



# **Chartered Accountants Students' Society**

**(The Student body of The Institute of Chartered Accountants of Sri Lanka)**

## **CA Students' Sports Tournament Sports Rules**

With effect from **01st August 2015**

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## **Our Vision**

To do, to endeavor, to aspire, to make a presence, to add value  
for the Students

## **Our Mission**

To function as a students' body and to promote further, the interests of the students in the Educational, Literary, Sport, Social, Cultural and any other sphere of activity by co-operating and associating itself with the Institute of Chartered Accountants of Sri Lanka as and when necessary and to promote social interaction with other student bodies both here and abroad by applying the finance of the society in a manner most conducive to carrying out and promotion of those activities.

## 1. General Rules

### 1.1 Qualification

- a) Participating firm should be a Member firm of the Chartered Accountants Students' Society.
- b) Any participant holding a letter of appointment and currently employed in a Member Firm of the Chartered Accountants Students' Society (CA Students' Society) will be eligible to participate in a sporting event organized by the Chartered Accountants Students' Society provided that he/she fulfill following two criteria:
  - I. A Member Firm is entitled to nominate Students and Members of any professional accounting body who have completed at least **two months (60 days)** as at the day of draw, in that Member Firm to participate in any sporting event organized by the CA Students' Society, provided his/her name is submitted through a valid participation list.
  - II. A Member Firm is entitled to nominate Staff of the Firm who have completed at least **three months (90 days)** at the day of draw, in that Member Firm ,provided his/her name is submitted through a valid participation list. Such staff members should be Permanent employees of the Member Firm.
- c) However players nominated under Permanent Staff categorization (Under **1.1.b.II**) would be limited to a maximum of **one player per team**.
- d) For Marathon, Athletics and Swimming events where there are no teams involved, firms can nominate players under Permanent Staff categorization (Under **1.1.b.II**) subject to a maximum limit of **twenty percent (20%) out of total number of participants** submitted through a valid participation list.

(i.e. One player can be nominated under the Permanent Staff category (Under **1.1.b.II**) for every four players nominated under the category of Students and Members of any professional accounting body (Under **1.1.b.I**) appearing in the name list)

## 1.2. Participation List

A duly completed Participation List (As per Appendix 01) printed on the respective Firm's or Sports Club's letterhead, should be submitted to the President, the Vice President, the General Secretary or to the Sports Secretary of CA Students' Society by 6.00 pm at the day of the draw (or any time and date specified by the Committee at the weekly meeting prior to the event). The participation list handed over is deemed to be the final and no subsequent changes would be allowed. The list should be endorsed by the President of the Sports Club and a Partner of the respective Firm.

## 1.3. Maximum Number of Teams

A Firm/Sports Club is permitted to enter a maximum number of three (3) teams for a given sport. (With the exception of Marathon, Athletics and Swimming where there are no teams involved). Further no shuffling of team members from one team to another of the same firm will be allowed after the submission of the participation lists.

## 1.4. Maximum Number of Players

1.4.1 The following will be the maximum number of players permitted for a team when submitting a Participation List.

Sport	Maximum number of players in a team	
	Men's	Women's
1 .Badminton	6	5
2 .Basket Ball	9	9
3 .Carrom	6	5
4. Cricket	9	9
5 .Soccer	10	-
6. Marathon	No Maximum Number	No Maximum Number
7. Netball	-	10
8. Swimming	No maximum number	No Maximum Number
9. Table Tennis	6	5
10. Volleyball	9	9
11. Athletics	3 per event	3 per event

If a firm does not adhere to the above rule, the CA Students' Society will eliminate the last names entered to fall in line with the above requirement.

1.4.2 If the minimum number of participants required per team for each sport event is not available at the time of play, that team would not be allowed to play under any circumstances.

## 1.5. Conduct of the Tournament

The tournament commencement time will be decided and notified to the firms at the time of draw. The matches will be played in the top - down order of the draw, unless any special circumstances arise. All teams are kindly requested to be present at least 30 minutes prior to the commencement of the tournament.

## 1.6. Draw

The draw will be held on last Wednesday before the sporting event at 6.00 pm at CA Sri Lanka premises, unless specifically mentioned to the firm representative at a weekly meeting or communicated by way of an e-mail.

## 1.7. Identity of Players

All participants are required to present a valid proof of identity as follows:

Where the participant is a student of **CA Sri Lanka/AAT/CMA/CIMA/ACCA** or any other professional accounting body, the relevant body's identification number should be placed in the participation list and an identification source document such as recent examination payment slips, recent examination admission slips or the official students' card should be brought for registration for students' verification purposes. Any participant qualifying under rule **1.1.b.II** or a participant who is submitting examination payment slips and recent examination admission slips as verification documents should place their NIC/ Driving License or Passport No in the participation list as proof of identity. If a participant fails to produce the modes of identity stipulated, the CA Students' Society reserves the right to disqualify the Player or the Team. The decision taken by the CA Students' Society will be final.

Participation list should constitute following proof of identity to be considered as valid.

**a.** Where the list contains players falling under the rule 1.1 c other than Members and Students of CA Sri Lanka, photocopies of such players' proof of identity should be attached to the participation list. (i.e. Students and Members of **AAT, CMA, CIMA, ACCA** or any other accounting body)

**b.** Where the participation list contains players falling under the rule **1.1 d**, it should be supported with a **representation on the firm's letterhead** signed by a **Partner of the firm**.

**c.** Such **representation** should include

- Name/s of the Permanent Staff member/s participating under **1.1 d**
- NIC No/s of the employee/s
- Position/s held in the firm
- Date/s of appointment

## 1.8. Points

Points will be awarded for the winners of the sporting events as follows;

Place	Points
1 <sup>st</sup> Place	25
2 <sup>nd</sup> Place	20
3 <sup>rd</sup> Place	15
4 <sup>th</sup> Place	10
Quarter Final Qualifiers*	5

The above table will be applicable to all sports unless specifically stated in the respective sport's rules and,

\* Quarterfinal qualifiers will be awarded 5 points in team events (i.e. except for Marathon, Athletics and Swimming). However, this will only be awarded if the total team participation is equal or above 16 teams for such sport.

**Participation points:** Two (02) points will be awarded per participating team (except for Swimming, Athletics & Marathon) in a given sport unless the team concedes a walkover in the first match to be played in the draw. If a walkover is conceded in the 1<sup>st</sup> match to be played, then, rule **1.9** will be applicable. No participation points will be awarded for any sports team that has been awarded points as per the sports table in section 1.8.

## 1.9. Walkover

A walkover will be awarded subsequent to a reasonable time lapse (approx. 05-10 minutes) after the first call. If the walkover is conceded in the 1<sup>st</sup> match to be played by a team in the tournament, five (05) points will be reduced from the points earned by the firm. If the walkover is conceded in the subsequent matches to be played by a team in the tournament, then, an amount equal to the participation points (02) will be reduced from the points earned by the firm.

## 1.10. Referees

Independent qualified referees will be engaged to act as the officials of a given tournament unless otherwise decided at a weekly meeting prior to event. Their decisions will be final and conclusive.

### **1.11. Rescheduling/Cancellation of an Event**

Sports event will be rescheduled due to bad weather or any other incident, which may prove a hindrance in carrying out the sporting event. The re-scheduled date will be announced at the time of postponement, at a general committee meeting or at a meeting held in this regard. Any objections on re-scheduled dates should be communicated to the President, Vice President, General Secretary or Sports Secretary through the Firm representatives within three (03) days from the announcement of the re-scheduled date, after which time, it will be deemed accepted by all firms. If a new date is not agreed by the member firms concerned, the CA Students' Society reserves the right to enforce a new date mandatory for all participant teams or cancel the sporting event invalidating the points earned by firms for such event. For Athletics, section 12.12 of Sports rules will be applicable.

The Executive Committee of the CA Students' Society reserves the right to postpone or cancel a sporting event with or without sufficient notice.

### **1.12. Replacement of players**

Firms will not be allowed to amend or add players to the already submitted Entry Form (Appendix 01) at the draw. However consideration will be done under the following circumstances;

- 1 If the request is due to the postponement of an event, or
- 2 The player concerned has resigned from the firm, or
- 3 Any other reasons, in which the CA Students' Society shall believe to be reasonable.

The Request for the replacement of players should be made in writing and it should be authorized (signed) by a partner. However the replaced player will be allowed to take field only if the number of players in the team is below the minimum required to form a team.

### **1.13. Disputes**

All complaints should be submitted in writing to the President, Vice President or General Secretary of the CA Students' Society with the relevant and sufficient evidences. Any dispute regarding technical rules will be arrived in consultation of the Tournament Officials appointed and the CA Students' Society. The decision taken by the Executive Committee of the CA Students' Society will be final and where any Member firm does not comply with the decision taken will not be allowed to participate in that tournament and 05 points will be deducted from the total earned points.

### **1.14. Sports Rules**

The normal rules pertaining to the relevant sport will be enforced where not specially provided for under each sport. Any dispute regarding a rule will be taken by the Executive Committee of the CA Students' Society in consultation with the Tournament Officials involved with the tournament.



### 1.15. Investigations

**a.** An investigation will be carried out by the Executive Committee of the CA Students' Society to ascertain breaches of any of the Sports Rules upon a written complaint submitted to the President of the CA Students' Society within twenty (20) working days from the completion of that sport event. Any complaints made after such period may not be entertained.

**b.** The CA Students' Society reserves all rights to call or/and examine any written, verbal and, documentary evidences and investigate any person as a witness to carry out such investigation. If a Firm is called for any evidences, such evidences should be produced within seven (07) days from call. If any Firm has failed to comply with the requirements specified in this paragraph, such Firm will be found guilty for the breach of sports rule/(s) and penalties will be imposed as described in Section 1.16 or may be disqualified from the entire event in concern or both.

### 1.16. Penalty

Breach of Sports Rules (after an investigation) would attract penalties as described below.

- a.** Cancellation of total points earned by the Firm for that particular sporting event, and;
- b.** deduction of the points earned by such Firm for the preceding sporting events, as per the following schedule; and
- c.** An amount will be fined as shown in the table below on the instances of breach.

<b>d</b> Instance of Breach	Percentage	Cumulative % Deduction	Fine (Rs. Cts.)
1 <sup>st</sup> instance of breach	20%	20%	10,000.00
2 <sup>nd</sup> Instance of Breach	30%	50%	20,000.00
3 <sup>rd</sup> instance of Breach	50%	100%	30,000.00

case of alleged players the firm would lose the opportunity to participate in the sports events conducted by the CA Students' Society for that calendar year, all points earned for the related year will be cancelled and a fine of Rs. 60,000.00 will be imposed.

e. In case a team is penalized under 1.16.d, they will not be eligible for the following awards for 2 years. (Current year and forth coming year)

- Best Team Spirit Award
- Fair Play Award
- Best Supportive Team Award
- Best Participation Team Award
- Best Upcoming Team Award

### **1.17. Responsibility of Firm Representatives**

The CA Students' Society does not update or communicate to any Firm on the decisions taken by the Committee on weekly meetings or any other meetings. The Firm Representatives are responsible to be present at weekly meetings and update the respective Sports Clubs or Member Firms on any decision relevant to the sport events and the calendar. It is the responsibility of the firm representatives who were not present at the meeting to collect the letters from the Sports Secretary and hand it over to his/her respective firm. The decisions so given by the firm representative in relation to any sports matter is deemed to be the decision of the firm's Sports/Recreation Club.

### **1.18. Contacts and Specimen Signatures**

All the Member firms should submit their relevant contact details and other particulars in the format given in the **Appendix 04(For Athletics – Appendix 05)** prior to commencement of the sports events in their firm's letterhead.

### **1.19. Criteria for the Selection of Best Player**

Only the teams who qualify for Semi-Finals will be eligible for the selection of the best player awards.

## **2. Badminton**

### ***2.1. Men's***

**2.1.1.** There should be a minimum of 4 players to be nominated in a team - 2 players for singles and 2 players for the doubles match. The two players nominated to play the singles in one particular tie, cannot play in the doubles match of the same tie.

**2.1.2.** Matches will be played in the top-down order of the draw and the order of matches to be played in a tie is as follows;

1<sup>st</sup> match - 1<sup>st</sup> Singles  
2<sup>nd</sup> match - 2<sup>nd</sup> Singles  
3<sup>rd</sup> match - Doubles

**2.1.3.** In the event where a team comprises less than the minimum number of players required at the time of play, (i.e. 4 members) then, that particular team will have to concede a walkover.

**2.1.4.** Each singles game will consist of three (3) sets of 21 points in each. In the case of a 20-20 situation the game will continue till one player get a 3 point clearance. (One player gets one serve each) A double game will consist of three (3) sets of 21 points and same rule will apply for 20, in all tie situations.

**2.1.5.** Feather shuttle will be used.

**2.1.6.** The discretion of setting the game points will be with the CA Students' Society in the earlier rounds and the finals will be as per section 2.1.4.

### ***2.2. Women's***

Same rules as per men's will apply for women's tournament, except for;

**2.2.1.** There should be a minimum of 3 players in a team - 2 singles players and 1 person to play the doubles along with one of the singles players.

**2.2.2.** Each game will consist of three (3) sets of 21 points in each for singles and 21 points set(only 1) will be applicable for doubles. In the case of a 20-20 situation or the game will continue till one player get a 3 point clearance (One player gets one serve each).

**2.2.3.** There will be no change in match format in the finals for women's.

**2.2.4.** Plastic shuttle will be used.

**2.2.5.** The discretion of setting the game points will be with the CA Students' Society in the earlier rounds and the finals will be as section 2.2.2.

### **3. Basket Ball**

- 3.1. Duration of a game will be 7 minutes per half with a 1 minute break. (Running time)
- 3.2. Duration of the final will be 10 minutes per half with a 2 minutes break. (Running time)
- 3.3. Before starting the game six (6) names should be submitted and it should be agreed with the entry form. A minimum of three (3) players is required to commence a game.
- 3.4. Each player can have three (3) fouls and there will be no substitution allowed for such player.
- 3.5. No substitution will be permitted. However in an event of an injury the referee will decide the need for substitution. Substituted players cannot rejoin the game at any stage.
- 3.6. Five (5) team fouls are awarded for a team. After the fifth foul, for every foul conceded, two (2) free throws will be awarded to the opposition.
- 3.7. One (1) timeout is permitted for each half.
- 3.8. In an event of a tie at the end of the game, two (2) minutes will be awarded as extra time.

### **4. Carrom**

- 4.1. A game will be decided by 25 points or half ( $\frac{1}{2}$ ) hour, whichever comes first. Any changes to the above criteria will be notified before the commencement of the play.
- 4.2. Composition of teams - Women's**
  - 4.2.1. There should be a minimum of 3 players in a team, where only 1 player will be allowed to participate in both singles and doubles.
- 4.3. Composition of teams - Men's**
  - 4.3.1. There should be 4 players in a team - 2 for singles and 2 for the doubles match. The two singles players cannot play in the doubles.

## **5. Cricket (Six- A- Side)**

### ***5.1. Men's***

5.1.1. Minimum no. of players to commence a match is five (05) players, with the wicket keeper bowling the first over in the match. If a match is started with six players, then, the wicket keeper cannot bowl.

5.1.2. Substitution will only be allowed for injured players and this will be decided by the umpires. In such an instant the Wicket Keeper will be required to bowl/complete the over of the injured player.

5.1.3. Four (4) runs will be awarded for Wide Balls and No Balls. An extra ball will be awarded for No Balls on overstepping. However no extra delivery will be awarded for Wide Balls and other No Balls.

5.1.4. For first and second round matches, an over will consist of less than six (6) deliveries, which will be decided prior to the commencement of the tournament/round.

5.1.5. In the case of a tie, the wicket keepers are required to bowl an over each. If the game is still tied, a bowling competition will be held between three nominated bowlers of either side. The bowlers will be bowling a ball each aiming at a single stump. Players who left the field due to injuries will not be allowed to participate in the bowling competition.

5.1.6. In case of interruption of a match due to bad light or rain, the game will be resumed only if at least one side has completed their innings. If not a fresh match will be started. In the case of the Final, the two teams have the option of rescheduling a match (as per Rule 1.10). The rescheduled match will be a fresh match. If no consensus is arrived, then, the Run Rate will be applied to decide the winner, (to apply the Run Rate rule, the defending team should have at least completed half the number of deliveries. i.e. 15 deliveries)

5.1.7. Umpire's decision is final and the CA Students' Society cannot be held responsible for such decisions.

5.1.8 Leather Balls will be used.

### ***5.2. Women's***

5.2.1. Same rules as above (Men's Tournament) apply for women's tournament except,

- Six (6) runs will be awarded for Wide Balls and No Balls. However no extra delivery will be awarded.
- The first round matches will be played with less than 6 balls per over if necessary.

5.2.2. Soft Balls will be used.

## **6. Soccer**

- 6.1. Each team will consist of seven (7) players and the minimum number of players required to start a game is five (5) players.
- 6.2. Duration of a Game except in the finals will be seven (7) minutes per half with a one (1) minute break.
- 6.3. Duration of the final will be ten (10) minutes per half with a two (2) minutes break.
- 6.4. In the case of a tie at the end of the game, three (3) penalties will be awarded to three (3) players from each team. If the game is still tied, rest of the players in the team will be awarded penalties on one to one basis from each team.
- 6.5. If the game is still tied the win will be decided by toss of a coin.
- 6.6. In case of a tie in the finals, six (6) minutes extra time will be given with a one- minute break. If it is still tied, Rule 6.4 will be applicable.
- 6.7. Yellow Card and Red Card rule will not apply for off-side play. However, the referee has the right to override and apply the Yellow card and Red Card rule for if necessary, (e.g. for dangerous play, for deliberate violation of the off-side rule, etc.)
- 6.8. Substitution will only be awarded only for injured players and this will be decided by the referee. The substituted player will be required to replace the existing goal keeper.
- 6.9. Substituted players cannot rejoin the same game at any stage and even loses the right to take penalties.
- 6.10. Goal Keeper cannot be switched to another player after the game starts except in the case of the substitution.
- 6.11. In the case of a game stopped due to unavoidable circumstances such as bad weather and it is resumed on the same day, then, the game will be resumed from the point it was stopped.

## **7. Marathon**

- 7.1. The Men's Marathon will start at 6.30 am (or any other time specified at the weekly meeting prior to the event or communicated by way of an email) and the women's marathon will follow after 15 minutes.
- 7.2. All participants are required to be present 30 minutes prior to the start of the marathon.
- 7.3. All participants are required to collect their individual identification numbers for the marathon before 6.15 am to avoid any inconvenience. The CA Students' Society committee will announce the deadline for issuing the numbers.
- 7.4. Men's and Women's marathon will follow the routes indicated in **Appendix 2** and **Appendix 3** respectively. Any deviation to the route will be indicated to all participants in the weekly meeting or prior to the commencement of the race.
- 7.5. Normal rules pertaining to the relevant sport will be enforced.
- 7.6. Every Applicant must submit their medical approvals obtained from a qualified Doctor at the time of submitting the participation lists.

7.6. Points for the marathon will be allocated as follows.

1st Place	-	20 points
2nd Place	-	15 points
3rd Place	-	10 points
4th Place	-	08 points
5th Place	-	07 points
6th Place	-	06 points
7th Place	-	05 points
8th Place	-	04 points
9th Place	-	03 points
10th Place	-	02 points
11 <sup>th</sup> Place	-	01 Points
12 <sup>th</sup> Place	-	01 Points
13 <sup>th</sup> Place	-	01 Points
14 <sup>th</sup> Place	-	01 Points
15 <sup>th</sup> Place	-	01 Points

## **8. Netball**

- 8.1. A team will consist of seven (7) players and the minimum number required to commence a game is five (5) players.
- 8.2. Duration of a game will be seven (7) minutes per half with a one-minute break.
- 8.3. Duration of the Final will be ten (10) minutes per half with two (2) minutes break.
- 8.4. In the case of a tie at the end of the game, 2 minutes extra time will be awarded and this will continue with one-minute interval till a winner is decided.
- 8.5. In the case of a tie in the finals, 6 minutes extra time will be awarded with a one-minute break. If still tied then, Rule 8.4 will apply.
- 8.6. No time outs will be allowed throughout the tournament.
- 8.7. Substitution will only be awarded only for injured players and this will be decided by the referee.
- 8.8. Substituted players cannot rejoin the game at any stage and even loses the right to take penalties.
- 8.9. Each player should enter the court with their position clearly marked. And the players will only be allowed to change positions during the breaks.

## **9. Swimming**

- 9.1. The Meet will comprise of Five individual events and two relay events conducted for men and women separately;

### **Individual Events**

- 25m Freestyle
- 25m Breast Stroke
- 25m Butterfly
- 25m Back Stroke
- 25m X 4 Individual Medley

### **Relay Events**

- 25m X 4 Free Style Relay
- 25m X 4 Medley Relay



9.2. Each participant is allowed to take part in a maximum of three individual events, excluding the relays.

9.3. Fastest six swimmers in the heats will be selected for the finals.

9.4. Points will be awarded as follows;

Place	Individual	Team
1 <sup>st</sup> Place	4	5
2 <sup>nd</sup> Place	3	4
3 <sup>rd</sup> Place	2	3
4 <sup>th</sup> Place	1	2

9.5. No Participation points will be awarded for this event and unallocated points in an event will not be apportioned among the rest of the firms participated.

9.6. A Minimum of 4 members are required to constitute a team in the men's relay team, while a minimum of 3 members are required to constitute a team in the women's relay.

9.7. Any preferred stroke can be used for the relays and only 3 teams can participate from each firm.

9.8. Professional Timers will be used.

9.9. All disputes related to the meet will be resolved by officials.

## **10. Table Tennis**

### ***10.1. Men's***

**10.1.1.** There should be 4 players in a team - 2 for singles and 2 for the doubles. The two singles players cannot play in the doubles.

**10.1.2.** Each single game will consist of 3 sets of 11 points in each. In the case of 10-10 situation the game will continue till one player gets a 2 point clearance. (One player gets one serve each). A double game will consist of 3 sets of 15 points and similar rule will apply for 14-14 Situation.

10.1.3. In the event where a team comprises less than the minimum no of players required at the time of play, (i.e. 4 members) then, that particular team will have to concede a walkover. In the case of the finals, 4 singles games (including reverse singles) and one doubles game will be played.

### ***10.2. Women's***

Same rules as per men's will apply for women's tournament, except for;

10.2.1. There should be 3 players in a team - 2 singles and one person to play the doubles along with one of the singles players.

## 11. Volleyball

11.1. Minimum number of players to commence a game will be six (6) players.

11.2. Each game will consist of three (3) sets of 25 points each. However, any change to match point will be notified before the commencement of the play.

11.3. One (1) time out will be permitted per team during any given set.

11.4. Substitution will only be awarded only for injured players and this will be decided by the referee. Such substituted player can't rejoin the same game at any stage.

## 12. Athletics

12.1. The Meet will comprise of 10 individual events and two relay events conducted for men and women separately

ATHLETICS				Men's	women's
01	Individual Events	Track Events	100 M	√	√
02			200 M	√	√
03			400 M	√	√
04			800 M	√	√
05			110 M - Hurdles	√	X
			100 M - Hurdles	X	√
06		Field Events	Javelin Throw	√	√
07			Shot Put	√	√
08			Discus Throw	√	√
09			Long Jump	√	√
10		High Jump	√	√	
11	Team Events	Track Events	100*4 - Relay	√	√
12			400*4 - Relay	√	√

12.2. The maximum participants per individual event per firm are 6 (3 men, 3 women).

12.3. Two teams can be entered per firm per relay event (1 for men, 1 for women). A firm can enter 05 names per relay event (i.e. one Extra Participant can be included).

12.4. Maximum number of events per participant is 2 events, excluding the relays. A Participant can select any 2 events of the above mentioned 10 individual events. If a firm does not adhere to the above rules, the CA Students' Society will eliminate the last event entered to the draw under a participants' name.

- 12.5. Firms can nominate players under the permanent staff category subject to a maximum limit of 20 % out of total number of participants (as per section 1.1d).
- 12.6. The participating firms should submit their respective name lists along with the Medical letters on the Wednesday that falls immediately before the Athletics Event to the CA Students' Society (as per section 1.6).
- 12.7. Fastest 8 Runners in the heats will be selected for the finals in the Track events.
- 12.8. Finals of the Field events will be selected according to their respective criteria.
- 12.9. Each participant should submit a Medical letter authorized from a suitably recognized medical Doctor confirming that he/she is fit to participate for the event.
- 12.10. Points will be awarded as follows;

Place	Individual Events	Team Events
1 <sup>st</sup> Place	4	5
2 <sup>nd</sup> Place	3	4
3 <sup>rd</sup> Place	2	3
4 <sup>th</sup> Place	1	2

- 12.11. No Participation points will be awarded for this event and unallocated points in an event will not be apportioned among the rest of the firms participated.
- 12.12. If the Athletics event has to be ceased due to an unavoidable circumstance (ex – Rain), firms will be given points for the events that have already been concluded (i.e. for the events that already had their respective finals).
- 12.13. Professional timers will be used.
- 12.14. All disputes related to the meet will be resolved by officials.

**APPENDICES**

**Appendix 01:**

*{Specimen Participation List - Both the cover letter and the participation list to be typed on Firm's/Sports Club's letterhead.}*

Date:

The President,  
Chartered Accountants Students' Society,  
No.30A, Malalasekara Mawatha,  
Colombo 07.

Dear Sir/Madam,

**CA Students' Sports Tournament - (State the Event)**

We have attached herewith the final name list and details of the participants representing our firm for the above stated event. We confirm that they are employees of *(Name of the Firm)*.

We confirm that we are in compliance with Section 1.1 of Sports rules, which states the Entry Qualifications.

We further confirm that we have read and understood the sports rules relating to the above stated event and will comply with such requirements in all respects.

Yours truly,

.....  
**President - Sports Club**

.....  
**Partner**

**Firm:**

**Event:**

Team A

<b>NO</b>	<b>Full Name</b>	<b>ID No.*</b>	<b>Note A</b>	<b>Designation in the Firm</b>

Team B

<b>NO</b>	<b>Full Name</b>	<b>ID No.*</b>	<b>Note A</b>	<b>Designation in the Firm</b>

We hereby confirm that the above participants are the employees of our firm and their service period is more than the specified requirements.

.....  
**President - Sports Club**

.....  
**Partner**

*\* Where the participant is a student of CA Sri Lanka/AAT/CMA/CIMA/ACCA or any other professional accounting body, the relevant body's identification number should be placed in the participation list and an identification source document such as recent examination payment slips, recent examination admission slips or the official students' card should be brought for registration for students' verification purposes.*

***Note A:** If qualifying under **1.1.b.I**, mention the relevant accounting body (i.e. CA Sri Lanka, AAT, CMA, CIMA, ACCA, etc.) or if under*

***1.1d**, mention as "Permanent Staff".*

*\*\* Photocopies of proof of identity and permanent staff representation should be attached as per rule **1.7** together with this list.*

Appendix 02: Route for the Men's Marathon





Appendix 03: Route for the Women's Marathon



***Appendix 04: Firm's Recreation/Sports Club Contacts & Specimen Signature to be presented in the firm's letterhead.***

**Firm**

Name .....

Address.....

Contact Number/(s).....

**Staff Partner**

Name.....

Contact Number/(s).....

Email .....

**HR Manager**

Name.....

Contact Number/(s).....

Email .....

**Recreation/Sports Club**

**President**

Name.....

Contact Number - Mobile.....

Office.....

Email .....

Signature .....

**Sports Secretary**

Name.....

Contact Number - Mobile.....

Office.....

Email .....

Signature .....



**Appendix 05**

**Firm:**

**Event:**

NO	Full Name	ID #	Note A	Designation in the firm	100 M	200 M	400 M	800 M	110 M - Hurdles (M)	100 M - Hurdles (W)	Javelin Throw	Put Shot	Disk Throw	Long Jump	High Jump	100*4 - Relay	400*4 - Relay
1																	
2																	
3																	
4																	
5																	

We hereby confirm that the above participants are the employees of our firm and their service period is more than the specified requirements.

.....  
**President - Sports Club**

.....  
**Partner**

\* Where the participant is a student of CA Sri Lanka/AAT/CMA/CIMA/ACCA or any other professional accounting body, the relevant body's identification number should be placed in the participation list and an identification source document such as recent examination payment slips, recent examination admission slips or the official students' card should be brought for registration for students' verification purposes.

Note A: If qualifying under **1.1.b.I**, mention the relevant accounting body (i.e. CA Sri Lanka, AAT, CMA, CIMA, ACCA, etc.) or if under

1.1d, mention as "Permanent Staff".

\*\* Photocopies of proof of identity and permanent staff representation should be attached as per rule 1.7 together with this list.