



**BIRLA INSTITUTE OF
TECHNOLOGY AND SCIENCE
HYDERABAD**

ARENA CHARTER

October 2015

SECTION A: ORGANIZING BODIES

Fest Organising Body (FOB)

The Fest Organising Body shall comprise of the STUDENTS UNION President, STUDENTS UNION Sports Secretaries (Girls and Boys), STUDENTS UNION General Secretary, STUDENTS UNION Cultural Secretaries and the heads of the various departments contributing to ARENA. The FEST ORGANISING BODY shall assume responsibility for organisation of ARENA in totality.

Sports Council

The Sports Council shall consist of Sports Secretaries (Girls and Boys) and the captains of all the teams. The Sports Council shall assume the responsibility of convening meetings of the captains and coordinating the activities of various sports teams contributing to ARENA.

The FEST ORGANISING BODY and the SPORTS COUNCIL shall be responsible for overseeing and ensuring smooth functioning of ARENA, the Annual Sports festival of BITS-Pilani, Hyderabad Campus.

CoSSAc (Committee of Students for Sports Activities) Body

The CoSSAc Body shall comprise of the Sports Secretaries and the heads of the departments of ARENA. All administrative decisions regarding the ARENA shall be taken by the members of the COSSAc Body.

Functions

Each CoSSAcn shall be responsible for the functioning of his/her department.

SECTION B: DEPARTMENTS

Following are the major departments to be headed by a CoSSAcn.

1. Department of Sponsorship &Marketing(DOSM)
2. Department of Publicity and Public Relations(DEPP)
3. Department of Firewallz.

4. Department of Photography(DOPY)
5. Department of Informalz
6. Department of Light and Sounds(LSD)
7. Department of Visual effects(DOVE)
8. Department of Technical Arts (DOTA)
9. Department of Arts & Decoration.

Note: Addition of a new department to the functioning of ARENA shall be initiated by the Ex-FEST ORGANISING BODY and by at least three-fourth majority in the present FEST ORGANISING BODY.

SECTION C: ELECTION

Elections to the CoSSAcn's:

ELECTION PROCEDURE:

- The Election Commission shall call for nominations for the respective CoSSAcn.
- In case of Such voting, votes of only those members will be considered legitimate which appear in the workforce list of the ATMOS/PEARL/ARENA for the concerned Department.
- The CoSSAcns may be removed from the office by a decision backed by 2/3rd majority of the members of the FEST ORGANISING BODY. Sufficient grounds must be produced and the removal shall be by open voting in the presence of the entire FEST ORGANISING BODY. This process shall be monitored by the Election Commission.
- In the case that a CoSSAcn is removed from office, fresh nominations for the same must be called for within three days of the removal and the elections must be held within a week of the aforementioned nominations being called. Depending on the situation, the Election Commission will take the final call of having elections or selections depending on the time available. The selection panel would be decided by the CRC

ELIGIBILITY CRITERIA:

- Any member of BITS General Body can contest for the CoSSAcn of a Department in an election provided he/she has the experience of at least two fests with one of them being ARENA in that department. (Clause to be relaxed in the event that no candidate is able to satisfy this criterion).

SECTION D: DUTIES

STUDENTS UNION President

- The President along with Sports Secretaries shall be responsible for formation of the ARENA budget.
- The President shall also be responsible for Bill Clearance along with the CRC. It is to happen no later than three weeks after the last day of ARENA.
- Prize money should be decided by the STUDENTS UNION president and Sports Secretaries in presence of all Captains.
- It shall be his/her duty to call for all meetings of the Fest Organizing Body and coordinating the activities of the Departments in the absence of which the Sports Secretary will convene the meetings.

SPORTS SECERETARIES

- It shall be the duty of the Sports Secretaries to coordinate with various sports teams contributing to ARENA.
- They shall assume the responsibility to interact with Captains to discuss any particular requirements they may have regarding inventory and other requirements for the ARENA.
- They shall assume responsibilities of coordinating affairs of coaches and officials associated with the ARENA.
- The total number of participants to be invited to ARENA should be decided ONLY on the consent of the Sports Seceretaries according to the available grounds and timings of play in co-ordination with the CoSSAcn of Department of Firewallz.
- The Sports Seceretaries in coordination with CoSSAcn of Department of Firewallz shall be responsible for obtaining quotations for the various inventory needed by the Captains.

GENERAL SECERETARY AND CULTURAL SECRETARIES

- They must assume direct responsibility in overseeing the arrangements and smooth proceedings during the Inauguration and the Valedictory Function of the ARENA.
- All the inventory of Clubs and the Departments which are involved in ARENA should be supervised by the STUDENTS UNION General Secretary.
- They shall oversee all the Club activities during relating to ARENA. The General Secretary is also responsible for submitting the budget requirements for all these activities.

CAPTAINS

- The Captains must submit a complete list of all events to be held in that sport to the Sports Secretaries.
- The Captains of the various teams must submit a comprehensive list of rules of the sport to Sports Secretaries and CoSSAcn of Department of Firewallz, DEPP and DOTA before ARENA.
- The Captain shall be responsible for making the complete schedule of fixtures/races in their Sport co-ordinating with the Department of Firewallz about the same.

DEPARTMENTS

I. DEPARTMENT OF SPONSORSHIP AND MARKETING

- The Department of Sponsorship and Marketing, ARENA has complete rights over use of ARENA logo and symbols.
- The CoSSAcn, Department of Sponsorship and Marketing should discuss with the FEST ORGANISING BODY before drafting the sponsorship form and brochure.
- Any Memorandum of Understanding between a sponsoring company and ARENA is completely under the scope of this department. The signing and implementation of such a MoU is the sole responsibility of this department. The CoSSAcn, Department of Sponsorship and Marketing should be responsible for producing Memorandum of Understanding and other associated documents to STUDENTS UNION President and conveying the same information to Sports Secretaries as soon as they are signed.
- Department of Sponsorship and Marketing CoSSAcn must inform the STUDENTS UNION President beforehand about the mode of money transfer any company requires, along with any other specifications.
- All sponsorship drafts must be drawn in favour of "BITS-PILANI, Hyderabad campus."
- The sale of the food coupons for the stalls shall be completely handled by this department.

- It is the duty of the CoSSAcn Department of Sponsorship and Marketing to inform the FEST ORGANISING BODY regarding all the requirements of sponsors during the festival at least 4 days prior to ARENA.
- This Department is solely responsible for all on campus advertising of Sponsors during ARENA and also shall be responsible for the dispatch of souvenirs, banners, blocks etc. to the sponsors.
- Department of Sponsorship and Marketing shall be available to the CRC. STUDENTS UNION President in consultation with the Sports Secretaries will decide all the sponsorship in kind to be further distributed to the players and organizers.

II. DEPARTMENT OF PUBLICITY AND PUBLIC RELATIONS

- Pre-invites/Invites for ARENA shall be printed by this department.
- Packaging and dispatching of pre-invites/invites shall be the responsibility of the department. The same must first be approved by the FEST ORGANISING BODY.
- The list of colleges to whom the pre-invites/invites are sent shall be prepared by DePP. This list shall be updated immediately upon any change.
- All correspondence with colleges and other parties related to participation in ARENA shall be handled by this department. The confirmation letters to colleges shall also be sent by this department in co-ordination with the CoSSAcn of Department of Firewallz.
- The final list of participants shall solely be the discretion of the CoSSAcn, Department of Publicity and Public Relations in coordination with respective Captains for each sport. This list shall be made two weeks before the start of ARENA, when registrations are closed, keeping a buffer number of confirmations during the pre-ARENA week. This buffer number shall be decided by the CoSSAcn, Department of Publicity and Public Relations and CoSSAcn, Department of Firewallz and approved by the FEST ORGANISING BODY and the Captains.
- The Department of Publicity and Public Relations CoSSAcn must give the final confirmed list of colleges and participants to the Department of Firewallz at least 3 days before ARENA.

III. DEPARTMENT OF FIREWALLZ-

- With the help of General and Cultural Secretaries, Department of Firewallz shall be responsible for conducting the inauguration ceremony of ARENA, as well as organizing the valedictory ceremony.
- This Department is responsible for informing the various Departments that they must return inventory after ARENA and making them aware of consequences if they fail to return them. The Department is also to oversee this collection and track the losses and damages accurately.
- Scheduling of matches and preparation of fixtures of the games in co-ordination with the captains shall be taken up by this department.
- This Department is responsible for registration for participants that include verification of bonafide and collection of participant's college I.D. cards.
- Distribution of participation and winner certificates will be the responsibility of this department solely. Certificates shall be sent to the teams who didn't collect the same during ARENA by this department.
- The purchase of scratch pads/files/folders, printing of department badges/receipt books/ID card shall be handled by this Department. All printing associated with the ARENA must be channelized via Department of Firewallz (exception for the printing associated with DePP and pro show tickets).
- This department (under the Supervision of Sports Secretaries) shall be responsible for distributing certificates to all departments and clubs involved in ARENA.
- Arrangements for trophies and medals must be made by the CoSSAcn Department of Firewallz.
- They are responsible to display rules and regulations and notices for each game in co-ordination with respective Captains.
- They are responsible for setting up tents for the participants near the grounds if any.
- They are responsible for Issuing ARENA I.D. cards.
- It shall issue a set of disciplinary rules and regulations to be followed by BITSians as well as

outstation participants alike.

- All medical aids and water management throughout ARENA should be overseen by this department only.
- The Department should coordinate with the BITS Security for maintaining discipline and security on campus and the grounds during night.
- The Department is responsible for Accommodation of all the outstation participants of ARENA. Preferential Accommodation of any college for a given common room/hostel will be upon the sole discretion of the CoSSAcn of this Department and Sports Secretaries.
- It is the duty of this Department to oversee the furnishing of adequate Accommodation centres across the campus. This process may begin before the actual dates of ARENA (usually two to three days), depending on the expected arrival times of the participants and may prolong beyond the last day.
- Once accommodated, the Department is responsible for maintaining the Accommodation Centres in terms of cleanliness and damage/loss of inventory. The costs, if the cause is a deliberate one, will be imposed on the relevant party. For this purpose, this Department will be authorized to collect a refundable Security Deposit from each participant. Losses/damages, if any, shall be deducted before refunding.
- Hospitality of outstation participants will be the duty of this Department. For this purpose, this Department will set up and maintain a 'Hospitality Booth' in order to ensure the comfortable stay of all outstation participants during the entire period of ARENA.
- This Department is responsible for arranging electric Supply for all the stalls/tents as well as for all events (if required) in grounds/elsewhere during ARENA.
- The induction for the new members will be by the present sports secretaries (Boys and Girls) and the present Cossacn.

IV. DEPARTMENT OF PHOTOGRAPHY-

- All photography and related work is to be handled by this department.
- They shall be responsible for organizing pre-Arena photography required for publicity, in consultation with CoSSAcn of DePP.

- If felt necessary and feasible by the CoSSAcn, the department can offer its services to participants by clicking their photographs and selling those photographs to them.
- It should also ensure that participants receive their photographs, after having paid the specified fee.
- A student (member of DoPy) must be nominated by the CoSSAcn to be in-charge of the photographs that have to be sent to the print media.
- The list of DoPy members allowed to click each event (including pro-shows) is decided by the CoSSAcn of DoPy. CoSSAcn of Department of Firewallz has no jurisdiction to cut down the number below 2 under any circumstances. Only these selected members will be allowed to enter the special area in front of the stage to click the photos.
- An editing room shall be allotted to the department during the fest in the area that is easily accessible to the events.
- A schedule containing all the details regarding location and timings of all the events shall be provided to this department by the concerned authority (Sports Secretary/ CoSSAcn of the relevant department) at least one day before the fest.
- In case of a delay of more than 1 hour in the commencement of the event, it shall be the responsibility of the organizer of the event to inform the CoSSAcn of DoPy, in full detail, regarding the changed time of commencement; on failing to do so, DoPy shall not be held responsible for the coverage of the event.
- It shall be responsible for organizing FOB and Captains Photo shoot. (For Annual Sports Magazine or other blogs) .

V. DEPARTMENT OF INFORMALZ-

- This department will be responsible for all informal events held during ARENA.
- The schedule is to be decided jointly by the Department of Firewallz CoSSAcn and the Informalz CoSSAcn.
- They shall be responsible for Movie/Match screenings during ARENA with the consent of

the FEST ORGANISING BODY.

- The CoSSAcn of this department shall assume the responsibility of submitting all the bills to the President in less than 4 days after the completion of ARENA.

VI. DEPARTMENT OF LIGHTS AND SOUNDS

- This department shall oversee all the activities relating to lights and sounds in both the opening and valedictory ceremonies (and also pro-shows if any).
- If necessary, this department shall coordinate with the CoSSAcn of Informalz in any event of Movie/Match screenings (and any other events) during ARENA.

VII. DEPARTMENT OF VISUAL EFFECTS (DoVE)

- They are responsible for video coverage and relaying of all prime events (decided by the CoSSAcn body) and the video coverage of all possible fixtures with the compulsion to cover final match in every sport.
- They are responsible for inaugural presentation (Teasers and trailers). The same must be approved by the FEST ORGANISING BODY.
- Submission of videos shall be done within a deadline decided by the FOB.

VIII. DEPARTMENT OF TECHNICAL ARTS (DoTA)

- The department is responsible for setting up and maintaining the official ARENA website.
- The department shall be responsible for maintenance of the portal for online money transfer of registration fee during ARENA.
- The department shall also be responsible for online registration of participants during ARENA and shall co-ordinate with Department of Firewallz and Department of Publicity and Public Relations for the same.
- The department shall be responsible for making posters and any form of Photoshop content on request of FEST ORGANISING BODY.

- The designing of the official ARENA logo well in advance (at least three months before ARENA) shall be the responsibility of DoTA. The logo shall form a part of all official documents and displays concerned with ARENA.
- DoTA shall be responsible for Submitting a design of the certificates of all categories to be given during ARENA. The design shall be presented before the FEST ORGANISING BODY, prior to the printing for approval.

IX. DEPARTMENT OF ARTS & DECORATION

- It shall be responsible for campus decoration related to sports. The budget allocated for the proposed activities and ideas shall be approved by the FEST ORGANISING BODY in presence of this CoSSAcn.
- The CoSSAcn of this department shall assume the responsibility of submitting all the bills to the President in less than 4 days after the completion of ARENA.

SPORTS

The following is a complete list of all the sports played during ARENA. This list shall be updated by the FOB as and when required.

1. Athletics (Boys)
2. Athletics (Girls)
3. Badminton (Boys)
4. Badminton (Girls)
5. Basketball (Boys)
6. Basketball (Girls)
7. Billiards
8. Carrom
9. Chess
10. Cricket (Boys)

11. Football (Boys)
12. Hockey (Boys)
13. Lawn Tennis (Boys)
14. Lawn Tennis (Girls)
15. Power lifting
16. Table Tennis (Boys)
17. Table Tennis (Girls)
18. Throwball (Girls)
19. Volleyball (Boys)
20. Volleyball (Girls)
21. Bodybuilding(Boys)

ARENA REVIEW COMMITTEE [ARC]:

- The CRC shall call for a meeting of the ARC, as soon as possible of the last day of ARENA.
- The ARC comprises of the FEST ORGANISING BODY and CRC. It is mandatory for all of them to be present at the ARC.
- The ARENA Review report shall contain the minutes of the ARC, all Suggestions for future ARENAs and further recommendations for improvement of the ARENA.
- The STUDENTS UNION President shall submit this ARENA Review report to the Student Welfare Division, BITS-Pilani, Hyderabad Campus one month after the end of ARENA.