


**CONSTITUTION**  
**WINTER SPORTS FEDERATION PAKISTAN**



 20/3/19

## **ARTICLE -I**

### **NAME**

The Organization shall be called the Winter Sports Federation Pakistan, abbreviated as WSFP, having following logogram.



## **ARTICLE-II**

### **JURISDICTION**

The jurisdiction of the Winter Sports Federation Pakistan shall extend throughout Pakistan, the acceding States and the Territories under the control of Pakistan. The control of the Federation shall apply to all forms of winter sports in Pakistan as defined by the respective International Federations.

## **ARTICLE - III**

### **HEADQUARTER**

The Headquarter of the Winter Sports Federation Pakistan is located in Sector E-9, PAF Complex, Islamabad, unless changed by the approval of the President of Winter Sports Federation Pakistan.

## **ARTICLE -IV**

### **DEFINITIONS AND INTERPRETATION OF TERMS**

The terms and abbreviations used hereinafter shall mean:-

1. IOC : International Olympic Committee.
2. WADA : World Anti-Doping Agency.

3. POA / NOC : Pakistan Olympic Association/National Olympic Committee.
4. FIS : International Ski Federation.
5. ASF : Asian Winter Sports Federation
6. PSB : Pakistan Sports Board.
7. Federation : Winter Sports Federation Pakistan (WSFP)
8. Member Unit : Association / Organization affiliated with the Federation.
9. Association : The Provincial Winter Sports Association
10. Other Associations : ICT, AJ&K, FATA and Gilgit Baltistan Associations.
11. Service Organization : Departmental Sports Organization constituted at national level like that by:-  
Pakistan Army, Pakistan Air Force, Pakistan Navy, Pakistan Railways, Pakistan Wapda, Pakistan Police, Higher Education Commission / Pakistan Universities Sports Board, etc.
12. Constitution : Constitution of Winter Sports Federation Pakistan.
13. President : President of Winter Sports Federation Pakistan.
14. Vice-President : Vice President of Winter Sports Federation Pakistan
15. Secretary General : Secretary General of Winter Sports Federation Pakistan.
16. Treasurer : Treasurer of Winter Sports Federation Pakistan.
17. Member : Member of the Executive Committee of Winter Sports Federation Pakistan
18. Member Association : Member Association of WSFP
19. OCA : Olympic Council of Asia.

- |          |   |   |
|----------|---|---|
| 20. EC   | : | Executive Committee of WSFP.                |
| 21. GC   | : | General Council of WSFP.                    |
| 22. GCM  | : | General Council Meeting of WSFP.            |
| 23. ISU  | : | International Skating Union                 |
| 24. IIHF | : | International Ice Hockey Federation         |
| 25. IBU  | : | International Biathlon Union                |
| 26. WCF  | : | World Curling Federation                    |
| 27. FIL  | : | International Luge Federation               |
| 28. IBSF | : | International Bobsleigh & Skeleton          |
| 29. ISMF | : | International Ski Mountaineering Federation |
| 30. FIRS | : | International Federation of Roller Sports   |

## **ARTICLE-V**

### **AIM, OBJECTIVES AND ROLE**

The aim, objectives and role of Winter Sports Federation Pakistan shall be:-

1. To encourage, promote, develop, regulate and control following Winter sports in Pakistan.

**(a) Skiing**

Alpine Skiing, Free Style Skiing, Nordic Skiing, Ski Jumping, Grass Skiing, Speed Skiing, Tele Mark Skiing, Roller Skiing, Heli Skiing and Ski Mountaineering

**(b) Skating**

Figure Skating, Long & Short Track Speed Skating and Free Style Skating

**(c) Bobsleigh**

Bobsleigh and Bobsleigh Skeleton

**(d) Curling**

**(e) Ice Hockey**

**(f) Luge**

**(g) Biathlon (Triathlon)**

**(h) Snowboarding**

2. To follow and enforce the Rules and Regulations of respective International Winter Sports Federations and Asian Winter Sports Federation. To formulate local rules when needed and ensure their implementation.
3. To promote formation of affiliated Associations/Organizations.
4. To coordinate and control activities in respect of winter sports by all ways and means including the holding of tournaments, organizing/ authorization of Championships/ activities within territorial boundaries of Pakistan.
5. To make arrangements for the training of athletes/ officials and provide coaching facilities.
6. To raise funds for the Federation and utilize same in such a manner as may be considered desirable for the attainment of the aims and objectives of the Federation.
7. To take necessary steps towards resource generation for WSFP.
8. To select teams and officials to represent Pakistan in the Sports Programs to be held within the country / abroad and to promote control and finance visits by national teams abroad. To invite foreign Winter Sports athletes and teams to Pakistan.
9. To create, standardize and regulate structures of Technical Delegates /Officials /Referees / Judges / Umpires, Coaches and Administrators under Executive Committee of the Federation.
10. To establish Training Camps and organize Promotional Programs for expanding and raising standards of Winter Sports in Pakistan.
11. To communicate with the Pakistan Olympic Association, Pakistan Sports Board, International Federations and other Governmental Bodies when required.
12. To take action against violence in sport and against any form of discrimination on grounds of race, religion, politics and sex etc.

13. To ensure the observance of World Anti Doping Code of WADA approved by the IOC and fight against doping and use of substances and procedures prohibited by the IOC or the International Federations.
14. To encourage women participation in respective sport, create Women Associations / Women Wings at National and Provincial levels, and induct Women in the General Council / Executive Committee of the Federation with the strength as per POA's directive at national and provincial levels.
15. To monitor discipline and arbitrate disputes in the Federation internally within the jurisdiction of WSFP, its affiliated Member Units and when needed through PSB.
16. To serve as the highest court of appeal for protests and other legal questions concerning Winter Sports Competitions and for all queries concerning WSFP Rules and Regulations.
17. To create Athletes Commission consisting of active / retired athletes or athletes having taken part in the Olympic Games. Their tenure on the commission shall be 12 years, thereafter, they shall not be eligible to seek extension in the period of their membership.
18. To establish Medical and Scientific Commission for Anti - Doping and for improving performance of the Winter Sports Athletes / Competitors (When Possible).
19. To launch Youth Development Programs at grass-root levels.
20. To improve administration and technical structures of the Federation and the Associations from National to the District levels (When required).
21. To do all other acts and things as deemed necessary or conducive to carry out Aims, Objectives and Role of the Federation.
22. Winter Sports Federation Pakistan when seeking financial assistance from PSB shall follow the PSB constitution and Sports Policy of the Govt. in letter and spirit. They shall keep the relation harmonized with PSB.
23. To draft and impose sanctions on members and individual athletes for activities in conflict with the constitution or interests of the WSFP.
24. To approve constitutions of members in accordance with the WSFP constitution, rules and regulations.
25. To adopt necessary safety measures for the conduct of winter sports activities in Pakistan by the organizers.

26. To organize and control national / international winter sports competitions and tournaments in area of jurisdiction and to coordinate activities related to Winter Sports including the programs and schedules of competitions and tournaments to be organized by the members during each year.

## ARTICLE - VI

### MEMBERSHIP

1. The membership of the Winter Sports Federation Pakistan shall be Open to the following:-

(a) Provincial Winter Sports Associations: They may affiliate District Associations starting from Club level or Winter Sports athletes/competitors level. The controlling body of respective sports in a Province shall be affiliated with respective Provincial Olympic Association and Provincial Sports Board.

(b) Controlling Body of the respective sport of **Services Organizations** subject to fulfilling the criteria as laid down in the Constitution.

(c) Controlling Body of the respective sport in the **Federally Administered Territory of Islamabad** provided the body complies with the Eligibility Conditions as prescribed in the Constitution.

(d) Controlling Body of the respective sport of in **FATA (Federally administered Tribal Areas)** provided the Body fulfills the Eligibility Conditions prescribed in the Constitution.

(e) Controlling Body of respective sport in the **Gilgit Baltistan Areas** provided the Body fulfills the minimum Eligibility Conditions prescribed in the Constitution.

(f) Controlling Body of the sport of respective sport in **Azad Jammu Kashmir (AJK)** provided the Body fulfills minimum Eligibility Conditions as laid down in the Constitution of the Federation and is in accordance with the Constitution and Rules of Pakistan as well as the Policy of POA.

(g) Winter Sports clubs of National Level / Companies / Organizations having Nation Wide representation and considered beneficial to WSFP can also become members of Winter Sports Federation Pakistan subject to the approval of general council but will not have voting right for the purposes of election or crucial decisions

2. Representation of the affiliated Member Units on the General Council of the Federation shall be as under:-

- (a) Provincial Association (2) each.
- (b) Services Organizations, Departments, Banks, Islamabad, AJ&K, FATA, NAs one (1) each.
- (c) In case of dispute the legitimate representative will be determined on the basis of documentation on record with Honorary Secretary General WSFP. The EC will give final ruling on the report of Secretary General.

## **ARTICLE - VII**

### **ELIGIBILITY FOR MEMBERSHIP**

#### **1. Provincial Associations**

The Provincial Winter Sports Associations shall be eligible for seeking and retaining membership of the Federation if they fulfill the following conditions:-

- (a) They have a Constitution each in line with the Constitution of the Federation.
- (b) They participate without fail in the National Championships, Senior, Junior and Women every year as well as participate in other Tournaments / Competitions when asked by the Federation.
- (c) The Constitution of Provincial respective winter sports Associations shall not conflict with the Constitution of Federation.
- (d) They have Women Associations / Women Wings and induct 20% Women on their General Councils / Executive Committees.
- (e) They are affiliated with the respective Provincial Olympic Associations and Provincial Sports Board who will certify bonafides of these Associations
- (f) They are registered with the respective Provincial Sports Boards to receive financial, infrastructure and logistics support of the Government for their activities. In case they face any problem in this regard they will bring the same to the notice of the Federation.



(g) They hold elections as embodied in their respective Constitutions on which one representative each from Federation, Provincial Olympic Association and Provincial Sports board shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitutions of the Associations / Federation.

(h) They pay their affiliation fees and subsequent annual subscriptions to the Federation within the first three months of the Financial Year.

(j) They may be constituted by the properly represented District Associations, genuinely existing and functioning. The District Associations may be constituted by the Tehsil Associations / Active Clubs where exist. The minimum number of Active Clubs in each Tehsil when possible may be five. In case where Club system does not exist at least 50 duly registered Athletes/ Competitors shall form the association.

(k) All clubs affiliated with District. Tehsil Associations should (shall) participate in annual District & Tehsil Competitions and provincial championships if organized.

(l) If circumstances permit Active Clubs should have premises with playing facilities where sports activities of respective sports may (shall) take place at least 50 days in a year. Such Clubs should have a proper management and some sort of financial support system to ensure sustainable activities of the Club during the year as well as its participation in the Tournaments, Competitions and Championships.

(m) The Clubs affiliated with the District Associations as well as Winter Sports Athletes / Competitors registered with District Associations can also join Tehsil Associations of their sports. Tehsil and District Associations shall be registered with the Governmental Sports Bodies at Tehsil and District levels to receive the requisite financial and infrastructure / logistics support of the Government to run the sports activities efficiently. In case Tehsil and District Associations face any problem in this regard they shall bring the same to the notice of the Provincial Association.

(n) If conditions permit they should hold regular Annual Provincial Winter Sports Championships, Senior, Junior and Women and organize at tournaments at Provincial levels and all Pakistan basis during a financial year in collaboration with the Federation.

## **2. Services Organizations**

Services Organizations shall be eligible to seek or retain Membership of the Federation only, if they are constituted on national basis and fulfill the following conditions:-

(a) They have a Constitution / Rules, Bye-laws in line with the constitution of the Federation.

(b) They assist the Federation in organizing its Annual Championships / Tournaments / other Sports Programmer as and when so asked by the Federation.

(c) They participate without fail in the National Championships as per the directions of the Winter Sports Federation Pakistan.

(d) They have paid Affiliation Fees and are paying Annual Subscriptions within first three months of the Financial Year to the Federation.

(e) When conditions permit they organize Inter-Unit / Inter-Divisional / Inter-Departmental Championships every year at national level in which all their component Units, with bonafied employee Winter Sports Athletes / Competitors, from throughout the country, take part.

### **3. Other Associations**

Other Associations of the Federally Administered Areas like Islamabad, FATA, Gilget Baltistan and Azad Jammu & Kashmir shall be eligible to seek or retain Membership of the Federation provided they fulfill the following conditions:-

(a) They have a Constitution each in line with the Constitution of the Federation and should be constituted by Active Clubs existing as per definition given under Article V11-1-iii or by the Representatives of at least 50 registered athletes if Clubs System does not exist.

(b) They shall participate without fail in the Annual Championships, Senior, Junior and Women.

(c) They hold elections as embodied in their Constitutions on which one representative of the Federation shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitution of the concerned Association / Federation.

(d) They pay their Affiliation Fees at the time of their affiliation with the Federation and subsequent Annual Subscription within the specified period as indicated in the Constitution of the Federation.

(e) These Associations in their jurisdictions may create lower level Associations in line with the District Associations of the Province with whom Clubs/ Athletes may be registered.

(f) They may hold regular Annual Championships and organize Tournaments to be participated by the Clubs / Athletes of the area under their jurisdiction.

#### **4. National Level Winter Sports Clubs / Companies / Organizations**

National level Winter Sports Clubs, companies, organizations not having country wide representation may become the members of the Federation if their inclusion is considered beneficial to Winter Sports in the country, subject to approval of 2/3 votes by the EC. Such members will have the playing rights in the national / other championships but will not enjoy the voting rights. These members must comply the following conditions:

(a) They have a Constitution each in line with the Constitution of the Federation. They should have at least 25 registered athletes out of whom they should be able to field a formidable team in the national / other championships held by WSFP.

(b) They shall participate without fail in the Annual Championships (Senior, Junior and Women).

(c) They hold elections as embodied in their Constitutions on which one representative of the Federation shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitution of the concerned Organization / Club.

(d) They pay their Affiliation Fees at the time of their affiliation with the Federation and subsequent Annual Subscription within the specified period as indicated in the Constitution of the Federation.

(e) These ORGANIZATIONS / CLUBS in their jurisdictions may create lower level BODIES in line with the District Associations of the Province with whom Clubs / Players / Athletes may be registered.

(f) They may hold regular Annual Championships and organize Tournaments to be participated by the Clubs / Athletes of the area under their jurisdiction.

#### **Notes**

1. The Member Units of the Federation shall submit to the Federation, before the end of May each year, their Annual Programs (if any) to be pursued by them during the next Financial Year. They will also submit their Annual Reports of Activities of the previous financial year before the end of next September with special reference to the above stated Eligibility Conditions.

2. An Association / Service Organization applying for membership (affiliation) shall submit with its application, Affiliation Fee, a copy of its Constitution which shall be in line with the Constitution of the Federation, the list of Office Bearers and all such information, which establishes that all the relevant Eligibility Conditions as contained in the Constitution of the Federation are duly fulfilled.

## **5. Duties of Members**

(a) The member associations and their individual members are subject to the constitution / rules and are bound by decisions taken by the President/GC/EC. No member association and individual member thereof is entitled to participate in Winter sports events / organize a winter sports event or to receive prizes or awards from such events unless they are approved by WSFP.

(b) Members must inform WSFP as to the names of the office bearers their contacts (telephone address) and the number and particulars of their member clubs and individuals by 31<sup>st</sup> October each year

(c) Only those athletes notified by 31<sup>st</sup> October as being member of their respective associations / organizations will be entitled to participate in the WSFP sponsored events.

(d) All member associations must ensure payment of dues and subscriptions by due date as specified by WSFP.

(e) Prizes, rewards, souvenir or gift received in country or abroad are to be declared to the EC, which is to decide about retention of the souvenir at the Headquarters WSFP or by the individual. However, any prize, gift or souvenir awarded especially to the athlete shall remain in his possession.

(f) Only the events approved by WSFP will be eligible to receive technical / financial assistance from WSFP or any national or international organization.

## **6. Privileges of Members**

Each member has the privilege:-

(a) Each member organization other than clubs shall have the right and privilege to cast a vote at the GC.

(b) To appeal and be granted an opportunity of hearing on matters concerning and a decision relating to that member.

(c) To organize and participate in National Winter Sports Competitions approved by WSFP.

(d) To raise funds to finance its own activities within its area of jurisdiction. However final utilization of funds be intimated to WSFP.

(e) To train Winter Sports athletes and to organize its Winter Sports teams with its own resources.

(f) To nominate in writing, in absence of its President / Secretary General, the name of its members to participate in GC meeting and to exercise their vote.

## **7. Procedure of Membership**

(a). An organization wishing to become a member of WSFP must apply in writing. The application must be accompanied by the organization's constitution, a statement giving the number of its members, organization and office bearers, a copy of the minutes of its meetings and membership fee. Decisions on applications for membership approved by GC are final in case membership is refused the fee shall be refunded.

(b). Membership and annual subscription fee shall be determined by GC from time to time and may be revised by approval of simple majority in the GCM.

(c). Annual subscription fee shall fall due on 1<sup>st</sup> of July each year and must be paid by 30<sup>th</sup> September. Should a member fail to clear its dues by then, the matter shall be taken up in the EC, which shall recommend suitable action to the GC for its approval.

## **8. Termination of Membership**

Membership may be terminated if: -

(a) A member applies for withdrawal of membership. In this case membership shall stand automatically terminated, one month after receipt of application

(b) A member fails to fulfill its financial obligation to the WSFP.

(c) A member association tarnishes the image of Pakistan/ WSFP or is in violation of the code of conduct as established by respective International Body.

(d) A member association does not remove from its ranks an individual who tarnishes verbally/ in writing/ by action or by conduct; the image of Pakistan/ WSFP or is in violation of the code of conduct as established by respective International Body.

(e) A member violates the constitution objectives or rules of WSFP

(f) A member that withdraws its membership or is disaffiliated/ terminated shall have no claim over the funds of WSFP.

(g) Final decision to terminate membership shall be made by GC

(h) Re-entry into the WSFP is only possible if the member has fulfilled its financial and/or other obligations to the satisfaction of the GC.

## **ARTICLE – VIII**

### **SUBSCRIPTION**

1. Each Association / Other Association / Service Organization shall pay Affiliation Fee as decided by the General Council at the time of its affiliation with the Federation and subsequent Annual Subscription of Rs. 1000/- to the Federation. The payment of Annual Subscription shall be made before 30th September each year. Financial year of the Federation, which will also be the year of the Federation for all purposes, shall begin from 1st of July and end on 30th June.

2. No representative of a Member Unit shall be entitled to vote at any meeting of the Federation if the Member Unit is in default in respect of payment of its dues to the Federation.

3. A member Unit failing to pay Subscription or any other dues to the Federation for two years, for which at least two notices have been duly issued and served by the Honorary Secretary General / Honorary Treasurer, shall be liable to be removed from the Membership of the Federation through a decision of the General Council of the WSFP.

4. Once a Member Unit is removed from the Membership of the Federation for non-payment of dues, application for re-admission will not be considered by the Federation unless all arrears have been paid along with a penalty of Rs.1000/- to the Federation.

## **ARTICLE - IX**

### **GENERAL COUNCIL**

1. Supreme authority of the Federation shall be vested in the General Council consisting of authorized Representatives of affiliated Member Units as per Article VI-2 of the Constitution, duly elected Office Bearers of the Federation i.e. President, Sr. Vice President, Vice Presidents, Honorary Secretary General, Honorary Joint

Secretary, Honorary Treasurer and Honorary Associate Secretary Lady Members and Representatives of Athletes Commission.

2. The number of Lady Members shall be 20% of the total strength of the General Council, who are elected by the members of Women Association / Women Wings of the Member Units as well as that of the Federation for each term, under the supervision of an Election Commission, constituted for the purpose, by the President of the Federation.

3. Two duly elected representatives of the Athletes Commission of the Federation for each term. The Athletes Commission shall consist of four Active Winter Sports Athletes / Competitors who are well educated and are elected by the Winter Sports Athletes / Competitors participating in the National Championships Senior & Women in a year specified for the purpose by the Federation. The Federation shall notify the date and venue of the election, at least 10 days before, to all the Participating Units of the National Championships and Elections of the Athletes Commission of the Federation shall be held under the supervision of an Election Commission constituted by the President of the Federation.

4. General Council shall meet at least once a year. Other meetings of General Council may also be held as and when summoned by the:-

- (a) President
- (b) Executive Committee
- (c) At a request in writing from not less than 33% of the total voting strength of the members eligible to attend General Council meeting.

5. General Council shall meet to normally transact the following business:-

- (a) To consider and approve admission and removal of Member Units.
- (b) To approve the National Women Association of the concerned Sport or create a 5 (Five) member Women Wing to promote, develop and regulate the women activities at national level under the directions of the Executive Committee.
- (c) To elect Office Bearers and Members of the Executive Committee in an Elective General Council Meeting exclusively convened for this purpose when elections are due.
- (d) To consider and approve Audited Statement of Accounts. Statement of Accounts shall be for each year and shall be audited by Chartered Accountants appointed by the General Council.
- (e) To comprehensively consider and approve 4 Year Programme of future activities of the Federation with yearly targets and measurable indicators in the Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within one month of elections.

(f) To critically consider and evaluate the Annual Report of Activities of the Federation and of the Member Units submitted by the Honorary Secretary General.

(g) To consider and approve the amendment in the constitution of the Federation in consultation with the PSB

(h) To consider and decide matters, not covered by the Rules or the Constitution of the Federation on the proposal of President.

(j) To take such other steps as may be necessary and expedient to carry into effect the Aims and Objectives of the Federation.

6. The Quorum for the meetings of the General Council shall be two third of the total strength of the persons eligible to attend the General Council meeting.

7. In order to exercise their votes in the General Council meeting, Names of the Representatives from Member Units must be received in writing in the Federation's Secretariat at least three (3) days before the date of meeting, failing which they shall not be entitled to attend the meeting.

8. An elected Office Bearer representing a Member Unit shall remain one of the Representatives of the Unit on the General Council of the Federation for full term provided he / she continues to hold some Office of the Member Unit or his / her representation is not specifically withdrawn by the concerned Unit on cogent grounds. The intimation to this effect shall be provided jointly by the President and Secretary General of the concerned Member Unit to the Secretary General and President of the Federation at least one month before the General Council Meeting of the Federation.

9. All business discussed and decided at a meeting of General Council shall be recorded in a Minute Book which shall be signed by the Chairman of the meeting. Copies of the proceedings will be supplied to all Member Units and their authorized Representatives who attended the meeting within 20 days of the meeting.

10. 21 days previous Notice shall be necessary for the meeting of the General Council.

11. In the Event of a meeting of the General Council is not held on the appointed date for want of quorum, the same will be held on a subsequent date within a month with same agenda items without quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of the General Council.

12. All decisions shall be taken by simple majority of votes in the General Council meetings unless otherwise provided in the Constitution.



## ARTICLE – X

### OFFICE BEARERS

1. Following shall be the Office Bearers of the Winter Sports Federation of Pakistan (Name of Sport) who shall be elected after every four years in the Elective General Council Meeting of the Federation :-

President	:	One (1)
Sr Vice President	:	One (1)
Vice Presidents	:	Three- Four (3 - 4)
Member Executive Committee:		Four- Eight (4- 8) Depending upon the size of federation

2. Following office bearers will be appointed by the president Winter Sports Federation Pakistan

Honorary Secretary General	:	One (01)
Director WSFP	:	One (01)
Honorary Treasurer	:	One (01)
Honorary Joint Secretary	:	One (01)
Technical Delegates required	:	As Required

3. All Office Bearers shall hold their Offices for Four Years unless they resign or any of them is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting each year and for any other reason for which Notice to the concerned person has been duly served and opportunity of explaining his / her case has been provided.

4. An Office Bearer shall cease to hold office of the Federation if his / her representation is withdrawn by the concerned affiliated Member Unit through a decision taken by the General Council / Executive Committee / President of the said Member Unit and intimation of which is duly received by the Secretary General and President of the Federation at least 7 days before the meeting of the General Council / Executive Committee of the Federation, where this matter will be finally decided. The final decision will be made through 2/3 of votes.

5. President, Honorary Secretary General and Honorary Treasurer shall not hold any of these offices in any other National Federation.

6. President may not necessarily be the representative of any Member Units but all other Office Bearers shall be elected from amongst the authorized representatives of Member Units or the persons eligible to attend the General Council meeting.
7. No two Vice Presidents shall belong to same member association concurrently.
8. A candidate may propose his own name in the GC.
9. All office bearers shall hold honorary appointments and are not entitled to salaries.

### **Applicable to National Federations**

1. Their voting members and executive bodies will comprise Provincial Associations and corresponding Associations of Islamabad, AJK, FATA and Gilgit Baltistan with Punjab, Sindh, KPK, and Baluchistan with two votes each. Islamabad; AJK, FATA and NA and affiliated departments will have one vote each.
2. They will raise and organize Provincial Associations, where not in existence presently, within one year of issue of this policy.
3. Provincial Associations will be elected directly by District Associations or directly by the members of the associations Islamabad Associations will be elected by the Clubs or directly by the members of the association.
4. District / Tehsil Associations (where exist) will be elected by member clubs / directly by the members.

### **Tenure restriction of Office-Bearers**

1. One tenure of any member of Federation or Association will be of four years only.
2. President, Honorary Secretary and the Treasurer will be allowed a maximum of two tenures, in any office of the Federation or Association, after which they will become ineligible for holding the same posts of that particular Federation or Association. However they will be allowed to contest for next higher Post/ Association at any time.
3. Tenure restrictions will not be applicable on the office-bearers of the Federations holding posts of President or Secretary of World / Asian Federation.
4. An office bearer of one Federation Association except the representatives of departments, will not be allowed to be a member of any other Federation or Association within the country. He will however be allowed to hold office in International Federations or Associations without any bar.

**Women Winter Sports: -** Winter Sports Federation Pakistan will organize appropriate Winter Sports championships for women. Women Wings will be created in Federations/ Associations.

**Elections as per Sports Policy**

1. Winter Sports Federation Pakistan will make utmost efforts to organize itself in line with National Sports Policy by holding elections from Club level upwards in all Tehsils / Districts or Corresponding administrative units of the country.

2. Representatives of Pakistan Sports Board and Provincial Sports Boards will be invited as under:-

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|--|--|
| a. Election of National Sports Federations | Reps of PSB                            |
| b. Elections of Provincial Associations    | Reps. Of Provincial Sports Board       |
| c. Election of District Associations       | District Sports Officer                |
| d. Election of Clubs Officer               | Tehsil Sports Officer / District Sport |

3. If required Winter Sports Federation Pakistan may ask for any assistance from Provincial and Pakistan Sports Board as deemed necessary for conduct of smooth elections to form sporting bodies from District upwards in line with the National Sports Policy.

4. One individual will be allowed to represent one club, or district only. Violator will be will be liable to disciplinary action by the Provincial or Pakistan Sports Board, as the case may be.

- (j) Have the powers to establish sub committees in consultation with EC / GC and to nominate their members.

## **2. Vice Presidents**

In the absence of the President and Sr. Vice President or on their directions, other Vice Presidents shall exercise the powers of the President for a meeting. The Vice Presidents shall carry out other assignments / duties given to them by the President / Executive Committee. He is also to work with the President in efforts to obtain funds nationally and internationally for the WSFP.

## **3. Honorary Secretary General**

(a) Since the Secretary General holds a key responsibility to regulate and run the affairs of the Federation, so he must have at least the following qualifications:-

(b) Be a person having sufficient knowledge and experience of the concerned Sport for at least 5 years as a Player/ Technical Official / Coach / Organizer.

(c) Must be academically qualified and possess proficiency and experience of running an office of equivalent level.

(d) Must possess communication skills particularly in English language to interact with National and International level organizations.

(e) The Honorary Secretary General, in particular, shall perform the following duties:-

(i) To act as Secretary of the Federation, the Executive committee and any other Committee / Sub Committee.

(ii) To perform all his duties under the control of the President and the Executive Committee.

(iii) To supervise, coordinate and control the work of office.

(iv) To sign on behalf of the Federation and to conduct its correspondence.

(v) To issue Notices and Agendas for all meetings.

(vi) To include, in the Agenda / Supplementary Agenda for the Meetings of the General Council and Executive Committee, any matter duly proposed and seconded by a Member Unit or by any other person eligible to attend the said meetings and delivered to the Secretary General at least 15 days and 7 days

before the dates of the meetings of the General Council and Executive Committee respectively.

(vii) To maintain correct and up-to-date list of members and their bonafide representatives.

(viii) To maintain a stock register

(ix) To maintain publicity drive through media during major events unless some committee is assigned to do so.

(x) To record proceedings of all meetings and to obtain signatures of the Chairman thereon and supply copies to all concerned persons / Member Units.

(xi) To prepare jointly with the Treasurer the Annual Budget of the Federation. To keep a permanent advance of Rs.100,000/- to meet expenditures of contingent nature, which may be recouped from time to time?

(xii) To jointly operate Bank Accounts of the Federation along with Treasurer.

#### **4. Honorary Treasurer**

(a) To maintain accurate and update accounts of the Federation including cash book.

(b) To receive and deposit immediately in the Bank, all moneys received on behalf of the Federation and make payments according to Federation's decision communicated to him through Honorary Secretary General.

(c) To prepare Statements of Accounts every year and get them audited by the approved Chartered Accountants as per decision of the Federation and lay the Audited Statement of Accounts in the Annual General Council Meeting or the Elective General Council Meeting of the Federation, if the presentation of the said Statement is due.

(d) To prepare Annual Budget in consultation with the Secretary General and present the same to the General Council in its meeting, if the presentation of the Budget is due.

(e) To jointly operate the Bank Account along with Honorary Secretary General.

## **5. Honorary Joint secretary**

Joint secretary is to assist the Honorary Secretary General and to act Secretary of the federation in the absence of the Honorary Secretary General. In addition he is to undertake special assignments tasked by the president

## **6. Director Winter Sports Federation Pakistan**

Director Winter Sports Federation Pakistan is responsible for the following.

- (a) Preferably Base Commander Kalabagh is to be designated as director Winter Sports Federation Pakistan.
- (b) He is to advise the president WSFP about the Winter Sports infrastructure in the country with a view to conduct the activities of WSFP.
- (c) He is to physically coordinate the activities of WSFP regarding conduct of Winter Sports on the direction of the President WSFP.
- (d) He is to be the overall coordinator for evaluation of Winter Sports infrastructure in Pakistan.
- (e) He is to play the most fundamental role with logistics point of view in conducting the championships / training sessions as approved by the GC or to accomplish any task designated by the president.
- (f) Unless decided otherwise he is to be the inventory holder of the Winter Sports equipment held on the charge of WSFP
- (g) He is make efforts to make the Winter Sports equipment available to conduct the Winter Sports activities of WSFP approved by the GC.

## **7. Technical Delegate**

1. To advise WSFP on all technical matters.
2. To perform all duties with respect to races as specified vide International Winter Sports Competition rules 2012 and amendments thereon.
3. To be member of the selection committee for selection of national teams.
4. To make proposals and advise President/ EC on revision/ modification of competition rules.

5. To attend all meetings of WSFP.
6. To forward recommendations about the suitability of any venue for national championships to President/ EC.
7. To conduct all races in Pakistan recognized by WSFP. This will include arranging for officials referees and preparing race results.
8. Any additional job tasked by the President WSFP

## **ARTICLE- XII**

### **EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of :-
  - (a) All office Bearers viz President, Sr. Vice President, Vice Presidents, Honorary Secretary General, Director WSFP, Honorary Joint Secretary, Honorary Treasurer and Honorary Associate Secretary.
  - (b) Four - Eight (4 - 8) Members duly elected from amongst the representatives of affiliated Member Units.
  - (c) Lady Members whose strength shall be 20% of the total strength of the Executive Committee and they would be elected by the General Council out of the elected Lady Members of the General Council of the Federation.
  - (d) One Member of Athletes Commission of the Federation elected by the General Council out of the Two elected Members on the General Council.
  - (e) Meeting of the Executive Committee shall be held at least twice every year or as frequently as necessary, and at other times when summoned by the President or at the written request of at least 1/3rd of the total members.
2. Quorum of the meeting shall be 2/3rd of the total strength of the Executive Committee. No proxies shall be allowed at the Executive Committee meetings. Ten (10) days previous notice shall be necessary for a meeting of the Executive Committee.
3. All vacancies in the Executive Committee shall be filled in by the General Council for a period of 4 years
4. The Executive Committee may delegate any of its powers to:-
  - (a) President

- (b) Sr. Vice President
- (c) Honorary Secretary General
- (d) A Sub-Committee appointed from amongst its Members

5. The Executive Committee shall exercise all powers of the Federation except those vested in the General Council and in particular shall have the powers and duties:

- (a) To observe in all transactions the provision of the Constitution of the Federation.
- (b) To sanction the expenditures of the Federation and to recommend viable proposal for the President.
- (c) To raise funds for Federation.
- (d) To prepare Coaching Schemes, organize Courses for Referees and Coaches and encourage holding of Tournaments and Competitions, with a view to popularizing and improving the standard of the sport.
- (e) To take decision about holding of National Championships, Senior, Junior and Women (if applicable).
- (f) To summon General Council Meetings, when deemed necessary.
- (g) To engage experts for conducting Coaches Courses and to engage Coaches for training of teams / players, from within or out of country and establish Coaching and Training Camps.
- (h) To appoint Selection Committee consisting of not more than five members including Chairman and the Coach appointed by the Executive Committee. The members of the Selection Committee shall be technically qualified experts or Retired International Players of established repute and integrity.
- (j) To nominate officials of the teams such as Managers, Assistant Managers, Coaches or other persons officials necessary to be included for the good performance of Players / Athletes.
- (k) To nominate representatives of the Federation to attend meetings of POA or any other such meetings inland or abroad where representative of the Federation is necessary.
- (l) To frame Rules and Bye-Laws for conducting business of the Federation.
- (m) To take suitable action against Sportspersons, Officials, Organizers or any other person connected with the activities of the Federation for misconduct.



(n) To recommend to the president the Referees Board and Board of Coaches the functions of which shall be defined and controlled by the Executive Committee.

(p) To do all such other things as may be incidental or conducive for the attainment of Aims and Objectives of the Federations.

## **Sub committees**

At present there are following sub committees in WSFP whose members are nominated by the president:-

### **1. Rules and Regulation/ Technical Committee**

Following are the responsibilities/mandate of the Committee:-

- (a) Conduct TDs and Coaches Seminar (at least once/year).
- (b) Review and recommend WSFP Competition Rules and eligibility criteria for participation in all categories of local Winter Sports competitions.
- (c) Formulate and recommend equipment specification for participation of athletes in local competitions.
- (d) Review, formulate and recommend criteria for selection of athletes and coaches for participation in training camps and international competitions abroad.
- (e) Present recommendations for approval of EC.

### **2. Event Organization committee**

The responsibilities/mandate of the Committee is as under:-

- (a) Preparation and implementation of annual event calendar for Winter Sports training and competitions.
- (b) Invitation and coordination with WSFP affiliated associations / departments for participation in training camps and competitions.
- (c) Events administrative arrangements.

- (d) Nomination of TDs and coaches for conducting training camps and competitions.
- (e) Presences at the event venues to oversee arrangements and resolve issues on the spot.
- (f) Supervision of training camps & competitions and maintenance of high standard of discipline during these activities.
- (g) Preparation and submission of post competition/training reports to EC and recommend measures for future improvements.

### **3. Olympic Winter Games Committee**

Following are the responsibilities/mandate of the Committee:-

- (a) Research, study and propose low budget training and various disciplines participation programme with an aim to qualify and participate in Olympic Winter Games.
- (b) Study POA, PSB, FIS and IOC rules/regulations and all relevant material Concerning qualification/participation and completion of pre-qualification/participation formalities and administrative arrangements.
- (c) Prepare tentative expenditures and budget requirement for training and participation in various races/OWG.
- (d) Evaluate the performance of prospective athletes and coordinate with Chairman of WSFP Selection Committee for finalization of athletes/coach for training and races.
- (e) Prepare comprehensive summer and winter physical fitness and training programme.
- (f) Finalize the strategy for qualification and participation and present the same along with all relevant details to EC for approval.

### **4. Selection Committee**

The president in consultation with EC will appoint a selection committee as and when required for selection of national athletes for international competitions and training camps. One Technical Delegate will invariably be member of such committees on nomination of President. However, in emergent situations with limited time, the President will himself appoint Selection Committee for the national team.

### **5. Disciplinary Committee**

The President in consultation with EC/GC may appoint disciplinary committee as and when required to fulfill the functions. However in emergent situations with limited time, the President will himself appoint Disciplinary Committee.

### **ARTICLE- XIII**

#### **MEETINGS**

1. The Elective General Council Meeting of the Federation shall be convened once after every four year, in which besides other matters, the elections shall be held, on which a Representative of Pakistan Olympic Association and a Representative of Pakistan Sports Board shall be invited by the Federation to ensure transparency of the elections. Elective general council will also be convened for elections if some elected position fall vacant due to the resignation / death etc of an elected member. The Annual General Council Meeting of the Federation shall be held at least once in a year. The date and place of the meeting shall be determined by the Honorary Secretary General in consultation with the President or in his absence with the Vice Presidents, unless previously decided by the General Council or Executive Committee.

A special General Council meeting may also be held to transact specific, business as and when summoned by the :-

(a) President

(b) Executive Committee

(c) At the written request of not less than 33% of the total strength of the persons eligible to attend the General Council Meeting The said request for the meeting must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting

2. The Honorary Secretary General shall give 21 days' notice to all Member Units and the concerned persons eligible to attend the Elective General Council meeting and Annual General Council Meeting 10 days Notice shall be given by Honorary Secretary General in case of Special General Council Meeting. He shall circulate with the Notice a copy of Agenda, Annual Audited Statement of Accounts and Budget Estimates if due.

3. Decision in the Meetings of General Council and those of the Executive Committee shall be taken by the majority of Votes except in case of Amendments to the Constitution.

## **ARTICLE- XIV**

### **PERFORMANCE EVALUATION & ACCOUNTABILITY**

The Federation, in its Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within One month after the elections, shall comprehensively discuss and approve a 4 year programme of its future activities, within the available budgets as well as with the resources expected to be generated by the Federation, by fixing yearly targets for improving standards of its sport in measurable terms. The Yearly Reports of activities with details of funds spent shall be evaluated with particular reference to the yearly targets in the subsequent Annual General Council Meetings, which besides the Representatives of Pakistan Olympic Association and Pakistan sports Board who must be invited by the Federation well ahead of the meetings. In case of unsatisfactory performance of the office bearers, the case shall be referred by the General Council to a Committee comprising of two members from POA and one each from PSB and the Federation. The Committee shall forward its recommendations to the General Council of the Federation. In case the General Council fails to take action as per the recommendations, the case shall be referred to Performance Evaluation & Accountability Committee of POA to evaluate and putting up recommendation to POA President/General Council for final decision.

## **ARTICLE- XV**

### **AMENDMENTS**

Amendments to the Constitution of the Federation shall be made at the General Council Meeting of the Federation subject to the ratification by POA and PSB. The proposed amendments must be circulated by the Honorary Secretary General atleast 10 days before the, meeting The amendment shall be adopted only if two third of the Members present vote in favour and such votes are more than 50% of the total strength of the General Council

## **ARTICLE XVI**

### **REGISTRATION OF PLAYERS/ATHELETES**

1. Every Winter Sports athlete shall be registered with one of the Member Units of the Federation within whose jurisdiction he resides or works, in accordance with the Rules for Registration approved by the Member concerned, however these Rules shall be in line with the Rules of the Federation. No player shall be registered with or be eligible to play simultaneously for two Member Units

All Member Units of the Federation shall provide the lists of their registered Winter Sports athletes to the Federation in the month of September every year on the pattern as prescribed by the Federation.

2. A Winter Sports athlete, registered with one Association/Other Association can get his registration transferred to another Association, if his place of work/residence is shifted from the jurisdiction one Association to the Jurisdiction of another Association or his transfer application is approved by the Member Unit concerned.

3. A Winter Sports athlete of the Association/Other Association shall be considered resident of the place where he resides or works.

4. A Winter Sports athlete whose place of work or residence is changed to the jurisdiction of another Association/Other Association, he/she shall after expiry of two months automatically cease to be registered with the Member unit whose jurisdiction he has left

5. A normal transfer period shall be effected in the month of July and August every year. The Executive Committee of the Federation shall be the final authority to decide and disputed case of registration.

6. A Winter Sports athlete registered with Provincial Association or any other Association is eligible to join any of the Services Organizations by seeking employment on the basis of which he/ she shall become a registered player of that Organization after completion of three moths of service therein. The Winter Sports athletes of Services Organizations shall be bonafide employees of those Organizations

7. The Services Organizations shall provide the lists of their registered Winter Sports athletes to the Federation every year in the month of September, every year

8. A Winter Sports athlete of a Service Organization after having been relieved from service shall be eligibie to join any other Service Organization by seeking employment provided he/she has left the service under the Service Rules of the previous Service Organization Winter Sports athletes of Services Organizations shall be bonafide employees of those Organizations

## ARTICLE XVII

### ARBITRATION

1. All disputes arising out of the working/functioning and performance of Federation and or any of its affiliated Member Units within itself or amongst each other shall be resolved through Arbitration. No affiliated Member Unit of the Federation or any person associated in any manner with the Federation shall take the dispute of any nature relatable in any manner with the Member Unit or the Federation to any Court of Law, but to the arbitration as provided in the Constitution of the Federation.
2. The disputes in subordinate units of the Federation from the lowest level to the level of the Federation shall be referred to the President of the next higher level Organization who shall resolve the dispute through arbitration. Thus disputes at Tehsil shall be referred to the President of the respective District Association and similarly disputes at District level to the President of Provincial Association and so on and so forth to the Federal level. The disputes in the Federation shall be referred to a Committee jointly represented by POA/PSB. The committee thus constituted shall be a Court of Appeal for resolution of disputes in the Federation affiliated with POA/PSB and its decision will be binding on all concerned

## ARTICLE- XVIII

### MISCELLANEOUS

1. All funds of the Federation shall be deposited in the scheduled bank(s) selected by the Executive Committee in the name of the Federation. The Honorary Treasurer and Honorary Secretary General shall jointly operate Bank Accounts of the Federation. In case any one of them is not available then the President of the Federation shall authorize any office bearer to sign in place of the absentee.
2. The Constitution of the Federation shall, at all times, be in line with the National Sports Policy Approved by General Council of Pakistan Olympic Association in its meeting held on 30 June, 2007.
3. Federation shall ensure implementation of the proposed Model Constitution at the Division and District level (Where exist) through properly constituted Districts and Divisions Bodies.
4. Federation shall be required to submit their plans for Schools/Academies/Coaching of Players, Development of Sports infrastructure and submit their bare minimum requirements for provision of funds to POA for onwards submission to PSB.