

# **AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION**

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Ref. SPORTS/SOP/PRE-12

Dated 08.09.2024

## **Standard Operating Procedure (SOP) for Sports Committee**

### **1. Objective**

The Sports Committee aims to assist and recommend actions to the Amrapali Sapphire Phase 2 Apartment Owners Association (AOA) Board of Management (BOM) for promoting health, fitness, and social interaction through sports and physical activities. The committee is responsible for organizing, managing, and facilitating various sports programmes, events, and facilities to encourage active participation among residents of all ages and abilities.

### **2. Scope and Responsibilities**

#### **2.1. Promote Physical Fitness and Healthy Lifestyles**

- Develop and implement programs that encourage regular physical activity
- Organize fitness workshops and health awareness campaigns

#### **2.2. Organize Sports Events and Activities**

- Plan and execute regular sports tournaments and competitions
- Arrange friendly matches and practice sessions for various sports

#### **2.3. Develop and Maintain Sports Facilities**

- Regularly inspect and report on the condition of sports facilities
- Recommend improvements or additions to existing sports infrastructure

#### **2.4. Promote Inclusive Programs and Foster a Welcoming Environment**

- Ensure activities cater to residents of all ages, genders, and abilities

- Organize special events for children, seniors, and differently-abled residents

#### 2.5. Encourage Ethical Behavior and Establish Conduct Guidelines

- Develop and enforce a code of conduct for participants in sports activities
- Promote fair play and sportsmanship in all events

#### 2.6. Organize Social Sports Events and Promote Volunteerism

- Plan community-wide sports days and family-oriented activities
- Recruit and coordinate volunteers for sports events and facility maintenance

#### 2.7. Additional Responsibilities

- Coordinate with other committees to integrate sports activities into community events
- Develop partnerships with local sports clubs or organizations for resource sharing
- Conduct regular surveys to assess resident satisfaction and gather feedback on sports programs

### **3. Meeting Protocol**

#### 3.1. Frequency

- The committee shall meet at least once a month
- Additional meetings may be held as required, either physically or virtually

#### 3.2. Meeting Notification

- Convener/Co-convener must inform members of meeting date & time at least 48 hours in advance
- Meetings must be rescheduled if more than 25% of members have reservations about the initial schedule
- 48-hour notice may be waived if a majority of members agree

#### 3.3. Minutes

- Minutes of each meeting must be recorded and signed by all attending members

- Minutes should be shared with all committee members and the BOM within 3 days of the meeting

### 3.4. Quorum

- At least 1/3rd of the committee's strength (including Convener and Co-convener) is required for quorum
- If quorum is not met, reschedule the meeting to the earliest possible date/time
- If quorum is not met in the rescheduled meeting, present members may proceed with discussions
- Decisions from such meetings must be circulated and ratified by a majority of the committee

### 3.5. Advisors and BOM Coordinator

- Appointed advisors should be invited to meetings and their views recorded in the minutes
- The designated BOM Coordinator must be included in all committee groups and communications

## **4. Decision-Making Process**

### 4.1. Majority Rule

- All decisions/recommendations must be made by a majority of the committee's strength
- Decisions can be made by members present physically/virtually or by circulation for ratification

### 4.2. Voting

- In case of split views, voting may be conducted
- In the event of a tie, the BOM will have the deciding vote

## **5. Budgeting and Financial Management**

### 5.1. Annual Budget Proposal

- The committee must submit an annual budget proposal to the BOM by the specified deadline
- The proposal should include projected costs for all planned activities and facility maintenance

## 5.2. Expense Approval and Documentation

- All expenses must be pre-approved by the BOM
- Detailed documentation with receipts must be maintained for all expenditures

## 5.3. Financial Reporting

- Prepare monthly financial reports detailing expenses and budget utilization
- Submit quarterly financial summaries to the BOM

# 6. Reporting and Documentation

## 6.1. BOM Coordination

- Mr. Ajay Shukla is designated as the BOM coordinator for the Sports Committee
- The committee may request information/documents from the BOM or maintenance office through the designated coordinator

## 6.2. Record Keeping

- The Convener must maintain comprehensive records of all activities, communications, and transactions
- Establish a digital repository for easy access and reference to all committee documents

## 6.3. Monthly Reporting

- Submit a monthly report to the BOM summarizing activities, achievements, and challenges
- Include participation statistics, feedback from residents, and plans for upcoming events

# 7. Code of Conduct

## 7.1. Community Interest

- Committee members must act in the best interest of the community
- Maintain transparency in all operations and decision-making processes

## 7.2. Conflict of Interest

- Members must disclose any conflicts of interest
- Abstain from voting on matters where a conflict exists

### 7.3. Professional Conduct

- Maintain respect and professionalism in all committee interactions and with residents
- Adhere to confidentiality agreements regarding sensitive information

### 7.4. Data Protection

- Refrain from using/transferring resident data to personal possession or to family/friends
- Ensure compliance with data protection regulations in all committee activities

### 7.5. Public Communication

- Do not disclose any information to the public without BOM approval
- All committee decisions must be approved by the BOM before application or sharing with residents

## **8. Conflict Resolution**

### 8.1. Internal Resolution

- Attempt to resolve any disputes within or between committee members through internal discussion and consensus

### 8.2. Escalation to BOM

- If a resolution cannot be reached internally, escalate the issue to the BOM for mediation
- The BOM's decision will be final and binding

## **9. Performance Evaluation and Continuous Improvement**

### 9.1. Annual Review

- Conduct an annual review of the committee's performance against set objectives
- Identify areas for improvement and develop action plans

## 9.2. Feedback Mechanism

- Establish a system for collecting and acting on feedback from residents regarding sports programs and facilities

## 9.3. Training and Development

- Identify opportunities for committee members to enhance their skills in sports management and event organization

# 10. Safety and Risk Management

## 10.1. Safety Protocols

- Develop and implement safety guidelines for all sports activities and facilities
- Ensure proper first-aid equipment is available at all sports venues

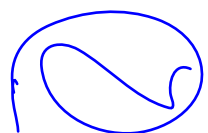
## 10.2. Insurance Coverage

- Review and recommend appropriate insurance coverage for sports activities and participants
- Ensure all events and facilities comply with insurance requirements

## 10.3. Emergency Response Plan

- Create and maintain an emergency response plan for sports-related incidents
- Conduct regular drills to ensure preparedness

This SOP will be reviewed periodically and may be updated as needed with the approval of the AOA Board of Management.



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8.9.24  
(DPS RAJESH)  
PRESIDENT