
- f) **Anti-Doping and Medical Sub Committee:** Shall consist of a Chairman and five members one of whom shall be the Secretary to be appointed by the Committee as far as possible from amongst the past and present Medical and Sports medicine practitioners. The duties of this sub-committee shall be to coordinate, assist, guide, in conduct of Medical examinations and Dope test of Athletes in National/State /International Championships held under the patronage of the IKCA.

***Indian Kayaking & Canoeing Association is absolutely against the use of forbidden substance/techniques to improve performance. The IKCA Anti – Doping Regulations will be enforced, as per the provisions of the World Anti-Doping Agency adopted by the International Canoe Federation and National Anti-Doping Authority which may be changed from time to time. (proposed to be amended by inserting above)***

**The duties of the Medical & Anti-Doping Committee are:**

- a. To advise the IKCA, its affiliated State Association and the IKCA Committee on medical and Anti-Doping matters;
- b. To monitor the medical services at national Championships;
- c. To investigate and promote the prevention of sports injuries;
- d. To study, monitor and publicize biological aspects of training;
- e. To assist in the basic medical and Anti-Doping education of coaches;
- f. To formulate and publish guidelines for medical services;
- g. To plan and process educational Anti-Doping measures for athletes and National Federations;
- h. To give medical advice to the IKCA Executive Committee and monitor the Doping-control panel in Anti-Doping matters;
  - i. To establish Doping-control research programmes and participate in medical working groups on international level (IOC etc.);
  - j. To nominate the ICF Medical officers for National & international competitions, World Cups and World Championships (ICF Competitions) and Olympic Games;
  - k. To establish Anti-Doping test procedures;
  - l. To conduct scientific measures and seminars.
- g) **Coaching Sub Committee:** Shall consist of a Chairman and five members one of whom shall be the Secretary to be appointed by the Committee as far as possible from amongst the members of Committee or past and present reputed Coaches of State Associations. The duties of this sub-committee shall be to coordinate, assist, guide, Talent hunt and develop the coaching facilities courses venues and supervise implementations of the same for Coaching of players and also for coaching and training of Coaches.
- h) **Arbitration Sub Committee:** Shall consist of a Chairman and five members one of whom shall be Secretary to be appointed by the Committee every four years. The duties of this sub-committee shall be to deal with and decide all matters of disputes and conflicts arising within the arbitration manage and to deal with all technical matters while conducting the InterState or any other competition under the patronage of the Association.

## **ARBITRATION COMMISSION OF INDIAN KAYAKING AND ASSOCIATION**

(amendment proposed)

### **CONSTITUTION:**

1. *One retired High Court Judge or eminent Jurist having knowledge of the Sports Law & Sports Arbitration (Name to be suggested by President/Executive Committee).*
2. *One representative of IKCA who has no interest in the related dispute (04 names to be decided by President/Executive Committee).*
3. *One eminent Sports Lawyer having knowledge of the Sports Arbitration (to be nominated by President/Secretary General).*

### **PLACE OF ARBITRATION:**

*Place of Arbitration proceeding shall be IKCA Headquarters at New Delhi or any other place at Delhi as decided by the Arbitration Panel at the mutual consent of the parties (However in this circumstances the boarding and lodging and Secretarial expenses will have to be borne by both the parties in advance and deposited in the account of the IKCA).*

### **COST OF THE PROCEEDING**

*The cost of arbitration proceeding shall be borne equality by the parties to the Arbitration. The entire cost of the proceeding can be imposed on either party to the Arbitration if the panel so decides.*

### **PROCEDURE OF THE ARBITRATION**

*The IKCA Arbitration Commission will follow the Arbitration Code and Rules as per the provisions of the Court of Arbitration for Sports (CAS) amended from time to time.*

### **APPEAL AGAINST THE ARBITRATION AWARD OF THE IKCA ARBITRATION COMMISSION.**

*The Appeal if any against the Arbitration Award of the IKCA Arbitration Commission shall only be preferred to the Arbitration to the Indian Olympic Association and to the CAS at Lausanne as available under the provisions of the ICF and CAS. All the members of the Indian Kayaking and Canoeing Association has thus voluntarily ceases his/her/their right to approach any Court in the India except the Arbitration Procedure set fourth*

here in by accepting the membership of the Indian Kayaking Canoeing Association in any manner, business or functions.

### **IMPORTANT NOTE**

1. *All State Association shall amend and include in their constitution a provision that the Associations would have all unresolved disputes settled by the IKCA Arbitration Commission and the Associations and its members shall voluntarily surrender their right of seeking redress in any Court of Law.*
  2. *All unresolved disputes arising within the state associations shall be referred by the Associations to the IKCA Arbitration Commission for settlement for arbitration process by the Sports Arbitration.*
  3. *The dispute has to be communicated to Secretary General IKCA in writing by any party and thereafter the Secretary General IKCA in consultation with the Secretary of the IKCA Arbitration Commission will constitute Arbitration Panel for the adjudication of the dispute.*
  4. *The following disputes may be referred to the Arbitration Commission of IKCA*
    - (a) *Disputes between IKCA members / affiliates*
    - (b) *Disputes within a state associations affiliated to IKCA*
    - (c) *Disputes relating to affiliation with the IKCA*
    - (d) *Age fraud appeal against the decision of the IKCA age fraud committee*
    - (e) *Dispute between IKCA and its vendors/ suppliers/ sponsors/ affiliates*
    - (f) *Selection Disputes of the National and State Teams by the Athlete*
    - (g) *Election Disputes*
    - (h) *Affiliation disputes of districts association within a state association.*
    - (i) *Affiliation disputes of a state association*
    - (j) *Any dispute where IKCA is the Party or the interest of the IKCA is involved*
- i) **Complaint Redressal & Discipline Sub Committee:** Shall consist of a Chairman and five members one of whom shall be Secretary General to be appointed by the Committee every four years.. The duties of this sub-committee shall be to deal with and decide all matters pertaining disciplinary regulations and to submit reports /findings to the council/Committee whose decisions will be final and binding to all concerned.

The Complaint Redressal Committee will be headed by one of the Executive Council Members of IKCA .The IKCA President will nominate the Chairman, Convener and three others members of this committee in consultations with Executive Council .Any complaint/grievance will be lodged with the IKCA Hon. Secretary, who will place the same before the committee for a final decision within four weeks of receipts of the complaint. Detailed guidelines/mechanism will be circulated to the members.

j) **Public Relation Committee:** Shall consist of a Chairman and five members one of whom shall be Secretary General to be appointed by the Committee as far as possible from amongst the persons who are having the knowledge in this field from the Officials of State Associations every four years.. The duties of this sub-committee shall be to deal with and decide all matters pertaining public Relation, to issue Press Notes, Inform the Print and Electronic Media regarding activities and development of the Kayaking and Canoeing in India.

k) **Committee against sexual harassment**

1. The Committee against Sexual Harassment will be headed by one of the Vice President of IKCA. The Chairman, A Women, will be the convener of this committee, and four other members including Chairman will be nominated by the IKCA President, in consultation with the Executive Committee. Out of the four, two members shall be an eminent women athlete or eminent women athletics coach.
2. Any complaints/grievance will be lodged with the IKCA Secretary General who will place the same before the committee for a final decision as soon as possible in any case not more than four weeks from the receipts of the complaints.
3. The committee shall address complaints in a time bound manner and take appropriate disciplinary action in case of misconduct and where conduct in the complaint amounts to a specific offence under Indian penal code or any other law ,the federation will take steps to initiate appropriate legal proceedings.

l) **IKCA Chair of Events**

The following shall be the Chair of IKCA Events. They shall attend the Executive Committee Meeting without any voting rights.

- Canoe Sprint
- Canoe Slalom

- Wild water Canoeing
- Sea Kayak
- Canoe Marathon (including Ocean racing)
- Canoe Polo
- Dragon Boat/TBR
- Free Style
- Para Canoe
- Stand up paddling (SUP)
- Rafting and
- Other ICF Water Sports Event

**They will perform the following Duties**

1. Each IKCA Chair of event is obliged to draw up and submit the following documents to the IKCA Executive.
  - a) The draft of its working plan and budget for four (4) years.
  - b) An annual report on its activity, with accounts, and any other reports required.
  
2. All these documents shall be sent to the IKCA Secretary General.
  
3. The duties of the IKCA Chair of event of the competitive disciplines are:
  - a) To prepare the IKCA Competition Rules of their discipline in a ready-to-print form;
  
  - b) To issue regulations for the enforcement of the IKCA Competition Rules and submit proposals for their changes, including the setting of standards for the organization of National competitions, for boats, courses etc.;
  
  - c) To express an opinion on the applications for National Championships submitted by state Association.
  
  - d) To express an opinion on the motions submitted by State Association concerning their Competition Rules;
  
  - e) To help the preparations, and organization of National Championships (and Zonal Championships);
  
  - f) To make proposals to the IKCA Executive Committee as to the programme for National & Zonal Championships.
  
  - g) To approve competition courses;

- h) To establish an National Competition Calendar for each year;
- i) To submit proposals for the officials of World Championships, Asian Championships & National Championships (and of Olympic Games in the case of Olympic disciplines);
- j) To propose and help the organization of National & international coaches' and officials' seminars and courses;
- k) To organize and conduct examinations for National and International Officials candidates in their disciplines;
- l) To submit proposals for the development of their discipline;
- m) The Chairs of all events formulate the software for on line entries of events with entry fee, Boat charges and facilities charges. The organizing Committee will provide the only the Course and Boatson charge. The athletes will be graded by their performance round the year.
- n) The Chairs of all competitive disciplines and Athlete Committee are forming the Competition Commission, which is chaired by an IKCA Executive Committee member. The purpose of the Competition Commission is coordination of competition matters (calendar, officials, bidding process, education, examinations, safety, and organization guidelines.

### **23. Athletes' Committee**

- a) To represent the athletes in the decision making bodies of IKCA;
- b) To act as a mediator between active athletes and the IKCA Organisms;
- c) To represent the athletes in the meetings of the discipline related IKCA Standing Committees and in the IKCA Medical & Anti-Doping Committee concerning actual issues and to pass resolutions of the athletes;
- d) To work for the athletes' representation in the National Federations;
- e) To represent the athletes during the IKCA Competitions of the discipline as a spokesman/spokeswoman. All proposals by the Athletes' Committee are ratified by the IKCA Executive Committee.

**24. Ethics Commission**

Ethics Commission shall be established by ICF and IOA any one can appeal Ethics Commission of I.O.A.

**25. FINANCIAL YEAR**

The financial year of the society shall be from 1<sup>st</sup> April to 31 March in the following year.

**26. SOURCE OF INCOME**

Sponsorships, Advertisements, T.V. Rights, Subscription, donations, grants-in-aid and gifts from the Governments members and the General public shall be the source of income of the society.

**27. BANK ACCOUNT OPERATION**

The Funds of the Association shall be kept in Schedule Bank and shall be jointly operated upon by President/ Secretary General / Treasurer. (By any Two)

**28. ELECTION**

The General Body/ Executive Committee of the society shall be elected for a term of four years in the General Body meeting, as per the provisions of the National Sports Development Code adopted and following by the Indian Kayaking and Canoeing Association in its MOA & Rules of the Association.

**29. ANNUAL LIST**

Every year a list of Governing body office bearers and members shall be filed in the office of Registrar of Societies, Delhi as required u/s 6 of S. R. Act of 1860 and circulated to all the Member Associations.

**30. LEGAL PROCEEDINGS**

The Society may sue or be sued in the name of its Secretary General as required u/s 6 of S.R. Act of 1860.

**31. AMENDMENT**

Any amendment in the Memorandum of rules of this Society shall be carried out in accordance with procedure laid down u/s 12 and 12A of the S.R. Act of 1860.

**32. DISSOLUTION**

The Society may be dissolved in accordance with procedure laid down u/s 13 and



14 of the S.R. Act of 1860. All the provision of 1860 (Punjab Amendment Act of 1957) as extended to Union Territory of Delhi shall apply to this society.

### **33. MISCELLANEOUS**

- a) A State shall have only one Association of Kayaking and Canoeing affiliated and recognized by the IKCA. **“One State One Unit”** shall be the norm. A minimum 50% of districts of the state must be members of State Kayaking & Canoeing Association.
- b) The Kayaking and canoeing Association of State must hold not less than one competition annually for each specified age groups for Senior, Junior, & sub Junior level. A minimum 50% of districts of the state must be member of state kayaking & canoeing Association.
- c) The Kayaking and Canoeing Association of State must participate in National Championships regularly, if fails to participate continually for 3 years then the affiliation/ recognition of that Association shall be seized.
- d) Violation of the existing Rules and Regulations cannot be excused on grounds of ignorance of the same.

### **34. ELECTION GUIDELINES**

1. Each member state Association duly affiliated with the Association (IKCA) will intimate the name (s) of their two representatives within four days from the notification of the date of the elections. . (According to the rule XV- VOTING)
2. The notice of the Annual General Assembly Meeting (AGM) will be sent to all Members Associations (s) fifteen (15) clear days in advance.
3. The President IKCA will nominate the Returning Officer.
4. The President / Secretary General will prepare the list of authorized representatives of the Member Association (s) who are authorized to vote and circulate this list to all member Association (s), 11 (Eleven) days before the AGM. This list of Electoral Collegewill be handed over to the Returning Officer on the same day. (i.e., the day when it is circulated to all Member Association (s).
5. Nomination for any post of Elected Member shall be proposed by one of the authorized representative of the Member Association (s) whose name is included in the Electoral College list, and also subscribed by one such representative as seconder.

6. No person shall be eligible to nominate more than one candidate for the same post or not more than number of posts (more number posts are there ) either as proposer or seconder; and if he so does, his/her signature on the nomination papers delivered second in point of time to the Returning officer shall be deemed to be inoperative.
7. No person shall be permitted to withdraw his/her name as proposer/seconder, once the nomination paper subscribed by him/her has been delivered to Returning Officer.
8. Nomination for the various post of the Elected members will be filed within 4 (Four) days from the circulation of the Electoral College.
9. Returning Officer will scrutinize and prepare the list of valid nominations, Post wise and publish it on the last day of filling the nominations.
10. The withdrawal of nomination may be made within 2 (Two) days from publishing of list of valid nomination by the Returning Officer.
11. The Returning Officer will prepare the Final list of contesting candidates and display it on the Association (IKCA) web-site on the last date fixed for withdrawal of nomination.
12. Where the number of contesting candidates for any post is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts and it shall not be necessary to take a poll for election to such post.
13. Where the number of contesting candidates for any post is more than the number of posts to be filled, a poll shall be taken by secret ballot for those post(s) only.
14. At the poll, each authorized representative, whose name is included in the Electoral College list shall be entitled to:
  - i) cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled.
  - ii) cast as many votes as are the number of seats to be filled for any post, where more than one seat is to be filled.
15. The Annual General Assembly (AGM) will be held and if required and polling for the post of the elected members will be held in the AGM only. The counting of Votes will be done immediately after the voting is complete.
16. Returning Officer will declare the Result of all the Posts of Elected members after the whole process of Election is over.

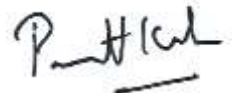
**Note:**

1. In any case, No proxy voting will be allowed.
3. All employees of State & Central Government, who desire to contest the elections will require prior written permission as per the rules of the respective government through their competent authority.

“Certified that above is the true and correct copy of the rules and regulation of the society”.



(Dr. Bhagwat Singh Vanar )  
Secretary General



(Prashant Kushwaha)  
President