



PAKISTAN SPORTS BOARD

Sri Nagar Highway,
Aabpara, Islamabad
No.F.9-2/2024-PSB(NF)
27th September 2024

GUIDELINES FOR TRIALS, PROCESSING OF NOC, MEASURES DURING & POST VISIT

To address and streamline the issues related to trials, selection of players/teams, and the processing of NOCs, the following guidelines are issued for strict adherence by the National Sports Federations (NSFs):

1. TRIALS & TEAM SELECTION

- i) NSFs must appoint a "Selection Committee" on an annual basis, comprising impartial and professional personnel responsible for conducting trials and selecting players/teams based on merit.
- ii) Trials must be conducted at least three months before the event through the designated Selection Committee.
- iii) The schedule of trials, including event name, venue, date, time, and terms and conditions, should be communicated to all affiliated units (provinces, regions, and departments) and the PSB at least 15 days before the trials. The PSB will post this schedule on its official website. *(Conditions mentioned from (i) to (iii) shall be applicable with effect from 01 January 2025 and till that date, players potential Proforma shall be submitted by the NSFs.*
- iv) The results of the trials must be recorded on the "Trials & Player Potential Proforma" (**Annex-A**) and submitted within three days to the affiliated units and the PSB, which will upload the results on its website to ensure transparency.

2. NOC REQUIREMENTS FOR INTERNATIONAL PARTICIPATION

- i) For teams or individual players, NSFs must submit the complete NOC application to the PSB within seven days of announcing the trial results (and at least eight weeks before the event). This application must include the following documents (in four copies each):
 - a) PSB's Prescribed Proforma for Sending Pakistan Teams Abroad (**Annex-B**).
 - b) Computer Proforma for Security Clearance (**Annex-C**).
 - c) Surety Bond (**Annex-D**).
 - d) Undertaking (**Annex-E**).
 - e) Invitation by the organizing committee/host.
 - f) Departmental NOCs of players/coaches/managers/officials if they are employed.
 - g) Coloured Photographs and copies of Passports, CNICs.
- ii) For NSFs delegations attending meetings, conferences, seminars, workshops, clinics, or courses abroad, the NOC application should be submitted on the prescribed proforma (**Annex-F**), while documents mentioned from 2(i)(b) to 2(i)(g) will still be required.
- iii) The NOC application must be submitted on the NSF's official letterhead, accompanied by a checklist of the required documents.

3. NOC REQUIREMENTS FOR FOREIGN TEAMS VISITING PAKISTAN

- i) The relevant NSFs must submit a proforma for inviting foreign sports teams to Pakistan (**Annex-G**).
- ii) A Computer Proforma for Security Clearance (**Annex-H**) must also be provided.
- iii) Each participant must provide four colored photographs and a copy of their passport.
- iv) The NOC application must be submitted on the NSF's official letterhead, accompanied by a checklist of the required documents at least eight weeks before the event.

4. SCRUTINY OF DOCUMENTS AND PROCESSING OF NOC BY PSB

- i) The PSB will scrutinize the documents and, if found in order, will forward the case to the IPC Ministry for further processing with the Foreign and Interior Ministries.

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Aabpara, Islamabad

- ii) In case of any discrepancy in the documents, NSF will be granted a three-day period to provide the requisite documents for further processing. Failing this, the NOC request may be declined.
- iii) Upon receipt of the final NOC from the Ministry, the PSB will upload the NOC on its official website with a QR code for authentication. A copy will also be sent to the NSF and the relevant Pakistan Mission abroad.

5. MEASURES TO BE TAKEN BY NSF'S DURING AND POST VISIT

- i) During the visit, all contingents are required to adhere to the SOPs outlined in **Annex-I**.
- ii) NSF's must submit a Post Visit Report within 10 days of the event's conclusion, following the template provided in **Annex-J**.

6. MISCELLANEOUS

- i) Failure to comply with these guidelines may result in the refusing to process the NOC for the NSF.
- ii) No NSF is permitted to send a team abroad for any international sports event, competition, or tour without a prior NOC, regardless of whether the event is funded by a government body, local sponsor, or international organization. Violation of this rule may result in the NSF's disaffiliation.
- iii) In the 30th PSB Board meeting held on 10th September 2024, criteria were approved for declaring a sportsperson as a national color holder (**Annex-K**). Any player who participates in an international event without obtaining an NOC from the PSB will not be recognized as a national color holder and will not be eligible for a cash award under the cash award policy if they win a medal.
- iv) Any player, official, team, contingent, or any individual/group, whether from an affiliated or non-affiliated federation, organization, or entity, representing or attempting to represent Pakistan abroad without a valid NOC from the PSB, shall be subject to strict legal action in accordance with the law of the land. Any team or individual sent abroad without obtaining the required NOC shall not be recognized as representing Pakistan, and their achievements or participation will be nullified, with no entitlement to any awards or recognition.
- v) The PSB is developing an e-portal. Once launched, NSF's will be able to submit online NOC requests. In the interim, NSF's with official emails associated with their web domains may submit NOC requests online with the complete documents to save time and paper.
- vi) The competent authority may relax the time limit in exceptional cases upon submission of a plausible explanation by the NSF for late submission

2. All previous guidelines and instructions issued by the PSB regarding trials, team selection, NOC processing, and post-visit reports are hereby superseded and replaced by these updated guidelines.


(Muhammad Waqar Ahmed)
Assistant Director (NF)

Distribution:

1. All the National Sports Federations affiliated with Pakistan Sports Board for compliance.
2. All Heads of the Wings & Section Incharges of PSB for information.
3. AD (IT) for uploading on PSB's Website.

Copy to: Deputy Secretary (Sports), Ministry of IPC for information.



PAKISTAN SPORTS BOARD
TRIALS & PLAYER POTENTIAL PROFORMA

Name of Federation:
Venue of Trials:
Date & Time of Conduct of Trials:
Name, Venue & Schedule of Event for which Trials conducted:

Table with 12 columns: S.#, Name, Father's Name, Date of Birth, CNIC / B.Form / Passport No., Complete Trials Picture / Results with position (Selection / Rejection) with reasoning, Latest National Ranking, Recent Achievements, Previous International Exposure, Training & Coaching Detail, Fitness & Medical Record, Additional Information. Rows 1-10.

Certificate:

- i) During the trials total _____ players participated out of which _____ players were selected and _____ were rejected (reasoning recorded in column 6).
ii) We hereby declare that the above information is accurate and true to the best of our knowledge. The player(s) has/have demonstrated exceptional potential and is/are deemed suitable to represent Pakistan in the subject competition.
iii) We, hereby certify that the athletes listed for participation in the subject event have been selected through a transparent and merit-based process based on the latest national rankings, recent performance metrics, and overall potential.
iv) We confirm that no favoritism or bias has influenced the selection process.

Table with 4 columns for signatures: Name, Designation, CNIC No. & Signature of Member of Selection Committee, Name, Designation, CNIC No. & Signature of Member of Selection Committee, Name, Designation, CNIC No. & Signature of Member of Selection Committee, Name, Designation, CNIC No. & Signature of Chairman of Selection Committee

- v) Pursuant to notification of Selection Committee issued by the Federation (copy attached), we issued notice of trials (copy attached) containing date, time, venue, event details for which trials were conducted & all terms & condition to all affiliated units (provinces & departments) & also widely disseminated with a copy to PSB.

Table with 2 columns for signatures: Name, Signature & Stamp of Secretary General of the Federation, Name, Signature & Stamp of President of the Federation

**PROFORMA FOR SENDING PAKISTAN SPORTS TEAMS
ABROAD**

1. Name of the Federation.
2. Name of the Competition/Meeting/ Conference/
Seminar/Workshop/Clinic with venue and date.
3. Invitation/Agenda.
(Attached 2 copies)
4. Name of other participating countries.
5. Details of the tournament?
6. How long we have been participating in the tournament?
7. What were our achievements, last year?
8. The event, in which our players, will participate?
9. What is the national ranking of the Players?
10. Prospects of Pakistani players.
11. Assignment of officials with the team.
12. Details of expenses.
13. Name of agency bearing the expenses.
14. Strength of team players/officials.
15. Computer clearance proforma
(attached 4 copies each).
16. Departmental NOC.
(attached 2 copies)
17. Date of departure/return with intimation
to Pakistan Embassy.
18. Surety Bond duly attested
by Notary Public.

COMPUTER PROFORMA

**SECURITY CLEARANCE REGARDING PAKISTANI SPORTS PERSONS FOR
PROCEEDING ABROAD**

Location

Serial No.

1.	Ministry (Dealing with the case)						
2.	Department (Dealing with the case) Pakistan Sports Board						
3.	Subject of the case						
4.	Full Name						
5.	Date of Birth		6. Sex(Male/Female) _____				
	Date	Month	Year				
7.	Father's/Husband's Name						
8.	Department/Designation						
9.	Passport No. _____		10. Nationality _____				
11.	C.N.I.C. No. _____		12. Cell No. _____				
13.	Present Address in _____ Pakistan (If any)						
14.	Permanent Address _____						
15.	Visit sponsored by _____						
16.	Purpose of visit/Extension in Stay						

<u>FOR THE USE OF CLEARANCE AGENCY</u>							
	Cleared/Not Cleared		C/O Clearing Criteria (R/G)				
	Reference No.			Dated			

THIS SURETY BOND SHOULD BE ON STAMP PAPER (RS.100/-)
DULY ATTESTED BY NOTARY PUBLIC AND VERIFIED BY SECRETARY OF THE
FEDERATION ALONGWITH HIS STAMP.

SURETY BOND

IS/O.....do hereby
Solemnly declare and affirm that I shall pay Rs. One million in case
Mr./Miss/Mrs.....N.I.C. No) does
not return to Pakistan after participation
in..... to be
held from.....to.....at.....

Father/ Guardian

CNIC No. _____

Address _____

Note:

1. Surety bond on Rs.100/- stamp paper
2. Duly attested by Notary Public.
3. Stamp of the Federation duly

Signed by the Honorary Secretary.

This undertaking must be on Federation's letter head pad

UNDERTAKING

We, Mr. _____ President / Vice President and
Mr. _____ Secretary / Secretary General of _____
do hereby undertake that Mr. _____ Official / Coach / Player of the
contingent proceeding to _____ for participating /
playing in the _____ shall return to Pakistan
immediately after termination of the event / tournament.

2. We, Mr. _____ President / Vice President and
Mr. _____ Secretary / Secretary General further undertake that we will
be personally responsible in case _____ Official / Coach / Player does not
return to Pakistan.

Signature _____

Signature _____

Name _____

Name _____

(President / Vice President)

(Secretary / Secretary General)

Date:

Date:

PROFORMA FOR OUTGOING DELEGATIONS

1. Name of the Federation:
2. Name of the Meeting/Conference/
Seminar/Workshop/Clinic:
3. Date and Venue:
4. Name of the Country to be visited:
5. Invitation/Agenda:
6. Foreign exchange required with
Break up:
 - a. Ticket.
 - b. Boarding and lodging.
 - c. Out of pocket expenses.
 - d. Remuneration.
 - e. Miscellaneous.
7. Total expenditure in Pak, Rupees:
8. Name of the agency which valued
bear the expenses:
9. Strength:
10. Sports status of the individual:
11. Identification particulars:
12. Cabinet Division Proforma duly signed:
13. Department N.O.C.
14. Date of departure and return
with flight numbers:

**PROFORMA FOR INVITING FOREIGN SPORTS TEAMS TO
PAKISTAN**

1. Name of the Federation.
2. Name of the Competition/Meeting/
Conference/Seminar/Workshop/ Clinic.
3. Venue and date.
4. Name of countries to be invited
5. Strength.
6. Permission of International Federation.
7. Details of expenses.
 - a) Cost of tickets.
 - b) Boarding and lodging.
 - c) Transportation/Printing/Stationery/
Miscellaneous expenses.
 - d) Training camp expenses.
8. Name of agency bearing
the expenses.
9. Computer clearance proforma
(attached 7 copies each)
10. Date of arrival/departure.
11. Benefits to be accrued.

COMPUTER PROFORMA

SECURITY CLEARANCE REGARDING SPORTS PERSONS VISITING PAKISTAN FROM FOREIGN COUNTRIES.

Location

Serial No.

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1. Ministry (Dealing with the case) _____ | | |

2. Department (Dealing with the case) _____ | | |

3. Subject of the case _____ | | |

4. Full Name _____

5. Date of Birth 6. Sex(Male/Female) _____
Date Month Year

7. Father's/Husband's Name _____

8. Profession/Designation _____

9. Passport No. _____ 10. Nationality _____

11. Present Address in _____
Pakistan (If any)

| | |

12. Permanent Address _____

| | |

13. Visit sponsored by _____

14. Purpose of visit/Extension in Stay _____

FOR THE USE OF CLEARANCE AGENCY

Cleared/Not Cleared C/O Clearing Criteria (R/G) | |

Reference No. _____ Dated _____ | | | | | |

SOPs FOR SPORTSPERSONS (PLAYERS/COACHES/OFFICIALS ETC.)

Athletes and officials are the ambassadors of Pakistan. Therefore, they must put every effort to earn respect and win laurels for the country and abstain from doing any activity which may tarnish the dignity and prestige of the country. They must respect the law of the land. The following SOPs are circulated for strict compliance:

- i. The Managers and Coaches shall ensure that all the athletes and officials are in the possession of valid passports, air-tickets, accreditation cards, Government NOC, Vaccine Certificates (if required).
- ii. Every individual is allowed to carry the luggage weight as specified by the air-line on tickets.
- iii. The Managers, Coaches and Athletes etc. going abroad shall assemble at the designated place, as per directions of the NSF.
- iv. Officials will be responsible for timely readiness of their players and they should make sure that they all carry legal permissible items with them within admissible weights/sizes etc.
- v. All team leaders/managers are bound to ensure knowledge of the whereabouts of their respective team personnel at all times.
- vi. The officials make sure that their athletes may not take any medicines which are included in the banned substances.
- vii. All team officials will ensure that each player of their teams is educated on the international doping rules and are prepared to undergo doping test any time before, during and after the event.
- viii. Team officials and athletes must be aware of the Rules/Regulations of the Games.
- ix. The officials will be responsible to inform their athletes about their competition schedule. They will accompany with them during training & competitions and make arrangements of all required documentation or attendance as required by organizers of the Games.
- x. The officials will strictly guide their respective athletes to abide by their timings of travelling to training and competition arenas. Any disorder in the matter shall be the responsibility of officials.
- xi. The officials will maintain the discipline of their athletes while participating in the competitions or during the training. Make sure that they may not raise any slogan or show any gesture which irritates the audience or spectators.
- xii. No political or immoral discussion is allowed during the visit. Avoid discussions with foreigners on politics, religious, racism and other national issues.
- xiii. Leaving the Game village/venue without permission of the Chef-de-Mission/Manager of spending night outside the Village, area of stay is strictly forbidden.
- xiv. Keep the living area neat & clean all the time especially before leaving the room.
- xv. The team officials and coaches will keep liaison with the Organizers of Game and will share the information with their athletes.
- xvi. The uses of alcoholic beverages are strictly banned. Any complaint received in the matter will be subjected to strict disciplinary action. The team officials will be responsible to monitor all activities of their athletes during visit.
- xvii. The athletes and officials should follow the instructions about customary at either occasions accordingly. They should also wear the trouser and green shirt while going to dining halls and follow the etiquettes of the dining.
- xviii. The officials should maintain liaison with security staff of the host Country and after adequate security clearance move to any requisite place.
- xix. The officials shall take care of the rest, sleep and balance diet of athletes for their best performance.
- xx. The athletes should avoid use of social media (Facebook, Twitter, WhatsApp etc.).
- xxi. The athletes and officials will not make either press, media statement /appearance without permission of Chef-de-Mission/Manager.
- xxii. All team members must give respect to Pakistani flag and shall ensure that no flag/bunting is lying on the ground.
- xxiii. Contingent member will submit their boarding passes to PSB for reference and record on their return.
- xxiv. The following prescribe dress code is to be followed at various ceremonies:
 - a) The Team Officials and Athletes must wear the Pakistan colour while traveling
 - b) March Past (Opening Ceremony)-Contingent members shall wear Shalwar Qameez, Waistcoat & black shoes.
 - c) Farewell - Shalwar Qameez and Green Blazer
 - d) Closing Ceremony and other functions - Green Blazer, white dress shirt, neck tie with Fawn Trouser
- xxv. Always behave like decent people and win hearts of others besides the medals.

TEMPLATE FOR THE POST VISIT REPORT TO BE SUBMITTED BY THE FEDERATION IN RESPECT OF INTERNATIONAL EVENT/COMPETITION PARTICIPATED BY THE TEAMS / SPORTSPERSONS / OFFICIALS).

[Note: The post visit report is required to be submitted by the federation within 10 days of the conclusion of the event/competition].

Part-I

1. Name of the National Sports Federation.
2. Title and date of international sports competition/event.
3. Category of the event/competition:
(i.e. Olympic, Commonwealth, Asian, Islamic Solidarity, South Asian Games, World Cup/World Championship, Commonwealth/Asian Championship, South Asian Championship, Qualifying Rounds and other international sports events.)
4. Nature of event:
(i.e. Individual or team or multi sports event).
5. Criteria adopted for selection of team/sportspersons for the training camp, organized before the event.
[Give name of venue, duration, coaches (with qualification of coaches) etc. engaged during the camp].
6. Criteria adopted for selection of team/sportspersons and officials to participate in the event/competition.
7. As to whether technical analysis of players' performance was carried out or otherwise. If yes, give detail of player's personal best performance and best performance recorded in the last edition. Also indicate ranking of the team and sportsperson.
8. Anticipated performance of team/sportsperson before the departure.
9. Name of players with their event and officials along-with duties assigned, who proceeded to attend the event/competition.

Part-II

10. NOC issued by PSB with file number
11. Event expenses with bearing agency (including Federal, Provincial Government, grant, sponsorship, individuals, etc.)
12. Describe regarding: (a) accommodation, (b) transportation, (c) medical facilities, (d) availability of warm-up training & other facilities, (e) technical meeting etc.
13. Number of countries participated in the event/competition.
14. Performance of Pakistani team/sportsperson with technical analysis of each team member and contributions made by support staff.
15. Lesson learned, issues faced and recommendations.
16. Attach final result sheets along-with pictures.
17. Any other information, as deems appropriate.



PAKISTAN SPORTS BOARD

**Sri Nagar Highway,
Aabpara, Islamabad**
No.F.9-2/2024-PSB(NF)
27th September, 2024

NOTIFICATION

The PSB Board in its 30th meeting held on 10th September 2024 has approved the following criteria for declaring a sportsperson as National Colour Holder:

1. CONDITIONS OF ELIGIBILITY

a) NATIONAL EVENTS

The sportsperson must have represented any province department or unit in at least any one of the following:

- i) National championship organised by the respective National Sports Federation affiliated with Pakistan Sports Board; or
- ii) National Games organised by the Pakistan Olympic Association (POA); or
- iii) Any national-level event organised by the Pakistan Sports Board.

b) INTERNATIONAL EVENTS

The sportsperson must have represented Pakistan, with the prior approval/NOC issued by the Pakistan Sports Board, in any multinational championship or event or games organised or recognised by at least any one of the following:

- i) International Sports Federation (IF); OR
- ii) Asian Sports Federation (ASF) or Continental Sports Federation; OR
- iii) International Olympic Committee (IOC); OR
- iv) Olympic Council of Asia (OCA) or Continental Olympic Council; OR
- v) International Commonwealth Games Federation; OR
- vi) South Asian Olympic Council (SAOC) or Regional Olympic Council; OR
- vii) State government of the Pakistan or participating country.

2. INELIGIBILITY

- a) Any sportsperson participating in international sports events without prior approval / NOC issued by PSB may not be considered a National Colour Holder.
- b) If any sportsperson tests dope positive in any national or international event, the title of National Colour Holder may be withdrawn.

3. PROCEDURE:

- a) Any sportsperson fulfilling the conditions prescribed in 1 (a & b) above may apply to PSB through the respective National Sports Federation for issuing a National Colour Holder Certificate.
- b) The President or Secretary General of the respective National Sports Federation must submit the certificate on a letterhead stating that the sportsperson fulfils the prescribed conditions accompanying proof of participation in the national and international event.
- c) After verifying the record, the PSB may issue a Certificate of National Colour Holder to a sportsperson under the Director General's signature.


(Muhammad Waqar Ahmed)
Assistant Director (NF)

Distribution:

1. All the National Sports Federations affiliated with Pakistan Sports Board
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Copy to: Deputy Secretary (Sports), Ministry of IPC, Islamabad for information