



OLYMPIC COUNCIL OF ASIA

# CONSTITUTION AND RULES

MAR 2019





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## Abbreviations used with the Olympic Council of Asia Movement

ABG	Asian Beach Games
AF	Asian Federation
AG	Asian Games
AGF	Asian Games Federation
AGOC	Asian Games Organising Committee
AIMAG	Asian Indoor & Martial Arts Games
AIOSF	Association of International Olympic Sports Federations
ANOC	Association of National Olympic Committee
ASOIF	Association of Summer Olympic International Federations
AWG	Asian Winter Games
AYG	Asian Youth Games
CAS	Court of Arbitration for Sport
EB	Executive Board
GA	General Assembly
GAASF	General Association of Asian Sports Federations
HCC	Host City Contract
HQ	Headquarters
IF	International Federation
IOC	International Olympic Committee
IPC	International Para-Olympic Committee
NOC	National Olympic Committee
OC	Organising Committee
OCA	Olympic Council of Asia
OCA GAMES	AG, ABG, AIMAG, AWG, AYG
OS	Olympic Solidarity
WADA	World Anti Doping Agency



## **Introduction to the Olympic Council of Asia Constitution & Rules**

The OCA Constitution is the codification of the Fundamental Principles of the Olympic Charter; Council Rules & Bye Laws adopted by the OCA General Assembly. It governs the organisation, action and operation of the OCA Movement and sets forth the conditions for the celebration of all the different Asian Games. The Constitution serves as the Statutes for the OCA and is binding upon all its members.



## Formation of the Olympic Council of Asia

A decision to form the OCA was taken in New Delhi in the AGF Council meeting held on 26th November 1981 which was attended by the duly accredited representatives of the affiliated NOCs of Asia. The Constitution of the OCA was formally approved and adopted in this meeting and came into force on the conclusion of the 9th AG held in New Delhi in November 1982.

The OCA was officially formed and established on 16th November 1982 in New Delhi, during the first GA of the OCA. A list of the 34 designated founder-members who attended both the AGF Council meeting and OCA GA is attached as Annex 1 to this constitution.





## Preamble

OCA has full jurisdiction over Olympic Movements in Asia, all OCA Games being the property of OCA, and over the use of their names, symbols, flags, mottos, logos and the like.

Under the supreme authority and leadership of the Olympic Council of Asia, the Olympic Movement in Asia encompasses organizations, athletes and other persons who agree to be guided by the OCA Constitution.

The goal of the Olympic Movement in Asia is to contribute to building a peaceful and better Asian society by educating youth through sport practiced in accordance with Olympism and its values.

The three main constituents of the Olympic Movement in Asia are the Olympic Council of Asia ("OCA"), the Asian Sports Federations ("AFs") and the National Olympic Committees ("NOCs").

In addition to its three main constituents, the Olympic Movement in Asia also encompasses the Organizing Committees for the Asian Games ("AGOCs"), the national federations, clubs and persons belonging to the AFs and NOCs, particularly the athletes, whose interests constitute a fundamental element of the Olympic Movement's action, as well as the judges, referees, coaches and the other sports officials and technicians. It also includes other organizations and institutions as recognized by the OCA.

Any person or organization belonging in any capacity whatsoever to the Olympic Movement in Asia is bound by the provisions of the Olympic Charter/ OCA Constitution and shall abide by the decisions of the OCA.

Reference to Clauses, Sub-clauses and Appendices are, unless otherwise stated, references to clauses and sub-clauses of and appendices to this Constitution.

Unless the context otherwise requires, words importing the singular include the plural and vice versa, words importing the masculine gender include the feminine and neuter and vice versa.

References to "include", "including" and the like are to be interpreted without limitation.

Headings are for convenience only and shall not affect the interpretation of this constitution.

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## Article 1

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### Name

This organisation shall be called the "Olympic Council of Asia". The abbreviated name being "OCA"

## Article 2

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### Fundamental Principles

The OCA will help to develop sport, culture and education of Asian youth, those moral and physical qualities that come from fair competition in sports, and to promote international respect, friendship, goodwill, Peace and Environments.

The OCA or any of its members shall not discriminate in any way against any other member. No employee, representative, official or competitor of a member shall, on the ground of colour, disability, religion or politics, be subjected to any vexation. There shall be no restrictions or conditions in this regard for the entry and participation in the OCA GAMES or attendance in any meeting of the OCA and its Committees.

No member or its duly accredited representative, official or competitor shall be denied access to the city where the OCA GAMES are or the meeting is for the time being held. Wilful transgression or evasion of this principle will be treated as a fundamental breach and dealt with appropriately by the OCA.

The OCA will apply and uphold the Olympic principles as defined in the Olympic Charter; belonging to the OCA Movement requires strict compliance with the OCA Constitution, Rules and Guidelines.

## Article 3

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### General Objectives

The OCA shall:

1. Be the sole organisation in overall charge of different OCA GAMES in Asia;
2. Be the representative authority with all other recognised bodies or authorities responsible for Olympic, Asian, Continental, International and World Games;
3. Co-ordinate the activities of Asian countries in the field of sports at both



regional and international levels;

4. Promote the practice of sport, encourage the construction of physical facilities and improve the standard of performance in the spirit of fair play within its member's respective jurisdictions;
5. Encourage the holding of Asian Championships and competitions in all approved sports under its members respective jurisdictions;
6. Stimulate interest of sport and physical recreation in the people of Asia;
7. Co-operate with public authorities and private enterprises in the promotion of sport without prejudice to the principles of the Olympic Movement;
8. Ensure that its membership is fully representative of the duly recognised NOCs of Asia as far as practically possible;
9. Guide, influence and lead all sports along the right lines in Asian countries;
10. Take disciplinary action against any member or its employees, representatives, officials and competitors for misbehaviour or any other undesirable activity which brings discredit to the OCA;
11. Ensure regular celebration of the AG every four (4) years in accordance with the fundamental principles, objectives, Rules, Regulations and Byelaws of the OCA and provide fair and equal competition to all eligible competitors of member NOCs;
12. Ensure regular celebration of the AWG every four (4) years in accordance with the fundamental principles, objectives, Rules, Regulations and Byelaws of the OCA and provide fair and equal competition to all eligible competitors of member NOCs;
13. Ensure regular celebration of the AIMAG every four (4) years in accordance with the fundamental principles, objectives, Rules, Regulations and Byelaws of the OCA and provide fair and equal competition to all eligible competitors of member NOCs;
14. Ensure regular celebration of the AYG every four (4) years in accordance with the fundamental principles, objectives, Rules, Regulations and Byelaws of the OCA and provide fair and equal competition to all eligible competitors of member NOCs;
15. Ensure regular celebration of the ABG every two (2) years in accordance with the fundamental principles, objectives, Rules, Regulations and Byelaws of the OCA and provide fair and equal competition to all eligible competitors of member NOCs;
16. Be responsible for promotion and development of the Olympic Movement



and its noble ideals among Asian people;

17. Be responsible to solve, as the supreme Asian Sports Organisation, sporting problems that may arise within Asian countries, among members or between them and others as far as practically possible;
18. Do all things necessary to fulfil the principles and objectives of the OCA;
19. Act against any form of discriminations affecting the Olympic Movement in Asia;
20. Oppose any political or commercial abuse of sport and athletes;
21. Encourage and support the effort of sport organisations and public authorities to provide for the social, professional future and health of athletes;
22. Encourage and support the promotion of the crucial topics (i.e. Women and Sport at all levels, Sport for All, Environment issues, Sport with Culture and Education and Peace through Sports);
23. Encourage and support the activities of the Asian Olympic Academy and other institutions which dedicate themselves to Olympic education;
24. Fight against doping and all sorts of prohibited substances, by adopting a pro-active approach and implementing the World Anti Doping Code.
25. Assist, guide, encourage and provide necessary assistance, administrative or financial, wherever possible, to the Olympic Movement in Asia (as envisaged in the preamble of the OCA Constitution) to promote sports at grass root levels.

#### **Article 4** OCA Symbol

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The OCA Symbol is a bright red sun with sixteen (16) rays and a white ring in the middle.





The OCA Symbol shall be the sole property of the OCA and cannot be used without the prior consent of the OCA.

## Article 5 OCA Logo

The OCA logo was officially approved and adopted during the 25th GA held in Doha on 2nd of December 2006. The OCA shall have its own Logo which will be as follows:



OCA logo will be OCA Symbol encircled by the Asian Dragon and Falcon with the Olympic Rings beneath followed by the text Olympic Council of Asia.

The Logo of the OCA represents the OCA's personality of a "highly dynamic and challenging person"; a "Universal peaceful citizen" and a "Passionate Champion". The Dragon, found in East & South East Asia represents: Good fortune, abundance, success, power, courage, nobility, versatility and dynamism.

The Falcon, found in the mountainous regions of the Himalayas, in South and Central Asia and also found in West Asia represents: Precision, grace, strength, loyalty, vision, speed, athletic and endurance.

The Logo is the sole property of the OCA and a registered trade mark. The Logo in full or in part cannot be used for any purpose without the prior consent of the OCA.





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**Article 6** OCA Flag

The OCA shall have its own Flag which will be as follows:



A white background with no border, in the centre it will have the OCA logo. The Flag of the OCA or any part of it is a trademark and cannot be used for any purpose without the prior consent of the OCA.

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**Article 7** OCA Motto

The Motto of the OCA will be "Ever Onward".

Ever Onward

This shall be the sole property of the OCA and cannot be used without the prior consent of the OCA.

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**Article 8** OCA Hymn

The OCA Hymn was adopted during the 15th GA held in Bangkok from on 9th December 1996. The Hymn is an amalgamation of all the sounds and cultures of the Asian Continent. The OCA shall have its own Sports Hymn which is the sole property of the OCA and a registered trademark. It cannot be used for any purpose without the prior consent of the OCA.



## Article 9 OCA Award Regulations

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### 1. Objective

The OCA awards will be presented to individuals who through their dedication and commitment have contributed successfully to the activities of the OCA and have made outstanding contribution towards the promotion and development of sports in the Asian Continent.

### 2. Categories of Award

- a. OCA Award of Merit;
- b. OCA Gold Pin;
- c. OCA Silver Pin;
- d. OCA Certificate of Merit;
- e. OCA Order (Special Category).

### 3. Selection and Decision

The Awards shall be decided by the EB upon receipt of proposals from:

- a. Member NOCs;
- b. EB Members;
- c. Any international sports organisations recognised by OCA.

### 4. Criteria

The principles forming the basis of evaluation shall be:

#### a. OCA Award of Merit

May be awarded:

- I. To an individual for his exceptional contribution to the development of Asian Sports;
- II. Members of the EB for their long and distinctive contribution to the OCA and who have served a minimum of more than three (3) terms of four (4) years each;
- III. Members of the IOC & ANOC for their contribution to Asian Sports;
- IV. Chairperson, President/Secretary General and Director General of the AGOCs for successfully hosting the OCA GAMES;
- V. President and Secretary General of Member NOCs for their efforts in the development of sports in their respective countries;



- VI. President and Secretary General of IFs and AFs for their contribution to Asian sports.
- b. OCA Gold Pin
  - May be awarded to:
    - I. EB Members who have served two (2) or less than two (2) terms;
    - II. Individuals associated with the OCA for a very long period and having achieved many distinctions;
    - III. Members of the EB of the AGOCs of the various OCA GAMES;
    - IV. Members of the OCA Standing Committee for their valuable contribution to Asian Sports and who have served for a minimum of more than two (2) terms of four (4) years each.
- c. OCA Silver Pin
  - May be awarded to:
    - I. Members of the OCA Standing Committees who have served less than two (2) terms of four (4) years;
    - II. Directors and other Members of the AGOCs who have provided outstanding service towards the conduct of the OCA GAMES;
    - III. Any other personnel related to sports, in any capacity, have made significant contribution to the OCA.
- d. OCA Certificate of Merit
  - May be awarded to:
    - I. Individuals who have made significant contribution to OCA projects or meetings or any other OCA activities.
- e. OCA Order
  - May be awarded to:
    - I. Individuals such as Heads of State, Ministers and Persons of high dignity who have propagated the ideals of the OCA and have contributed to Asian Sports.

## 5. Presentation of Award

The OCA Awards will be presented by the OCA President or on his behalf by the Member of the EB, to the individual during the GA or any other function specially organised for this purpose.



## Article 10 OCA GAMES

The OCA GAMES are competitions between athletes in the individual or team Sport events, The NOC's have the sole responsibility to select, register and participate the athletes and the officials in the OCA GAMES, subject to final approval of OCA based on OCA Constitutions and Rules. The Competition will be conducted under the IF's technical Rules, in the event that there is no IF then under the rules of the subsequent AF subject to the supervision and authority of the OCA. The OCA decision is final.

The OCA GAMES consist of:

1. The Asian Games (AG) which are numbered consecutively every four years (4) from the first Asian Games celebrated in New Delhi, India in 1951;
2. The Asian Winter Games (AWG) which are numbered consecutively every four years (4) from the 1st Asian Winter Games celebrated in Sapporo, Japan in 1986;
3. The Asian Indoor and Martial Arts Games (AIMAG) which are numbered consecutively every four years (4) from the 1st Asian Indoor Games celebrated in Bangkok, Thailand in 2005;
4. The Asian Youth Games (AYG) which are numbered consecutively every four (4) years from the 1st AYG celebrated in Singapore in 2009;
5. The Asian Beach Games (ABG) which are numbered consecutively every two (2) years from the 1st Asian Beach Games to be celebrated in Bali, Indonesia in 2008;
6. The authority of last resort on any question concerning the OCA GAMES rests with the EB;
7. All OCA GAMES are the exclusive property of the OCA who own all rights and data relating thereto, in particular, and without limitation, all rights relating to their organisation, exploitation, broadcasting, recording, promotion, representation, reproduction, access, archiving and dissemination in any form and by any means or mechanism whatsoever, whether now, existing or developed in the future. The OCA shall determine the conditions of access to and the conditions of any use of data relating to the OCA GAMES and sporting performances;
8. The OCA marks (symbol, logo, flag, motto, hymn and identifications) including but not limited to, OCA GAMES marks (emblems, mascot, medals, commemorative medals, flame and torches), shall be



collectively or individually referred to as "GAMES PROPERTIES". All the rights to GAMES PROPERTIES including the use (for commercial, profit making or advertising) thereof, belong exclusively to the OCA. The OCA may license all or part of its rights on terms and conditions set forth by the EB. The GAMES PROPERTIES must be protected by the AGOC according to OCA directives;

9. The OCA may take all appropriate steps to obtain the legal protection for itself, on both a national and international basis, of the rights over the OCA GAMES and over any OCA property;
10. Each NOC is responsible to the OCA for the protection and observance, in its Country of all intellectual property mentioned in Article 10. It shall take steps to prohibit any use of any OCA properties which would be contrary to such Rules of the OCA. It shall also endeavour to obtain, for the benefit of the OCA, protection of the GAMESPROPERTIES;
11. Where a national law or a trademark registration or other form of legal instrument grants legal protection to an NOC for the OCA symbol or any other OCA property, such NOC may only use the ensuing rights in compliance with the OCA Constitution & Rules and with instructions received from the OCA;
12. The OCA, in its sole discretion, may authorise the broadcasters of the OCA GAMES to use the OCA symbol, or other GAMES PROPERTIES for promotion purposes;
13. The OCA GAMES marks are the property of OCA, and must be created by an AGOC subject to the approval of the OCA;
14. OCA Symbol must be included in all AGOC properties, media plan and in Games venues. It should be included in its entirety and must not be altered in any way;
15. Any protection of OCA or GAMES PROPERTIES from the NOCs or AGOC cannot be invoked against the OCA;
16. The use of OCA or GAMES PROPERTIES for any advertising commercial or profit making purposes whatsoever must be in accordance with the OCA conditions and approval;
17. All contracts or arrangements concerning the OCA GAMES by the AGOC must be approved and signed by the OCA;
18. All OCA properties can be used by AGOC thirty (30) days after conclusion of the OCA GAMES;
19. All digital and printing materials, Games Website and all other requisite IT Systems related to AGOC and its Games Promotion before and during



the OCA GAMES is the sole property of OCA. The AGOC must hand over all such materials to OCA HQ within thirty (30) days from the Closing Ceremony;

20. The AGOC and the NOC of the host city and country shall ensure that the procedure for designation of the OCA as owner of the copyright on any ceremonial, cultural and musical works specifically commissioned in connection with the OCA GAMES. AGOC/NOC cannot use such materials before, during or after the OCA GAMES without approval of the OCA.

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## **Article 11** Olympic Solidarity

The OCA has the full authority and responsibility for managing and organising the Continental Programmes in the Asian Continent. It may also amend or modify the programmes as per its requirements for the benefit of OCA and its Member NOCs; The NOCs will be responsible for the organisation and administration of the OS courses and other OS programmes, within the area of their jurisdiction; Invitations to participate in the Course, if national or regional, shall be made in the first instance by the concerned NOC preferably three months beforehand, to the selected counterpart NOC which will transmit them in turn to their respective sports associations; The host NOC shall be responsible to the OS and the OCA for the proper conduct of the Course and to render the prescribed reports and accounts when concluded; The NOCs will submit a brief financial report to the OCA/OS on the Continental Programmes.









## Article 12 OCA Legal Status

1. The OCA is an independent international non-governmental no-for-profit International Asian Sport organisation of unlimited duration, recognized by the International Olympic Committee (IOC), the Association of National Olympic Committees (ANOC) and the 45 Member Asian National Olympic Committees (NOCs), and the State of Kuwait in accordance with the the decision of the 1st OCA GA held on 16th November 1982 in New Delhi and the agreement entered into 28th June 2003 with the Government of State of Kuwait, in the form of an association with the status of a legal person;
2. Its seat is in Kuwait City with a sub office in Lausanne, Switzerland at ANOC headquarters;
3. OCA will also establish five regional offices in the five zones of OCA.  
In order to assist the functions of the OCA HQ.
4. The GA is the supreme authority of the OCA on all questions concerning Rules and Regulations. The decisions of GA are final. Any dispute relating to their application or interpretation may be resolved solely by the EB and can be appealed to the CAS within a period of 15 days of the EB decision;
5. Any dispute which has no relation to sports or the OCA Constitution and Rules with any other organisation (Government or non-governmental) will be settled as per Swiss Law and Swiss Courts;
6. The object of the OCA is to fulfill the mission, role and responsibilities as assigned to it by the OCA Constitution;
7. In order to fulfill its mission and carry out its role, the OCA may establish, acquire or otherwise control other legal entities such as foundations or corporations.

## Article 13 Member

A Member recognised by the OCA must fulfil the following requirements:

1. It shall include within its organisation representatives of the National Sport Governing Bodies of sports in which that country is participating in the OCA GAMES. These Governing Sport Bodies should be affiliated to their



respective IFs and to the respective AFs in lieu thereof in the case of a regional sport;

2. It must include in its own membership the appropriate representatives in the GA. It must recognize not more than one body or Association in its own country as the National Governing Body of a sport which is the body recognised by the IF of that sport or by a body recognised by the AF where no IF exists;
3. It shall be the official body for all matters relating to the OCA GAMES in its own country. All arrangements concerning the country's participation in the OCA GAMES and all communication on such matters shall be addressed to it. It must be completely independent and autonomous and in a position to resist all political, religious or commercial pressure;
4. A Member that does not adhere to the fundamental principles, general objectives, as laid down in Article 2 and Article 3 and decision of the EB shall forfeit its recognition by the OCA and its right to send participants to the OCA GAMES. For failure to conform to the fundamental principles, objectives and Rules, the penalty may be a warning, censure, fine or suspension for a definite period this decision will be approved by the EB;
5. A Member of the OCA is obligated to participate in the OCA GAMES. A member may lose its membership and voting rights, as decided by the EB, if it decides not to participate in the AG or withdraws its team partially, or as a whole, without any valid reason;
6. Every Member of the OCA will strictly adhere to the OCA Constitution/Olympic Charter. The articles of the OCA Constitution/Olympic Charter any decision of THE OCA Executive Board will be binding on the Members of the OCA. Failing to adhere to the OCA Constitution/Olympic Charter and the OCA Executive Board decision may result in sanctions such as suspension or disqualification, as deemed fit by the OCA;
7. A Member NOC suspended by the IOC may participate in the OCA GAMES and other tournaments under the IOC Flag, as per the guidelines laid down by the IOC Executive Board. The suspended NOC will not be allowed to use its country Flag on the official uniform of the games. The IOC flag will be displayed instead of the suspended NOC Country Flag in all venues. IOC Flag will be raised during the victory ceremony instead of the suspended NOC Country Flag;
8. Government or other public authorities shall not nominate any member of an NOC. However, an NOC may decide, at its discretion, to elect as members representatives of such authorities;
9. Government or other public authorities representatives may be invited to



- attend the meetings of the NOC Committees, without any voting rights;
10. when only a final conviction by a court of law is issued against an individual Member NOC, in respect of an offence which is of serious nature under Local/International Laws or violation of its NOC approved statutes, or violation of OCA Constitution, then the Individual/office Bearer/Member of the Executive Council shall resign immediately or otherwise will be suspended by a decision of OCA EB and will not be eligible to participate in any event or contest in any elections of their respective NOC of OCA. If these individuals are Members of the OCA Committees/Commissions or Executive Board then they will immediately resign from the Membership or will be suspended by the OCA by notification.
  11. Any NOC or Individual Member of NOC, whose conduct/behaviour is in violation of its own approved NOC Statutes/OCA Constitution and OCA Ethics Code shall be suspended immediately and will not be eligible to participate in any event or contest in any elections of their respective NOC or OCA. The OCA Executive Board or Ethics Committee must specify the length of the suspension;
  12. All NOCs and its Individual Members are subject to OCA Ethics Code.
  13. Each NOC Member of OCA shall strictly adhere with the principle of the autonomy of sports as per the Olympic Charter and OCA Constitution. The NOC shall hold free elections for its governing bodies including its EB without any interference from any external third party, the election of the NOC must be as per the approved NOC Statutes by the IOC and the OCA. The OCA may send Observers to ensure that the elections are conducted as per the approved statutes and that there is no direct or indirect interference from a third party. OCA EB shall have the right to not recognize any NOC EB body which is not freely elected or violates article 13 of the OCA Constitution. Any non-recognized person or NOC body by the OCA shall have no rights under this Constitution including, but not limited to, participation in any of the OCA Games or Activities or referring a dispute with OCA to CAS or any court.

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### *Bye-law to Article 13*

1. *When an infraction of the fundamental principles of the OCA has taken place or where a Member does not conform to the Statutes, Regulations, Rules, Bye-laws of the OCA and the decision of the EB, the President/Director General shall bring the matter to the attention of the EB, who shall appoint a fact-finding committee, whose report must be submitted to the EB within two (2) months of its appointment. The report together with the decision of the EB shall be dealt with at the next meeting of the GA;*



2. *All Member NOCs must preserve their autonomy as envisaged in the OCA Constitution & Rules and in the Olympic Charter. There should be no interference from the Government and its agencies in the functioning of the NOC. However strong and cordial relationship should be maintained with the Government and its agencies; Any violation of the rules of the OCA Constitution & Rules/ Olympic Charter shall result in suspension/withdrawal of recognition by OCA;*
3. *When the autonomy of a Member NOC is being, or is, compromised the EB is entitled to take any appropriate decisions in order to protect the sports and Olympic Movement in the country. These measures include the suspension or the expulsion from the OCA;*
4. *The NOC has the sole authority to nominate its representatives for any post (elected or otherwise) in the OCA or for any local, regional or international organisation, if any. Any such nominations, recommendations or communications on appointment of NOC representatives/candidates for any post, by any Governmental body/agency, or any individual outside the NOC, will be considered as interference and an infringement on the autonomy of the respective organisations, thus such nominations being declared illegitimate;*
5. *The approval of the NOC Constitution/Statutes by the IOC/OCA is a condition for recognition. The same condition applies to any subsequent change or amendment to the constitution of the NOC. Such statutes shall at all times comply with the Olympic Charter/OCA Constitution. In the event of any conflict between the Olympic Charter/OCA Constitution with the NOC Constitution/Statutes the Olympic Charter/OCA Constitution will prevail.*

### **Article 14** Membership

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1. Membership of the OCA with voting rights is only open to the NOCs of Asia affiliated to the OCA;
2. Each member NOC is entitled and encouraged to nominate not more than three (3) representatives to attend the GA meeting. The nominated representatives for the GA should be nationals of their respective countries and members in their NOC;
3. Each member NOC shall have only one (1) vote irrespective of the number of representatives present at any GA meeting;



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### *Bye-law to Article 14*

1. Where there is no NOC in a country, the National Sports Organisation in that country may be admitted to membership subject to evidence being provided. Such an organisation should take steps to be recognised within four (4) years as the NOC of that country. Any such Committee or Organisation wishing to join the OCA shall apply to the OCA President, who shall lay the application with full facts about it bona-fides before the EB for decision. The decision of the EB shall be subject to ratification by the GA
2. Every Member shall inform the OCA the names of the duly elected office bearers including the President and Secretary General along with the Contact details of the NOC and notify OCA whenever changes occur;
3. All communications from the OCA shall be addressed to the President or Secretary General of the NOC as per the NOC contact details provided.

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### **Article 15** Application for Membership

Those NOCs of Asia who are founder-Members of the OCA are automatically considered as Members of the OCA. Apart from these founder-Members, other NOCs of Asia may apply for membership: such applications will be considered by the GA and will only be accepted after two-thirds (2/3) of the Members present vote in favour of the applicant in each case. No Member shall be expelled unless the EB & GA holds them to have fundamentally breached the Constitution.

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### **Article 16** Jurisdiction of OCA

The jurisdiction of the OCA will be Asia limited to the territories controlled by the NOCs affiliated to it and the host city and the bid cities of the Asian Games. For administration purposes, Asia is divided into five (5) zones:

1. Central Asia;
2. East Asia;
3. South Asia;
4. South East Asia;
5. West Asia.

The distribution of the NOCs in each zone is attached as Annexure II to this Constitution. The distribution of the NOCs in each zone will be the sole authority of the EB.



## Article 17 Organisation

The powers of OCA are exercised by its organs, namely:

1. The General Assembly (GA)
2. The Executive Board (EB)
3. The President.

## Article 18 General Assembly

1. Only NOCs of Asia affiliated to the OCA shall have the right to one (1) vote each regardless of the number of representatives present at the meeting;
2. The following may attend the meetings of the GA:
  - a. With Vote:

The NOCs of Asia accredited as Members of the OCA. Each NOC may be represented by not more than three (3) delegates, but one (1) vote. The delegates attending the GA or any other meetings of the OCA shall be nationals of that country;
  - b. Without Vote:
    - I. EB Members;
    - II. The OCA Honourary Life Presidents, the Honourary Life Vice-Presidents and the Honourary Life Members;
    - III. IOC Members and Olympic Solidarity;
    - IV. Chairperson and Secretary-General of the AGOC of the host country allotted the OCA GAMES.
3. The under-mentioned persons may be invited to attend the GA meetings, at their own cost without voting rights:
  - a. The President or Secretaries-General of the IFs (or one (1) representative thereof) who may be from Asia;
  - b. The AFs seeking recognition by the OCA must subscribe to the Constitution and Rules of OCA and also undertake that their Asian Championships follow the prescribed conditions of entry applicable to the OCA GAMES;
  - c. No other representative shall be allowed inside the Assembly Hall without the prior approval of the OCA.
4. Every Member present at an ordinary or a special meeting of the OCA shall only have one (1) vote. Proxies are not allowed. Multiple voting, meaning one (1) person voting in more than one (1) capacity, is not



allowed. Maximum vote allowed for each affiliated NOC will not exceed one (1);

5. The GA of the OCA shall meet every year at a time and place to be decided by the OCA President. These meetings shall be called ordinary meetings for which sixty (60) days' written notice together with agenda for the meeting shall be circulated by the OCA President or Director General to all Members and the other categories listed under Article 18(2) & (3).

The Agenda for the GA will include amongst other things the following sequence:

- a. Roll Call;
  - b. Welcome Address by OCA President;
  - c. Report by OCA President;
  - d. Report by the Vice Presidents;
  - e. Reports by the Chairmen of the Standing Committees;
  - f. Report by the AGOC;
  - g. Report by AWGOC;
  - h. Report by AIMAGOC;
  - i. Report by ABGOC;
  - j. Report by AYGOC;
  - k. Approval of Audited Statement of Accounts;
  - l. Report on OS;
  - m. Appointment of scrutinizers for elections in the GA if required;
  - n. Election of the EB every four (4) years;
  - o. Election of the Host City of any AG, if need;
  - p. Next Meeting date and venue.
6. A GA for elections to the EB shall be called within twelve (12) months before or after the conclusion of the AG;
  7. The quorum for an ordinary meeting of the GA will be 50%+1 member NOCs. Decisions of the GA are taken by a simple majority of votes cast; however a two thirds (2/3) majority of OCA Members is required to amend the OCA Constitution;
  8. Extraordinary meetings of the GA may be called at any time by the OCA President at his discretion and also may be called at the written request



of not less than 50%+1 Member NOCs, not later than sixty (60) days after receiving the request for an Extraordinary meeting. The OCA President will circulate in written to the Member NOCs in thirty (30) days before the extraordinary meeting, the place, date and agenda of the extraordinary meeting. The quorum for the Extraordinary meeting will be two-thirds (2/3) of the Members recognised by the OCA;

9. The OCA President or in his absence one of the longest serving members of the OCA Executive Board from the Honorary Life Vice President or from the elected senior Vice Presidents will take the Chair at a meeting of the GA. If neither the OCA President nor the Honorary Life Vice-Presidents or Senior Vice President are willing to take the Chair, the meeting shall elect one of the Members of the EB present to act as Chairperson of the meeting;
10. The Chairperson of the meeting, upon a written request from a Member NOC, may permit the inclusion of a new item in the agenda without notice. No decision on such an item will, however, be valid unless passed by a two-thirds (2/3) majority of Members present and voting;
11. A secret ballot will be applied for the election of the EB and the Host City of the OCA GAMES, a simple majority of votes (50%+1) will decide the result;
12. A secret ballot may be taken if the Chairperson of the meeting so decides or if not less than fifteen (15) of the Members present make a demand.
13. Except as otherwise provided in this Article, a simple majority of votes (50%+1) will decide all matters. If votes are equal, the Chairperson of the meeting may exercise his casting vote;
14. All matters of procedures at meetings of the GA, not provided for in this Article, shall be decided by the Chairperson of the meeting unless there is an appeal in the GA;
15. Members can duly propose other items in addition to the agenda circulated by the OCA President or Director General sixty (60) days before the GA. All the agenda proposed by Members shall be dealt with at the GA. The OCA President or Director General shall circulate the additional agenda items to all Members not later than thirty (30) days before the GA;
16. The OCA shall provide one Economy Class air ticket direct routing, to one (1) delegate from each Member NOC to attend the GA.
17. The online registration for the OCA General Assembly and other OCA events will close 30 days before the actual date of the event. No registrations will be accepted after the closing of the deadline.
18. The Identity/Accreditation for the OCA General Assembly and other OCA events is the sole property of the OCA and can be issued and withdrawn by OCA any time at its sole discretion.





### *Bye-law to Article 18*

1. *Life Members: Honourary Life Presidents, Honourary Life Vice-Presidents and Honourary Life Members may attend meetings of the GA and take part in the deliberations but shall neither vote nor propose, nor second, any motion unless they are the duly appointed representatives of NOC Members of the OCA;*
2. *Any decision of the GA including decision on amendment to the OCA Constitutions & Rules comes into effect immediately, unless otherwise decided by the GA;*
3. *The OCA President establishes the regulations for all elections. Any matter of procedure concerning the GA and votes, which are not covered by the OCA Constitution & Rules are determined by the OCA President;*
4. *In case of urgency, a resolution may be submitted to a vote by correspondence, including by fax or electronic mail to the member by the OCA President;*
5. *Minutes of all meetings and other proceedings of the GA are established under the authority of the OCA President. The OCA President can delegate this authority to Director General or one of the OCA Vice President;*
6. *No motion other than those included in the agenda paper shall be moved at an extraordinary meeting;*
7. *No motion, unless expressly sanctioned by a majority of Members present, and no amendment of which notice has not been given as required by the Rules, shall be put up to any meeting other than the following procedural motions:*
  - a. *Motions to change the order of business;*
  - b. *For dissolution;*
  - c. *That a vote be now taken;*
  - d. *For adjournment;*
  - e. *To pass on to the next item of business on the agenda paper;*
  - f. *To divide the main motion;*
  - g. *An amendment which may be accepted by the Chairperson as purely formal.*
8. *At the time appointed for a meeting of the GA the Director General shall take note whether a quorum is present. If there is not and if a quorum is not present within sixty (60) minutes, the meeting shall be adjourned. For an adjourned meeting to be held on the same day no quorum is necessary. The decisions taken at such an adjourned meeting shall be circulated to Members by fax, electronic mail or post for their acceptance or otherwise. If and when a majority acceptance is received, the decision will be deemed to be ratified otherwise, it shall be null and void;*
9. *An adjourned meeting due to no quorum may be held with thirty (30) days notice. The decisions taken in this meeting will be considered as valid;*
10. *The representative who first rises to speak at the conclusion of a speech has the right to be heard. When two (2) or more representatives rise to speak at the*



*same time, the Chairperson shall decide who shall speak first and the duration of his speech;*

11. *Every speech shall be relevant to the motion or amendment under discussion. No language of a personal nature shall be deemed to be in order;*
12. *Save as otherwise provided, no Member shall speak more than once on any item, motion or amendment;*
13. *If during a debate the Chairperson is satisfied that no Member desires to speak on the subject, he shall call on the mover of the motion to reply provided that the mover of an amendment or of a motion for dissolution or a motion to pass to the next business on the agenda paper shall not have a right of reply;*
14. *No Member shall speak on a motion after the mover has been called upon to reply;*
15. *Any Member may, with the permission of the Chairperson, rise even while another Member is speaking, to explain any expression used by him which may have been misunderstood by the speaker but he shall confine himself strictly to such explanation. During such explanation the previous speaker shall resume his seat;*
16. *Any Member may call the Chairperson's attention to a point of order even while another Member is speaking, but no speech shall be made on such a point of order;*
17. *The General Assembly may hold meetings and take decisions via teleconference, video conference or any other appropriate electronic means.*
18. *A resolution or decision may be submitted to a vote by correspondence, including by electronic mail, video conference or any other appropriate electronic means to the NOCs by the President or Director General OCA. The required majorities set forth in the OCA Constitution apply to these resolutions and decisions.*
19. *The Documentation of the GA will be distributed to the members prior to the start of the meeting.*
20. *The Chairperson shall decide all points of order and his decision shall be final.*

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### **Article 19**

#### **Executive Board**

1. The EB shall consist of the following:
  - a. President; (Elected by the GA)
  - b. Five Zonal Vice-Presidents; (Elected by the GA)
  - c. Vice-Presidents appointed by host NOCs for the OCA GAMES;
  - d. Chairmen of the Standing Committees constituted – Nominated by President OCA
  - e. Director General;
2. The Director General will be an EB Member without voting right;



3. The EB Members Tenure will be four (4) years and they are eligible to be re-elected;
4. In the absence of the OCA President, or while he is unable to act, one of the longest serving members of the OCA Executive Board from the Honorary Life Vice President or from the elected Senior Vice Presidents will perform the duties and functions of the OCA President and act in his place, as may be convenient and agreed by the majority of the EB. If the OCA President dies or vacates office, the work of the office will be carried on in accordance with the above procedure until a new OCA President is elected at the next GA, which must be convened by the Director General within sixty (60) days of the occurrence. If the office of the Director General falls vacant during the term, it shall be lawful for the OCA President to nominate a temporary Director General to perform the duties and functions of the office;
5. The OCA President and Director General shall be ex-officio members of all committees;
6. The EB meeting shall be held at least once a year on a regular basis. For a meeting of the EB, a minimum of fifteen (15) days written notice by letter, fax, telex or e-mail, will be given by OCA President or Director General to all its EB Members. Fifteen (15) Members shall form a quorum. Extraordinary EB meetings shall be held within fifteen (15) days after a requisition is received from Fifteen (15) Members, or upon request of the OCA president;
7. At the time of the opening of the meeting, if a quorum is not present within sixty (60) minutes, the meeting shall be adjourned. For an adjourned meeting of the EB, a fresh notification, as laid down, shall be issued;
8. The OCA will provide Business Class air tickets and board and lodging to the Members of the EB attending the EB meeting as per the OCA Financial Guidelines;
9. Indemnity to the Executive Board Members will be provided for their official missions as per the OCA Financial Guidelines.
10. The agenda for the EB meeting will include amongst other things the following sequence:
  - a. Roll Call;
  - b. Welcome Address by OCA President;
  - c. Report by President;
  - d. Report by OCA Vice Presidents;
  - e. Report by Chairmen of Standing Committees;
  - f. Report by AG OC;
  - g. Report by AWG OC;
  - h. Report by AIMAG OC;



- i. Report by ABG OC;
- j. Report by AYG OC;
- k. Approval of Audited Statement of Accounts;
- l. Report on OS;
- m. Next Meeting date and venue.

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*Bye-law to Article 19*

1. *In case of a vacancy created in the EB/Standing Committee on the demise of a member or for any other reasons, the EB shall be empowered to have the authority to appoint a new member in his/her place for the remaining term.*
2. *Wherein an EB Member/Standing Committee Member has been absent from three (3) consecutive EB/Standing Committee Meetings, within one (1) term, without reasons acceptable to the EB, the EB shall have the right to declare that such member has forfeited his/her membership. The EB according to sub section 1 above may then fill the vacancy*
3. *The Vice Presidents, nominated by the Host NOCs/City of the OCA Games will solely be responsible for the activities concerned with the AGOCs of their respective Games and will have no voting rights.*
4. *The OCA President shall have full authority to appoint individuals and/or adhoc Committees/teams for some particular mission or position and to define their privileges, duty and perquisite, as per the OCA Constitutions and Financial Guidelines. These nominations shall be from amongst those sports leaders who have significant prior experience and who have contributed for the OCA mission and/or who are experts of the related subject. Such nominations, however, shall be reported to the next EB meeting of the OCA;*
5. *The President of OCA is authorised to appoint Advisors/Experts and assign them such duties as he might deem in the interest of the administration. The Advisors/Experts may be invited to attend the EB Meeting as Observers, only if required, without any vote.*
6. *The Executive Board may hold meetings and take decisions via teleconference, video conference or any other appropriate electronic means.*
7. *A resolution or decision may be submitted to a vote by correspondence, including by electronic mail, video conference or any other appropriate electronic means, to the members of the OCA Executive Board by the President or Director General OCA.*
8. *Members of the OCA Executive Board are not personally liable for the debts and obligations of OCA.*
9. *The Documentation for the EB will be distributed to the members prior to the start of the meeting.*



## Article 20

### Responsibilities and Authority

The defined role and duties of the GA, EB and office-bearers are as follows:

#### 1. General Assembly

The GA is the final authority on all matters concerning the OCA. In particular, it has the power to enforce the fundamental principles, objectives, Rules, Regulations and Bye-laws of the OCA. The GA is responsible for the following, on which their decision is final:

- a. Selection of permanent HQ and /or branch office of the OCA;
- b. Election of EB Members;
- c. Adoption of audited statements of accounts and the financial estimates for the ensuing years;
- d. Selection of the host country for allotment of the OCA GAMES;
- e. Admission of new Members to the OCA which will require a two third majority (2/3) vote by the GA;
- f. Expulsion of Members that will require a two third majority (2/3) vote by the GA;
- g. Recommendations of the EB for approval or rejection which will require a two third majority (2/3) vote by the GA;
- h. Ratification of the OCA representatives on the ANOC Executive Council as per the recommendation of the OCA Executive Board.

#### 2. Executive Board

- a. The EB is a body constituted for the effective control, they set the policy of the administration and the business of the OCA, the EB shall meet at least once a year for discharging their duties. The decisions taken by the EB will be forwarded to the GA for information or ratification;
- b. The EB shall supervise the OCA GAMES and hold meetings with the AGOC of each one in the hosting countries preferably if needed;
- c. The EB shall decide on all OCA GAMES Marketing, sales of TV and Broadcasting rights and other commercial issues;
- d. The EB shall decided on the appointment of one certified International Auditing Firm as the OCA Auditors;
- e. The EB has the authority to withdraw any OCA GAMES from an AGOC in the event of non compliance of the OCA Constitution, Host City Contract, Guidelines and other regulation or instructions of the OCA;



- f. The EB shall nominate the representatives of the OCA on the ANOC/ continental, international and other sports bodies.

### 3. President of the OCA

The OCA President is elected by secret ballot by the GA; He is solely responsible for the management and all activities of the OCA. He is the official spokesman and represents the OCA at Law Courts as the plaintiff or defendant. The OCA President may take any action or decision on behalf of OCA when circumstances prevent them from being taken by the GA or the EB. If the OCA President is unable to fulfil the duties of his office, one of the longest serving members of the OCA Executive Board from the Honorary Life Vice President or from the elected senior Vice Presidents will carry out the duties and responsibilities of the OCA President until the OCA President has recovered his ability to fully function. If the condition of the President does not recover then the following GA will elect a new President. OCA President's Privileges, Indemnity and travel for OCA Function and duties will be provided as per the decisions of the OCA General Assembly and the OCA Financial Guidelines.

President duties:

- a. Preside over the EB and the GA meetings;
- b. Represent the OCA at continental and international sports meetings for Asia or name a representative on his behalf, if this is permitted;
- c. Delegate all or part of his powers to the Vice President, Honorary Life President or Director General as considered necessary;
- d. Establish minutes of all meetings and other proceedings and sign the decisions of the Ga and EB;
- e. Ensure and supervise all the work of all the committees formed by the OCA;
- f. Approving and Signing any agreement, contracts, or banking transactions, above two millions US Dollars jointly with Director General;
- g. Co-ordinate between the programmes of sports associations and bodies in Asia, as well as outside Asia;
- h. Establish permanent, other standing or ad hoc commissions and working groups whenever it appear necessary, and to establish their term of reference;
- i. Convene the meeting of all Standing Committees, ad hoc commissions and working groups and to preside the meeting during his attendance;
- j. Do all other things as may be required for the fulfilment of the objectives of the OCA and the directives of the EB.



#### 4. Vice Presidents

- a. The five Zonal Vice President are elected by secret ballot by the GA;
- b. The Vice-Presidents discharge duties and functions as assigned to them by the OCA President, the EB or the GA;
- c. All the activities of the zone are under the supervision of the OCA Vice-President, especially those which are organised by AF's which are recognised by the OCA;
- d. The Vice Presidents must hold meetings with the NOCs in their respective zones at the time of the GA or during the zonal games to strengthen sports relations.

#### 5. Director General

- a. Director General is appointed by the OCA GA on the recommendation of President OCA as per the Contract Agreement. He/She remains in his/her office until the end of the agreement.
- b. Shall be responsible for running the day-to-day administration and managing the financial affairs of the OCA HQ, as per the decisions of the OCA GA, EB, Finance Committee and the OCA financial Guidelines;
- c. Sanction, expenditures, prescribed, in the financial guidelines approved by the E.B.;
- d. Appoint and dismiss the OCA HQ Staff.
- e. Shall ensure that the Accounts of the OCA are kept in an appropriate manner and audited by an internationally certified auditor every year, and submit to the EB the financial estimation for the next year;
- f. Shall execute initiatives recommended by the OCA and assist the EB in performing their duties;
- g. Shall assume any responsibility related to the OCA decided by the OCA President, the EB or the GA;
- h. Shall sign agreements/contracts on behalf of the OCA, with individuals / companies / consultant / legal counsel as per the decisions of the OCA GA, EB, Finance Committee and the OCA financial guidelines;
- i. Establish and circulate the agenda of the GA and EB to all concerned and finalize the minutes of the meeting for distribution to all concerned;
- j. Establish and circulate the agenda of the Standing Committees in absence of the Chairman



- k. Shall be an ex-officio member of all committees formed by the GA;
- l. Can take the responsibility of the Technical Director.
- m. The Director General is in charge for all day to day OCA communications and correspondences he is the authorized signatory of the Council. In case of his absence, the Director General shall authorize one of the OCA Directors to act on his behalf to be in charge for OCA communications and correspondences.

## 6. Technical Director

- a. Technical Director is appointed by the OCA President after the recommendation of the Director General;
- b. Shall be in charge of the implementation of the OS programmes within the Asian Continent;
- c. Shall carry out all activities as authorised by the President and Director General.

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### *Bye-law to Article 20 – Protocol*

#### 1. Functions Precedence

*The following shall be the precedence at all functions and meetings:*

- a. OCA President;
- b. OCA Honorary Life President and Honorary Life Vice-President;
- c. Five Regional Vice-Presidents;
- d. One Vice-President from the host city of the Summer AG;
- e. One Vice-President from the host city of the AWG;
- f. One Vice-President from the host city of the AIMAG;
- g. One Vice-President from the host city of the ABG;
- h. One Vice- President from the host city of the AYG;
- i. Chairmen of the Standing Committees of OCA according to the OCA Constitution;
- j. OCA Director-General;
- k. Presidents and Secretary Generals of Member NOCs';
- l. IOC Members;
- m. IOC/OS/OCA HQ Officials'
- n. Members of the OCA Standing Committees;
- o. Representatives of the IFs/AFs and other sports organisations as may be invited by the OCA President;
- p. OCA Guests, as invited by the OCA President;
- q. Senior Management of Marketing Agents and Sponsors.





## 2. Advance Information

The host NOC or the assigned AGOC shall give to the OCA Secretariat, not less than ninety (90) days in advance, precise information on the programme, travel, accommodation, reception on arrival, local transportation and security, for the approval of the OCA President;

## 3. Arrival

The OCA officials as set out in the protocol list shall be met appropriately upon arrival by the high official of the host NOC and/or the AGOC official, and will be escorted to the VIP lounge at the airport or arrival point. It will be the responsibility of the host NOC and AGOC to assist the OCA Family. The OCA delegation will be escorted to their accommodation by officials of the host NOC or AGOC;

## 4. Accommodation

The OCA President shall be accommodated in the highest/largest suite of the official five (5) star hotel or in a high-ranking government hostel, subject to his approval. The EB, Honourary Life President, Honourary Life Vice- President and OCA HQ Officials shall each be accommodated in the same place

## 5. Transportation

The OCA President shall be provided with a proper individual transport while he is in the host country and The EB, Honourary Life President, Honourary Life Vice-President and OCA HQ Officials shall be provided with the use of a car and a personal assistant;

## 6. Security

As per the agreement between OCA and the host NOC/City;

## 7. Seating Precedence

The Seating arrangement is under the responsibility and the authority of the OCA. The host NOC and the AGOC must ensure that the seating arrangements as per OCA Decision and Guidelines. The OCA President will be seated in the same line and at the right-hand side of the Chief Guest of the Games, with a maximum of fifty cm (50) of space between them

## 8. Flag Display

The OCA Flag shall be flown at the official hotels, all competition venues and other prominent public places on the occasion of the Games or official OCA meetings;

## 9. Departure

The same arrangements for arrival also shall be made during the departure for the OCA Family. In addition to above, all the provisions mentioned in the OCA Guidelines for Protocol as enclosed with the HCC will be applicable.



## **Article 21** Qualifications (Eligibility) of EB members

The candidates who can stand or be appointed for any of the following offices must satisfy the following conditions:

### **1. President**

- a. He/She must have been the President of his/her NOC for at least eight (8) consecutive years or Member of the OCA Executive Board for eight (8) consecutive years.
- b. Nominated by at least 2 recognised Member NOCs of OCA.
- c. Must speak the official language of the OCA.

### **2. Zonal Vice Presidents**

- a. Must be / has been a Member and nominated by their NOC;
- b. Must be or have been a member of a policy-making body of a national and a regional sports association;
- c. Must speak the official language of the OCA.

### **3. Standing Committee Chairperson**

- a. Must be nominated by their NOC;
- b. Must have experience and knowledge of the sport movement in Asian and International level;
- c. Must speak the official language of the OCA.

### **4. Director General**

- a. The OCA General Assembly shall appoint the Director-General and prescribe his/her functions, responsibilities, privileges & remuneration;
- b. Must have experience and knowledge of the sport movement in Asian and International Olympic movements;
- c. Must speak the official language of the OCA.

### **5. Technical Director**

- a. The OCA President shall appoint the Technical Director and prescribe his functions, responsibilities, privileges and remuneration;
- b. Must have experience and knowledge of the sport movement in Asian and International Olympic movements;
- c. Must speak the official language of the OCA.



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**Article 22**      **Honourary - Life Presidents, Vice Presidents and Members**

1. All Presidents of the OCA, on completion of four (4) full terms of office and not elected for another term, shall ipso facto become Honourary Life Presidents upon termination of office. All existing Honourary Life Presidents of the AGF shall retain their status in the OCA Council. Similarly all existing Honourary Life Vice-Presidents and Honourary Life Members of the AGF shall retain their status in the OCA;
2. All EB Members on completion of four (4) full terms of office and not elected or appointed for another term, shall ipso facto become Honourary Life President , Honourary Life Vice-President and Honourary life Member;
3. The OCA President has the right to appoint as Honourary Life President, Honourary Life Vice-President and Honourary Life Member those who have rendered outstanding service to further the fundamental principles and general objectives and aims of the OCA, these appointments must be approved by the GA;
4. All Honourary Life Presidents, Honourary Life Vice-Presidents and Honourary Life Members may be invited by the President to attend the GA and other meetings without voting rights.

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*Bye-law to Article 22*

*The OCA shall maintain a register of Honourary Life Presidents, Honourary Life Vice-Presidents and Honourary Life Members of the OCA.*

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**Article 23**      **Standing Committees**

The OCA Standing Committees may be created for the purpose of advising the General Assembly, the OCA Executive Board or the President as the case may be. The President establishes permanent or other standing or Adhoc OCA Standing Committee and working groups whenever it appears necessary and also nominates its Chairman and Members. Except where expressly provided otherwise in the OCA Constitution or in specific regulations established by the OCA Executive Board, the President establishes their terms of reference, designates all their members and decides their dissolution once he considers that they have fulfilled their mandates. No meeting of any Standing Committee or Working Group may be held without the prior agreement of the President except where expressly provided otherwise in the OCA Constitution or in specific regulations established by the OCA Executive Board.



**The OCA will have the following Standing Committees:**

1. Advisory Committee (AC)
2. Athletes Committee (ATC)
3. Culture Committee (CLC)
4. Coordination Committee (CC)
5. Education Committee (EC)
6. Esports and Emarial Arts Committee (ESMAC)
7. Ethics Committee (ETC)
8. Entourage Committee
9. Finance Committee (FC)
10. Information and Statistics Committee (ISC)
11. International Relations Committee (IRC)
12. Media Committee (MEC)
13. Medical Committee (MC)
14. Peace Through Sports Committee (PSC)
15. Rules Committee (RC)
16. Sports Committee (SC)
17. Sports for All Committee (SAC)
18. Sports and Environment Committee (SEC)
19. Gender Equity Committee (GEC)

The Chairmen of the above seventeen (19) Standing Committees will be Members of the EB.

The President OCA is an ex-officio member of all the standing Committee and working groups and shall have precedence whenever he attends one of their meetings.

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**Article 24** Duties and Functions of the Committees

**1. Advisory Committee**

The Advisory Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members of the Committee will be nominated by the OCA President from only the IOC Members in Asia. The Chairperson and Members will hold office for a term of four (4) years;

The Committee will be responsible for:



- a. Providing advice and opinions to the EB, upon their request, on issues relating to the exercise of their respective competence;
- b. Provide expert advice to various arms of the OCA, as and when requested;
- c. The Meetings of the Advisory Committee will be held as decided by Chairperson of the Committee with the prior approval of the OCA President.

## 2. Athletes Committee

The Athletes Committee shall consist of One (1) Chairperson and a minimum of Ten (10) Members. The Chairperson and Four (4) Members will be nominated by President OCA and 6 members will be elected during the Asian Games (2 male and 2 females during the Asian Games and 1 male and 1 female during the Asian Winter Games) The Members will elect 2 Vice Chairpersons amongst themselves. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. Furthering the interests of the athletes in Asia, to upgrade their performance standards and to create competition opportunities for them;
- b. Strengthening the relations between athletes and the OCA and to make proposals for their improvement;
- c. The Chairperson or Members will attend the Chef-de-Mission meetings during the Games, on a daily basis and report its findings to the OCA President and Working Committee;
- d. The meetings of the Athletes Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

## 3. Cultural Committee

The Cultural Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members; The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years;

This Committee will be responsible for:

- a. Assisting in the development of relevant cultural activities at the OCA GAMES and at such other opportunities as might be supported by the OCA;
- b. Emphasising the importance of sports education and to assist in its promotion among NOCs in Asia;



- c. Co-operating with existing National Olympic Academies and to help form others in Asia;
- d. Fostering the development of Art and Sports in line with IOC programmes;
- e. Promoting interest among Members in protecting the environment in the continent;
- f. The meetings of the Cultural Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 4. Coordination Committee

In order to improve the organisation of the OCA GAMES and the cooperation amongst the OCA, AGOC, IFs, AFs and the NOCs, OCA President shall establish an OCA GAMES Coordination Committee and Follow-Up Team to manage and implement the working relationship between such parties, and to monitor, assist and guide the progress of the AGOC. The Coordination Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and Members of the Committee will be nominated by the OCA President. The Chairperson and Members will hold office till the culmination of the OCA GAMES.

This Committee will be responsible for:

- a. Overseeing and assisting the AGOC in the planning, construction and implementation of the OCA GAMES;
- b. Monitoring the progress of the AGOC and submitting reports to the EB;
- c. Inspecting competition, training and other facilities and reporting its findings to EB;
- d. Ensuring that AGOC responds appropriately to the directives and views of the OCA, IFs, AFs and NOCs;
- e. Acting as a liaison between the OCA, AGOC, NOCs, IFs and AFs;
- f. Supervising and advising the AGOC on the proper conduct of the OCA GAMES keeping in the view the OCA Constitution and the Athletes requirements;
- g. Carrying out an analysis relating to the organisation and execution of the Games after the Games have been hosted and report such matters to the EB;
- h. The meetings of the Co-ordination Committee will be held as decided by the Chairperson with the prior approval of the OCA President and the costs of the committee's participation including air fare, accommodation and other logistical & administration related services are to be provided by the AGOC at their own expense;



- i. This Committee will report directly to the OCA President and the EB;
- j. All expenses with regard to holding of the Coordination Committee and Follow-Up meetings, including the airfare as well as board and lodging will be borne by the AGOC.

#### 5. Education Committee

The Education Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members; The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years;

This Committee will be responsible for:

- a. Emphasising the importance of sports education and to assist in its promotion among NOCs in Asia;
- b. Cooperating with existing National Olympic Academies and to help form others in Asia;
- c. Coordinate with International Olympic Academy for the development of sports education programmes in Asia;
- d. Coordinate with different educational institutions within Asia and worldwide to promote sports education in curriculum;
- e. The meetings of the Sports Education will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 6. Esports and Emartial Arts Committee

The E-Sports & E-Martial Arts Committee shall have oversight of online sports and both online and offline martial arts and consist of One (1) Chairperson and Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. To undertake studies and research and draw up special plans to raise the standards of esports and martial arts standards in Asia and to prepare sports programmes and courses for the development of athletes and officials such as coaches, referees, umpires, and judges in Asia; these plans and programme will be submitted to the EB for consideration and decision;
- b. Coordinating and cooperating, in consultation with the OCA President, international and continental esports and martial arts bodies with the purpose of raising the standards of esport and martial arts in Asia;



- c. Following up innovation in the international esports and martial arts programmes and courses with the purpose of benefiting from them by coordination and participation in these programmes and courses;
- d. Developing the rules and regulations for esports, including e-martial arts, for OCA Games
- e. Reviewing the esports and martial arts working programme for the OCA Games:
- f. The meetings of the E-Sports & E-Martial Arts Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

## 7. Ethics Committee

The OCA Ethics Committee is independent body and shall consist of One (1) Chairperson and Four (4) Members. The Chairperson and Members of the Committee will be nominated by the OCA President subject to approval off the OCA Executive Board and ratification by the OCA General Assembly. The Chairperson and Members will hold office for a term of four (4 years). The Committee will meet as and when required.

This Committee will be responsible for:

- a. To provide opinions and recommendations to the OCA President and Executive Board on cases submitted by the OCA President, to ensure compliance with the Ethics Code and to give advice at the request of the OCA Members and/or Members of the Asian Olympic Movement;
- b. To investigate complaints, alleged breaches of the OCA Ethics Code or other linked issues and, if necessary, recommend sanctions or other actions, to perform any other task, linked to the development of and respect for the ethical principles, assigned to it by the OCA Executive Board and/or the OCA President.
- c. The Committee presents an annual report on its activities to the OCA General Assembly.
- d. The structure, duties and responsibilities of the Committee will be defined in detail in the OCA Ethics Code.
- e. The OCA Executive Board will appoint a Chief Ethics & Compliance Officer to assist the OCA Ethics Committee in performance of its duties and responsibilities. He will be the Permanent Secretary for the Ethics Committee and will be responsible for the day to day functioning of the Committee and signing the reports and minutes of the Ethics Committee. He will be the point of contact for the Committee





## 8. Entourage Committee

The Entourage Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. The Committee's aim is to improve the quality and the level of services to athletes by engaging with and uniting the stakeholders.
- b. Give input on relevant activities specifically to support and protect athletes' health, social development and ethics (doping/irregular betting, manipulation of competition, harassment and abuse in sport and match fixing);
- c. Help the OCA to be an opinion leader and a repository of expertise and knowledge regarding all matters related to athletes' entourage, and be a facilitator between all stakeholders;
- d. Address the growth in importance of commercial and media influences, including the increasing influences of contractual arrangements, employment conditions, revenue generation, commercial associations, media demands and commitments;
- e. Educate athletes, coaches and the athletes' entourage through the provision of a reference framework and guidelines.

## 9. Finance Committee

The Finance Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years. The Director General & Technical Director OCA shall be the ex-officio Member-Secretary of the Committee;

This Committee will be responsible for:

- a. Consideration of the financial planning and projections, budget estimates and statements of accounts prepared by the Technical Director for submission to the EB/GA;
- b. Approving all major expenditure incurred by the OCA and all other financial matters, as per OCA financial guideline
- c. The raising of funds so that the working of the OCA may be independent;
- d. The approval of Audited Statement of Accounts;
- e. The meetings of the Finance Committee will be held as decided by the Chairperson with the prior approval of the OCA President.



## 10. Information and Statistics Committee

The Information and Statistics Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years;

This Committee will be responsible for:

- a. For the Statistical information system of the OCA;
- b. Preparing the OCA plan of action for the dissemination of sports information;
- c. Informing Members of OCA of activities and future plans, prepare studies and carry out research to assist the sports media in the Asian countries;
- d. The publication of sports teaching materials;
- e. The documentation and records of results, statistics and other relevant data, which help establish, to begin with, a nucleus for an Asian Sports Library; (material collected will shall be circulated to all Members);
- f. Establishing a separate statistics cell, where all types of statistics for every game relevant to all international competitions will be available;
- g. The meetings of the Information and Statistics Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

## 11. International Relations Committee

The International Relations Committee shall consist of One (1) Chairperson and Five (5) Members. The Chairperson and Members of the Committee will be nominated by the OCA President. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. To facilitate and promote the relationship between the OCA and NOCs and governments and public authorities;
- b. To fortify existing dialogue and collaboration and to contribute to resolving conflicts when possible
- c. To establish strong cooperation's with governments to ensure the coherent and long-term development of sport world-wide through the NOC;



- d. To disseminate information on OCA's policies, action and mandate with respect to Governments, as well as international, regional and national governmental organisations;
- e. To prepare papers on specific political issues related to sports and advises the OCA President and EB accordingly;
- f. The meeting of the International Relationships Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

## 12. Media Committee

The Media Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. The written, spoken and electronic media, public relations and films of the OCA;
- b. Projecting the image of the OCA in the media;
- c. Looking after the interests of journalists covering the OCA GAMES;
- d. Guiding the AGOCs of the OCA GAMES and regional games on the working of the media;
- e. The meetings of the Media Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

## 13. Medical Committee

The Medical Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. Preparing OCA Medical Guideline outlining all requirements of Sports Medicine for each OCA GAMES as approved by the OCA;
- b. Carrying out research and outline physical research training programme for each approved game;
- c. Determining the diet requirements, on a calorie needed basis, for each approved game;



- d. Doing all other things which are necessary to improve the physical and medical conditioning of Asian athletes keeping in view the diversity of countries and communities involved;
- e. Carrying out research on the type of injuries that normally affect each game, and remedy thereof;
- f. Any other activity which would help raise the standard of sports;
- g. Supervising medical control and sanitary services;
- h. Supervising doping control and conducting gender verification test during each OCA Games;
- i. The Chairperson of the Medical Committee will head a panel of not more than fifteen (15) persons set up with the approval of the EB for the preparation of relevant medical facilities and anti-doping control measures by the AGOCs of the OCA GAMES. The Panel will ensure that such medical arrangements and anti-doping control measures comply with the WADA and OCA Anti-Doping Rules requirements.

The meetings of the Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

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*Bye-law to Article 24.7 – Medical*

- 1. *Doping is Prohibited in sports. The WADA annually publishes a prohibited list identifying the substances and methods prohibited in and out of competition, and in particular sports, as well as the substance of abuse;*
- 2. *All OCA GAMES participants/competitors are liable to medical examination as per OCA Medical Rules. In addition, all competitors are liable to be subjected to Doping Control Testing at any time and any place which will be carried out in accordance with WADA International Standard for Testing and Investigations and OCA Anti-Doping Rules.*
- 3. *Any competitor participating in the OCA Games refuses to submit to a doping control testing, or who is found committing doping by violating any of the OCA Anti-Doping Rules, shall be excluded from the competition or from the present or future OCA Games.*

*For Team Sport, after the explanation of the team has been considered and the case discussed with the IF concerned, a team in which one or more members have been found guilty of doping may be excluded from the OCA Games in which it is participating. In sports where a team may no longer compete after a member has been excluded, the remaining competitors may compete in an individual capacity.*



An appropriate penalty including disqualification, withdrawal of medals, certificates, ranking and, accreditation may be imposed by the competent adjudicating disciplinary panel on support personnel, referees, coaches, judges, managers and other officials associated with the team or any other officials associated with the team or any other person, other than the competitor, found involved in the doping offence. Such case fall under the prohibited association and the name of comptted person be published on OCA Prohibited Associated List.

4. Competitor will be liable to disqualification from the OCA Games upon the failure in filing the whereabouts information or failure to be available for testing (two attempts) by the sample collection authority according to the submitted whereabouts information shall be excluded from the OCA Games after getting a full explanation from the competitor/affiliated NOC.  
consequences of doping rendered by the competent disciplinary panel
5. which is related to forfeiter of medals, points, prizes and points etc., and shall be by applied by the EB.
6. The above Regulations shall in no way affect further sanction by the IF and the NOC concerned, or any other action the EB may decide to take;
7. Competitors in sports restricted to women must comply with the prescribed gender test;
8. The Committee is responsible to ensure that these Rules are observed;
9. Members of this Committee may not act as team doctors;
10. The OCA Anti-Doping Rules will be followed for all OCA GAMES being held under the patronage of the OCA. These rules will be based on the WADA code and guidelines. All Member NOCs of OCA, the IFs, AFs and the AGOC will abide by the OCA Anti-Doping Rules;
11. The OCA President shall also appoint an Anti-Doping Commission and a TUE Sub-Commission which will be responsible for the implementation of the Anti-Doping Rules during the course of the OCA GAMES. The Commission will work under the authority of the OCA Medical Committee Chairperson and will perform its duties and responsibilities in accordance with the directions from the EB;
12. The OCA President will also establish a Doping Control Department within the Structure of OCA. The Doping Control Department will be responsible for implementing the anti-doping programme which has been established by the EB and coordinate on a daily basis on the anti-doping programme with all the concerned agencies;
13. In addition to above all provisions of the OCA Anti-Doping Rules established by the OCA will be applicable.



#### 14. Peace Through Sports Committee

The Peace Through Sports Committee shall consist of One (1) Chairperson and Five (5) Members. The Chairperson and Members of the Committee will be nominated by the OCA President. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. Mobilizing youth of in the cause of Peace;
- b. Working in close co-ordination with the NOCs to promote peace in the troubled regions, through sports;
- c. Urging members to observe peace during the period of the OCA GAMES;
- d. The meetings of the Peace through Sport Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 15. Rules Committee

The Rules Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. Carrying out the directions of the GA and the EB in so far as the amendments of the OCA Constitution Rules and Bye-laws are concerned;
- b. Taking steps to examine the Rules and Bye-laws from time to time, and to submit its proposals for amendments through the EB to the GA;
- c. Receiving and considering proposals on matters relating to the amendments of the Rules and thereafter submit its recommendations to the GA through the EB;
- d. The meetings of the Rules Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 16. Sports Committee

The Sports Committee shall consist of One (1) Chairperson and a minimum of Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:



- a. To undertake studies and researches and draw up special plans to raise the sports standards in Asia and to prepare sports programmes and courses for the development of officials such as coaches, referees, umpires, and judges in Asia; these plans and programme will be submitted to the EB for consideration and decision;
- b. Coordinating and cooperating, in consultation with the OCA President, international and continental sports bodies with the purpose of raising the standards of sport in Asia;
- c. Following up innovation in the international sports programmes and courses with the purpose of benefiting from them by coordination and participation in these programmes and courses;
- d. Reviewing the working programme for the OCA GAMES;
- e. The meetings of the Sports Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 17. Sports for All Committee

The Sports for All Committee shall consist of One (1) Chairperson and Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

This Committee will be responsible for:

- a. Encouraging and supporting the development of sport activities through all generations;
- b. Disseminating Sport for All as a global human right in all societies for everyone in the world;
- c. The meetings of the Sports for All Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

#### 18. Sports and Environment Committee

The Sports and Environment Committee shall consist of One (1) Chairperson and Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:



This Committee will be responsible for:

- a. Assisting in the development of female activities at the OCA GAMES and at such other opportunities supported by the OCA;
- b. Emphasising the importance of women in sports and to assist in its promotion among NOCs in Asia;
- c. Co-operating with existing sports organisations and to help form others in Asia;
- d. Fostering and promoting the values of sports among Women;
- e. The meetings of the Gender Equity Committee will be held as decided by the Chairperson with the prior approval of the OCA President.

### 19. Gender Equity Committee

The Gender Equity Committee shall consist of One (1) Chairperson and Five (5) Members. The Chairperson and members of the Committee will be nominated by the President OCA. The Chairperson and Members will hold office for a term of four (4) years.

This Committee will be responsible for:

- a. Assisting in the development of female activities at the OCA GAMES and at such other opportunities supported by the OCA;
- b. Emphasising the importance of women in sports and to assist in its promotion among NOCs in Asia;
- c. Co-operating with existing sports organisations and to help form others in Asia;
- d. Fostering and promoting the values of sports among Women;
- e. The meetings of the Gender Equity Committee will be held as decided by the Chairperson with the prior approval of the OCA President.





### *Bye-law to Article 24 – General*

1. *In addition to the above Committees, the OCA President may form any other Committee(s) which he deems fit. The President will lay down the composition and terms of reference for such Committees and forward it to the GA for its approval. After the approval of the GA, the OCA Rules Committee will study and formalise the duties and functions of the Committee and forward its recommendation to the EB for its consideration. The recommendation of the EB will then be put forward to the GA for final ratification and approval after which the Standing Committee will assume its responsibilities;*
2. *The Chairmen of the newly formed Committees shall not be ipso facto Members of the EB unless they are duly constituted as Members of the EB by the GA;*
3. *If any vacancy is created in the Standing Committees by the demise of a Chairperson or member for any other reason, the OCA President in consultation with the EB shall be empowered to nominate a replacement for the remaining term from any of its Member NOCs;*
4. *Wherein a Standing Committee Chairperson or member has been absent from two consecutive Standing Committee meetings, within one term, without acceptable reasons to the EB, OCA President shall have the right to declare that such Chairperson or Member has forfeited his/her membership. The OCA President in consultation with the EB have the authority to fill the vacancy*
5. *Wherein an EB Member has been absent from two consecutive EB meetings, within one term, without acceptable reasons to the EB, and OCA President shall have the right to declare that such EB Member has forfeited his membership. The OCA President in consultation with the EB have the authority to fill the vacancy;*
6. *If for any unavoidable reasons an EB Member is unable to attend the meeting of the EB or GA he shall be entitled to nominate a representative for his Committee to present the report on his behalf to the EB and GA, with the approval of the OCA President.*
7. *The Composition of the membership of all Standing Committees of the OCA shall comprise of members from both genders and such gender representation shall be in proportion as the OCA EB shall deem appropriate.*
8. *OCA Standing Committee may hold meetings and take decisions or make recommendations via teleconference, video conference or any other appropriate electronic means.*



*Bye-law to Article 24 – Funding*

1. The OCA will provide Economy Class air tickets as well as board and lodging expenses to the Members attending the various Committee meetings;
2. Indemnity to the Standing Committee members will be provided for their official missions as per the OCA financial Guidelines.

**Article 25**

**Elections**

1. If the number of candidates proposed and seconded does not exceed number of vacancies to be filled, the Chairperson shall declare the candidates to be elected. If the number of candidates exceeds the number of such vacancies, a vote shall be taken by secret ballot;
2. If an election for a single appointment is contested, a secret ballot shall be taken in which each NOC Members shall be entitled to cast only one vote in the GA and the candidate receiving the highest number of votes shall be declared elected;
3. No candidate shall be considered elected to any office unless he polls a majority of the votes cast. A fresh ballot shall be taken until a majority is achieved;
4. In case of a tie another ballot will be held until the tie is broken;
5. The tally of votes shall be the responsibility of scrutinizers appointed by the OCA Executive Board;
6. No election shall be held during the AG.



### *Bye-law to Article 25*

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1. Nominations, together with candidates CV, shall be submitted in writing to the OCA HQ Secretariat by a Member NOC at least ninety (90) clear days before the GA takes place;
2. The Ethics Committee will Check and scrutinize all the nominations received for elections and ascertain the eligibility and legitimacy of all such nominations before being put to the EB and GA for consideration. The candidate whose nomination has not been accepted will be provided a period of 21 days to appeal to CAS. No third party such as governments allowed to intervene in the candidates campaign or the election process , in case of interference from government the candidate will be disqualified.
3. No elections shall be held at the time of the OCA GAMES but within twelve (12) months before or after their conclusion at a GA duly convened for that purpose. The place and date of the GA shall be announced by the OCA President.
4. The OCA President establishes the regulations for all elections. Any matter of procedure concerning the GA and votes, which are not covered by the OCA Constitution & Rules are determined by the OCA President.
5. The Executive Board will appoint the Scrutinizers to conduct the elections, after the candidatures have been checked by the Ethics Committee.

### **Article 26** Tenure of Posts

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1. An EB Member and Members of the Standing Committee shall hold office for one (1) term, four (4) years and may be eligible for re-election/re – appointment for another term on its expiration;
2. A person elected as an EB Member or Committee Member may resign from their post if he is expelled from membership of their parent NOC;
3. The member elected as EB member or Committee member is allowed to complete his tensure of post even if he is expelled by his NOC or cease to be in favour;
4. The resignation of any EB member or Committee member is subject to the approval of the EB.

### **Article 27** Voting

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1. When the Chairperson puts a question to the vote, he shall request first those in favour of the motion and then those against the motion to raise their hands, after the results shall declare whether the question is adopted or rejected;



2. If the majority of Members present in the GA demand a secret ballot, the Chairperson shall elect from among the representatives present, scrutinizers and shall hand over to them a voting paper or voting papers ruled in two (2) columns marked "FOR" and "AGAINST";
3. The voting for the election of EB Members as well as the Host City for the GAMES will always be by secret ballot. The OCA President will appoint a scrutinizers panel to scrutinize the result.

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**Article 28** Postal, Fax, Cable or E-mail Vote

The OCA President may, if he so desires, submit to the Members a resolution for vote by post, fax, cable or e-mail. If a majority of Members vote in favour of the resolution, it shall be deemed to be carried out and shall be effective as a resolution passed at a duly convened meeting. Only votes received within the dates of voting prescribed by the OCA President shall be deemed valid and provided that not less than 50% + 1 voting Members cast valid votes. The result of every such vote shall be communicated to all the representatives and reported to the GA at its next meeting. Postal votes may only be conducted in an emergency when the voting at the ordinary GA meeting cannot be carried out.

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**Article 29** Amendment and Alteration of Constitution & Rules

1. The GA is the supreme authority to amend or alter the OCA Constitution & Rules, the EB has the authority to amend or alter the Bye-laws subject to the ratification of GA
2. Any proposal of amendment to the OCA Constitutions & Rules can only be received from Member NOCs, the OCA President and EB. The OCA President will forward the proposal to the Rules Committee for their study and evaluation, the Rules Committee will forward their recommendation and views on the proposal to the EB for their consideration. The decision of the EB will then be put forward to the GA for adoption;
3. An amendment must be relevant to and within the scope of the motion to which it is moved;
4. An amendment must be seconded, otherwise it shall lapse. The secondary of an amendment may, with the permission of the OCA President, reserve their speech;



5. The Rules and Regulations of the OCA and the protocol of the OCA GAMES may only be altered if two-thirds (2/3) of the Members present and voting at a meeting of the GA vote in favour of the alteration, provided always the proposed amendments have been previously presented to the Rules Committee and submitted through the EB for the consideration of the GA;
6. If any amendment is adopted it will be affected immediately until otherwise specified.

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## **Article 30** OCA Headquarters

The GA shall decide the location of the permanent HQ of the OCA subject to the following conditions being fulfilled:

1. The country where the permanent HQ of the OCA is located shall be an Asian country, which has an NOC as the highest sports governing body recognised by the IOC;
2. The OCA shall cover all necessary running costs for management, operation and administration of the HQ, such as office accommodation, transportation, communications, salaries of HQ staff and expenditures incurred by a minimum number of twenty (20) high-calibre staff including Secretaries;
3. The OCA shall provide the most convenient best facilities and equipment for the required communications with all members of the OCA, HQ staff and all international sports Organisations;
4. The OCA shall grant entry visas for the Member NOCs, EB, HQ staff of the OCA and visitors, whenever required, without delay or restrictions;
5. The OCA shall defray costs of holding:
  - a. One (1) GA meeting at least once a year when no other Member has requested to host the GA meeting;
  - b. EB meetings at least once a year.
6. Defraying costs will include board and lodging expenses for all Members, visa fee, meeting costs and internal transportation etc;
7. The host country will continue to provide land and facility for the OCA HQ and will provide any assistance; financial and otherwise, if need be in future.



### **Article 31** Change of Headquarters

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Any decision regarding the change of the HQ shall be adopted only if three quarters (3/4) of the Member NOCs of the OCA vote in favour of the change at a GA duly convened for the purpose of considering a motion to this effect.

### **Article 32** Contributions and Accounts

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1. For each financial year, the Director General, shall prepare "Statement of Accounts".
2. These "Annual Statement of Account" shall be audited by an "Internationally Certified Auditor"
3. The Director General will be responsible to reply to any queries from the Finance Committee, EB or GA;
4. The financial year of the OCA commences on 1st January and ends on 31st December of the same year.

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#### *Bye-law to Article 32*

*The OCA shall accept any contribution/donation or free grant from any source based on a written agreement. The utilization of these funds will be as per the terms of the agreement. These funds should not be mixed with the OCA official accounts.*

### **Article 33** Hosting of GA and EB Meetings

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Members interested to host a GA or EB meetings must apply to the OCA HQ secretariat six (6) months in advance and in their letter of interest give guarantees to fulfill the following requirements:

1. To grant all the concerned Members entry visas without delay;
2. To cover all expenses to be incurred for the meeting. This will include board and lodging, local transportation, translation, publication and other administrative requirements;
3. The expenses to be covered will be EB Members, Standing Committee Members and three (3) delegates per NOC, IOC Members, OCA HQ Staff & representatives from Past and future AGOCs.



## **Article 34** Settlement of Disputes/Complaints between OCA/NOC/AF

All member of OCA and AF's, whose EB is recognized by OCA EB in accordance with Article 13 of this Constitution, shall submit to the following means of settlement of disputes to the exclusion of any other means:

1. Every NOCs Member shall be deemed to hold its membership of the OCA on the specific condition that it voluntarily surrenders its right of seeking redress against the OCA in any Court of Law;
2. Disputes relating to the interpretation and implementation of this Statute, bye laws, regulations or resolutions or decisions of OCA different bodies shall be resolved by a final and binding decision of OCA Executive Board.
3. Disputes between OCA and any of its Member NOC's or AF's or individual members of Member NOC's or AF's or between Member NOC's or AF's themselves or between individual members of OCA shall be resolved by a final decision of OCA Executive Board.
4. Decisions of OCA GA, or OCA Executive Board other than those issued in accordance with para. 1 or the sanctions imposed by the Ethics Committee may be appealed to the Court of Arbitration for Sports (CAS) in Lausanne.
5. Any dispute between OCA and any contractors, employees or sponsors shall be resolved by a decision of the Court of Arbitration for sports (CAS). Any agreement with a sponsor or contractor must include a provision to that end.
6. The time limit for appeal is 21 days from the issuance of the appealed decision.
7. The Decision of the Court of Arbitration for Sport (CAS) shall be final and binding on the parties.
8. By accepting this Statute, NOC's and AF's submit to the jurisdiction of the Court of Arbitration for sport (CAS) and should amend their Statutes accordingly.

### *Bye-Law to Article 34*

The Court of Arbitration for Sports (CAS) in association with the OCA will set up a small working group from CAS that will be present and working alongside the OCA in the Asian Games period only, on the same lines as done during the Olympic Games. The participating athletes can address any issues that they may have directly with CAS, during the Asian Games.



### **Article 35** Appeal

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Final decision of the Arbitration Panel, formed in accordance with Article 34, can be appealed to the Court of Arbitration for Sports (CAS) in Lausanne.

The deadline to appeal is 21 days as of notification of the decision. CAS shall not however hear appeals on violation of the Technical Rules or Laws of the Games.

### **Article 36** Unsportsmanlike Behaviour and Acts of Violence

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The Olympics, OCA GAMES, Regional, International or other Championships approved by the OCA, prohibits any unsportsmanlike behaviour. This can be on the part of a competitor, official or coach and include non-conformity to the OCA Constitution/Commercial Guidelines, insulting, making obscene gestures, opposing officials' decisions, provoking opponents or spectators, disrespecting the rules of the OCA and its Flag and any disrespect shown to the OCA GAMES and its Medals. Generally unsportsmanlike behaviour is committing any act not in keeping with the propriety of sports and will not be condoned by the NOC concerned. In an event of such behaviour the OCA will review the case and take appropriate action including but not limited to dis-qualification, withdrawal of medals, certificates, accreditation and rankings.

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#### *Bye-Law to Article 36*

1. *No kind of demonstration, political, religious or racial propaganda is permitted in any OCA GAMES sites, venues or other area, associated with the games;*
2. *No form of publicity or propaganda, commercial or otherwise, may appear on persons, on sportswear, accessories or, more generally, on any article of clothing or equipment whatsoever worn or used by the athletes or other participants in the OCA GAMES, except for the identification – as defined in the OCA GAMES Marketing Guidelines- of the manufacturer of the article or equipment concerned, provided that such identification shall not be marked conspicuously for advertising purposes.*





## Article 37

### Violations/complaints

1. In case of allegations and/or complaint of violation of the OCA Constitution or misbehavior that jeopardizes the reputation or interests of OCA, the accusing individual or organization (sport or non-sport) shall provide the necessary supporting documentation/proof to the OCA within a maximum of 60 days of such accusation. The OCA Executive Board shall refer the case with all supporting documents to the Ethics Committee of OCA within 30 days of receiving the complaint or coming across such allegations. The Board shall ignore any allegations of complaints that are not supported by valid evidence or documents;
2. The OCA Ethics Committee will look into the case and the proof/ documents provided and carry out their investigation and provide their decision within 60 days after receiving the full documents from the accusing party. The Chairman can ask for extension of a maximum of 21 days if the deadline of 60 days elapses.
3. The accused can appeal against the decision of the OCA Ethics Committee to CAS only within 21 days of the decision of the Ethics Committee.
4. For any sports related issue a member/individual shall be presumed innocent and no action shall be taken against the member/individual whom the allegations are made against or the complaint was presented against, until a final decision is made against his/her favour by the Ethics Committee of OCA. However, the Ethics Chairman can suspend the member temporarily for a maximum of 90 days until the final decision is made by the Ethics Committee. A Member is free to relieve himself of his/her responsibilities and duties until a final decision is made by the OCA Ethics Committee.
5. For non sports related issues, the OCA Ethics Committee may take an action at its own discretion or wait for the final enforcement decision by the competent courts.
6. If the Ethics Committee of OCA finds the accusations or the complaint baseless, the OCA shall take all necessary measures to seek redress for the accused member and for the OCA for damages to reputation.
7. If the final judgement is innocence or no case, by CAS/or any court of law regarding any OCA Member, the OCA shall take the necessary action/ actions to protect the interests of OCA and seek compensation for any damage, in any court of law; in or outside Asia



8. In any case, any allegation against OCA Member, individual staff or EB relating to acts committed during OCA activity or event shall not be admitted after 5 years of such acts. Allegations of acts not occurred during OCA activity or events, shall be left to the jurisdiction of the State where they occurred.

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**Article 38** Confidentiality/Non-Disclosure Agreement/complaints

1. All OCA Members, President, EB Members, Director General, Committee Members, Staff, Employees are obliged not to disclose, use or disseminate OCA-Owned information, documents etc., until ten (10) years after leaving the OCA, subject to the decision of the OCA Judicial bodies and courts of law which specifically ask for release of such information.
2. The documents, Data, archive and all other materials that belong to OCA and Asian Games are the sole property of OCA and shall not be used by any person for any purpose without a prior written authorization from OCA. OCA has the right to sue any person who uses such documents, Data, archive or any other materials that belong to OCA and Asian Games without a prior written authorization, in any court of law;

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**Article 39** OCA Records

1. Records of OCA must be maintained and kept physically or electronically for 5 years. The management may keep certain documents for more than five years upon a decision of the OCA Executive Board.
2. OCA may take no action with respect to OCA Constitution and Rules & Regulations unless such action is taken within 5 years of the events to which it relates. The limitation period, when applicable, shall be prolonged if proceedings are opened and/or suspended

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**Article 40** Residual Powers

1. The EB will decide on all matters relating to the interpretation and application of the Constitution, as well as all matters not provided herein;
2. In the event of disagreement concerning the Rules, the interpretation of these Rules shall be within the competence of the GA whose decision shall be final;
3. In the absence of any provision to the contrary in the Constitution, Rules, Regulations and Bye-laws of the OCA, the decision of the EB will be final.



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**Article 41** *Miscellaneous*

1. The OCA may sue or be sued in the name of the President. A law suit can only be filed at the CAS;
2. No decisions taken by the GA, save as provided elsewhere, shall be modified or cancelled;
3. The EB may, at its discretion, frame, amend or delete Bye-laws by a simple majority of EB, provided they are not inconsistent with or contrary to this Constitution, for the proper and efficient administration of the OCA.

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**Article 42** *Official Language*

ENGLISH will be the official language of the OCA. The GA will decide on other languages to be used by the OCA from time to time and in the event of a special occasion.







## Annexure I

List of founder Members attending the AGF Council Meeting on 26th November 1981 and 16th November 1982, establishing the OCA:

1. Afghanistan
2. Bahrain
3. Bangladesh
4. Brunei
5. Burma
6. China
7. Hong Kong
8. India
9. Indonesia
10. Iran
11. Iraq
12. Japan
13. Korea (DPR)
14. Kuwait
15. Laos
16. Lebanon
17. Malaysia
18. Maldives
19. Mongolia
20. Nepal
21. Oman
22. Pakistan
23. Philippines
24. Qatar
25. Republic of Korea
26. Saudi Arabia
27. Singapore
28. Sri Lanka
29. Syria
30. Thailand
31. United Arab Emirates
32. Vietnam
33. Yemen (YAR)
34. Yemen (YMD)



## Annexure II

### Distribution of NOCs by zone

#### East Asia

1. China CHN
2. DPR Korea PRK
3. Hong Kong, China HKG
4. Japan JPN
5. Korea KOR
6. Macau, China MAC
7. Mongolia MGL
8. Chinese Taipei TPE

#### South East Asia

9. Brunei Darussalam BRU
10. Myanmar MYA
11. Indonesia INA
12. Laos LAO
13. Malaysia MAS
14. Philippines PHI
15. Singapore SGP
16. Thailand THA
17. Vietnam VIE
18. Cambodia CAM
19. Timor Leste TLS

#### South Asia

20. Bangladesh BAN
21. Bhutan BHU
22. India IND
23. Maldives MDV
24. Nepal NPL

25. Pakistan PAK
26. Sri Lanka SRI

#### Central Asia

27. Afghanistan AFG
28. Iran IRI
29. Kazakhstan KAZ
30. Kyrgyzstan KGZ
31. Tajikistan TJK
32. Turkmenistan TKM
33. Uzbekistan UZB

#### West Asia

34. Bahrain BRN
35. Iraq IRQ
36. Jordan JOR
37. Kuwait KUW
38. Lebanon LIB
39. Oman OMA
40. Palestine PLE
41. Qatar QAT
42. Saudi Arabia KSA
43. Syria SYR
44. United Arab Emirates UAE
45. Yemen YEM



## Article 43

### Celebration of the OCA GAMES

1. The OCA, in accordance with its constitutional rights, decides the city in a country and the approximate time of the year for the celebration of the OCA GAMES. This decision, save in exceptional circumstances, must take place within eight (8) years beforehand. However the OCA EB may decide otherwise to allot the games before or after the period of eight (8) years. It entrusts the holding of the Games to a Member. The Member can delegate the duties, which have been entrusted to it, to an AGOC chosen by itself whose officials may henceforth correspond directly with the OCA;
  - a. The Asian Games (AG) are numbered consecutively every four (4) years from the first AG celebrated in New Delhi, India in 1951;
  - b. The Asian Winter Games (AWG) are numbered consecutively every four (4) years from the 1st AWG celebrated in Sapporo, Japan in 1986;
  - c. The Asian Indoor and Martial Arts Games (AIMAG) are numbered consecutively every four (4) years from the 1st Asian Indoor Games (AIG) celebrated in Bangkok, Thailand in 2005;
  - d. The Asian Beach Games (ABG) are numbered consecutively every two (2) years from the 1st ABG celebrated in Bali, Indonesia in 2008;
  - e. The AYG are numbered consecutively every four (4) Years from the 1st AYG celebrated in Singapore in 2009.
2. The dates of the OCA GAMES are determined by the EB;
3. The non-celebration of the OCA GAMES during the year in which they should be held results in the cancellation of all the rights of the host city without prejudice to any other OCA rights;
4. Any surplus incurred by a host city, an AGOC or host NOC as a result of the OCA GAMES shall be applied to the development of sport and the Asian Sports Movement;
5. The EB will have total authority over any special fund/programme created as a result of the celebration of the OCA GAMES;
6. The OCA may include in its Games Programme a sport which has no IF controlling it. Pending the formation of such an International/Asian Sports Federation, the OCA may give recognition, for OCA GAMES purposes, to a body set up to control the sport concerned in Asia;
7. Where an International Body controlling a sport already exists, but is not recognised by the IOC, the OCA may give it recognition in so far as the OCA GAMES are concerned;





8. In case of a dispute between the controlling bodies of a sport included in the OCA GAMES Programme, the EB decision will be final;
9. The AGOC wishing to include sports from the sports programmes of other games like the AIMAG, ABG or the AYG or vice versa will have to seek the written approval of the OCA President before its inclusion in the programme.

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### *Bye Law to Article 43*

1. *The OCA GAMES should not be held as part of other events such as Fairs or Exhibitions;*
2. *No other sports events of importance should be held 120 days before and after and/or in the vicinity of the venue of the OCA GAMES without the prior knowledge and agreement of the OCA;*
3. *The Sport selected by the AGOC from the OCA GAMES Programme list and OCA Recognised Sports List, must be approved by the EB.*
4. *All statements, written, oral or otherwise made by Bidding City or NOC during the course of their bidding and presentations in various OCA meetings and forums shall be the sole property of the OCA.*

### **Article 44** *Time and Duration*

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1. The AG shall, as far as possible, take place one year before the Olympic Games Only in exceptional cases can they be adjourned, with the express consent of the OCA, to another year;
2. The time and the date when the AG are to be held will be decided by the EB;

### **Article 45** *Election of the Host City of the OCA GAMES*

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1. The election of any host city is the prerogative of the GA;
2. The events shall all take place in or as near as possible to the city chosen. The city chosen cannot share its privilege with another nor can it permit any deviation from the agreed programme or the Regulations of the OCA GAMES unless with the written approval of the OCA for specified sports requiring special facilities;



3. The EB determines the procedure to be followed until the election by the GA takes place;
4. The election of the host city takes place in a country having no candidate city for the organisation of the OCA GAMES concerned;
5. The National Government of the country of any applicant city must submit to the OCA a legally binding instrument by which the said government undertakes and guarantees that the country and its public authorities will comply with and respect the OCA Constitution, Host City Contract and OCA Decisions and the OCA Ethics Code.

#### **Article 46** Liabilities – Withdrawal of the organising of the OCA GAMES

1. The NOC, AGOC and the host city are jointly and severally liable for all commitments entered into individually or collectively concerning the organisation and staging of the OCA GAMES, including, but not limited to the financial responsibility for the organisation and staging of such games, which is assumed jointly and severally between the host city and AGOC, without prejudice to any liability of any other party, as result from any guarantee given pursuant to Article 42. The OCA shall have no financial responsibility whatsoever in respect of the organisation and staging of the OCA GAMES;
2. In the event of non compliance with the OCA Constitution/OCA Ethics Code, HCC, Guidelines or any other decision/instructions from the OCA, The EB is entitled to withdraw, at any time and with immediate effect, the organisation of the OCA GAMES without prejudice to compensation for damage caused to the OCA as a result. In such a case, the NOC, AGOC, host city, country and all their governmental or other authorities, and any other party, whether at any city, local, state provincial, regional or national level, shall have no claim for any form of compensation against the OCA;
3. Should the AGOC decide to withdraw the games at their own behest and for internal reasons within the country, the AGOC will forfeit the bank guarantees provided to the OCA or any penalties as levied by the OCA Executive Board.



**Article 47**      Application to hold the OCA GAMES

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1. The honour of holding the OCA GAMES will be entrusted to a Member. The choice of a city for the celebration of the Games lies solely with the Member concerned;
2. Application to hold the OCA GAMES shall be made by a Member only as per the guidelines mentioned in the bidding manual. The Member must have the written approval of its Government as well as the City Authorities, declaring its support to the holding of the Games with guarantee of free entry to delegates of participating countries, as well as safety of the athletes, officials and delegates of the participating countries;
3. When making a bid for the OCA GAMES a non –refundable bid must be paid to the OCA along with the application. A further payment must then be paid by the winning NOC to OCA within thirty (30) days after the allotment of the OCA GAMES;
4. The City allotted the honour of hosting the OCA GAMES will pay to the OCA, a refundable guarantee, within Two (2) month after the signing of the HCC. This amount will stand as a guarantee against forfeiture or failure to hold the games or to comply with the agreement in full or in part by the AGOC, as deemed fit by the EB. The refund to the AGOC or NOC will be made only after the settlement of all OCA GAMES account and the submission of the final report by the AGOC;
5. Board and Lodging as well as internal transportation for the EB Members, Standing Committee Members, IOC Members, OCA Officials HQ and three (3) NOCs delegates attending the GA Representatives of Past and future AGOCs (where applicable), will be covered by the AGOC; The OCA Guidelines on Accommodation and Transportation will apply;
6. The AGOC will also provide free board and lodging to three (3) delegates per NOC, including the President, Secretary General or their nominees for the entire duration of the Games. The AGOC will also allow one (1) replacement in each of the category (President, Secretary General & One delegate) in respect of accommodation, accreditation and transportation;
7. The AGOC shall bear the cost of board and lodging as well as round trip airfare for the President, Secretary General, Technical Delegate, Referees, Judges, Umpires, Time-Keeper, Inspectors and other officials of the IF and AF, whose sport is included for competition during the OCA GAMES based on the IF/AF Rules;
8. The election of the Host City of the OCA GAMES shall not be held at the



time of the OCA GAMES; unless specifically approved by the EB.

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### *Bye-law to Article 47*

#### 1. Application

An application for the allotment of the OCA GAMES must be countersigned by the Government of the country, endorsed by the cities authorities and accompanied by an adequate guarantee that the Games will be organised to the satisfaction and requirements of the OCA. The application must include answers to the questions raised in the OCA GAMES Bid Manual and the OCA Games Questionnaire which will be provided by the OCA to each of the bidding cities. The application should be accompanied by a clear guarantee that:

- a. There are no laws, customs or regulations in the suggested city or in the country that would limit, restrict or interfere with the Games in any way i.e. the free entry of teams, officials and delegates from any Members as well as import of equipments without any custom duty and no withholding taxes;
- b. Guarantee that the Games will be conducted properly and in accordance with the Fundamental Principles, Protocol, Rules and Bye-laws of the OCA;

NOTE: If the answers to (a) and (b) above do not comply with the Constitution in the opinion of the OCA, the application will be rejected.

#### 2. Bid for site

- a. At least eight (8) years in advance of the year in which the OCA GAMES are to be held, the OCA President shall invite all members to submit to them within ninety (90) days their applications in writing with all the information required in the prescribed form;
- b. The EB may, for good and sufficient reasons, place before the GA of the OCA any application submitted to it after expiry of the limit prescribed in (a) above;
- c. The GA of the OCA shall, as far as possible, take the decision regarding the site at least eight (8) years in advance.

#### 3. HCC

The OCA shall enter into a written agreement with the Member and the host city chosen by the Member. The agreement shall specify in detail the obligations incumbent upon them. Such agreement shall be signed immediately upon the election of the Member to hold the OCA GAMES. The form of agreement will be included in the bid documents supplied to candidate Members and each application shall be accompanied by a statement agreeing to sign such agreement upon election to hold the Games.



4. *Government Guarantee*

- a. *In addition to the guarantee for free entry of delegates referred to in Article 44 (2), the Government of the Member shall guarantee entry into the host country, all horses, equipments and supplies to be used during or in connection with any sports at the Games, free of any import duties or taxes;*
- b. *Each candidate city shall provide a financial guarantee as required by the OCA EB, which will determine whether such guarantees shall be issued by the city itself, or by any other local, regional or national public authorities.*

5. *Bidding City*

In the event of non-compliance with the OCA Constitution, Host City Contract, OCA Ethics Code, the OCA Guidelines and OCA EB decisions, the OCA Executive Board is entitled to withdraw at any time and with immediate effect the candidature of the city to host any Asian Games.

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**Article 48**

**Bidding Procedure for OCA GAMES**

1. The OCA shall open the bids for the OCA GAMES at least eight (8) years in advance of the year in which the OCA GAMES are to be held or based on an EB decision. Upon the opening of the bid by the OCA, the interested NOCs will send their "Letter of Intent" to the OCA Secretariat within one month (30 days) accompanied by the non-refundable bid money;
2. The OCA shall send out the bid documents to these NOCs requesting them to submit their bid documents to the OCA within six (6) months;
3. Upon receipt of the bid documents, OCA President shall appoint an Evaluation Committee to visit the bid cities and submit a detailed report on each bid city to the EB and GA;
4. The EB will study the Evaluation Report and make a short list of a maximum of three (3) bid cities for selection at the GA. The Decision of the EB will be announced before the prescribed GA for selection of the HC;
5. From the official submission of the bids, the bidding cities may commence their campaign with the following approved activities;
6. No gifts or souvenirs of any value may be presented to any representatives of the NOCs or the EB Members of the OCA during the campaign period;
7. The Evaluation Committee and the EB in this order shall determine whether the organisation capacity of the bidding city qualifies them as candidates;
8. There shall be no NOC visits to candidate cities, without prejudice to the



right of the EB to organise its own separate visit in case of any doubts about the capacity in any respect of a bidding city to undertake the organisation of the games;

9. The AGOC must agree to work with and report to the NOC and to act on such instructions as the OCA might give through the NOC or, as it may deem fit, direct to the AGOC with the knowledge of the NOC;
10. Any bid must be put forward by the NOC and its responsibility to supervise the preparations of the Games, if awarded, must be defined;
11. The EB has the power to disqualify the bidding city, after due warning, if it considers that the, OCA directives and the fundamental principles as enshrined in the OCA Constitution, are not being adhere to in its totality;
12. All statements, written, oral or otherwise made by Bidding City or NOC during the course of their bidding and presentations in various OCA meetings and forums will be considered as binding commitment and should be executed, in full, by the Bidding Committees and subsequent AGOCs of such Games;
13. The Bidding Committee wishing to provide free board and lodging as well as free air tickets to the participants of the OCA GAMES should have the approval of the OCA and should be according to the OCA policy.

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#### *Bye Law to Article 48*

1. *All statements, written, oral or otherwise made by Bidding City or NOC during the course of their bidding and presentations in various OCA meetings and forums will be considered as binding commitment and should be executed, in full, by the Bidding Committees and subsequent AGOCs of such Games. All such commitments made will be part of the "Asian Games Fund" and will be the sole property of the OCA. This fund will be utilized at the sole discretion of the OCA for the benefit of the Asian Olympic Family. The OCA may invite the host NOC/ AGOC to be part of the policy decisions of the fund*

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#### **Article 49**      **Mandatory Sports**

1. AG shall include in their programme the following mandatory sports: Athletics and Swimming and Art Exhibition;
2. AWG shall include in their programme the following mandatory sports: Skiing, Skating, Figure Skating and Ice Hockey;
3. ALMAG shall include in their programme the following mandatory sports: Dance Sports, and Minimum 1 Martial Arts Sport;
4. ABG shall include in their programme the following mandatory sports: Beach Volleyball, Beach Kabaddi and Beach Football;
5. AYG shall include in their programme the following mandatory sports: Athletics and Swimming.



## **Article 50** OCA GAMES Village

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1. With the objective of bringing together all competitors, team officials and other team personnel in one place, the AGOC shall provide an OCA GAMES Village for a period determined by the EB;
2. The OCA GAMES Village shall meet all requirements as established by the EB;
3. The quota for team officials and other team personnel accommodated in the OCA GAMES Village shall be established by the EB;
4. Should the OCA authorise the AGOC to hold events in any location other than in the host city, the AGOC may be required to provide appropriate accommodations, services and facilities in accordance with requirements established by the EB;
5. The number of free board and lodging for the participation of each NOC in the OCA GAMES will be decided by OCA;
6. The cost of boarding and lodging in the OCA GAMES Village will not exceed \$ 50 (Fifty USD) per person per night;
7. The provisions of the OCA GAMES Village Guide shall also apply.

## **Article 51** Cultural Programme

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1. The Opening and Closing Ceremony programme must be approved by OCA;
2. The AGOC shall organise cultural events programme during the entire period of the OCA GAMES. Such programme shall be submitted to the EB for prior approval.

## **Article 52** Eligibility Code

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To be eligible for participation in the OCA GAMES, a competitor must:

1. Observe and abide by the Rules of the IOC/OCA as per the Olympic Charter;



2. Respect the spirit of fair play and non-violence and abide by the rules on the sports field;
3. Comply with all aspects of WADA and OCA Anti-Doping Rules Code and refrain from using substances and drugs prohibited by the said organisations;
4. The Member must ensure that any competitor in the OCA GAMES must be a national of the country of the NOC, which is entering him;
5. Disputes relating to the determination of the country which a competitor may represent in the OCA GAMES shall be resolved by the EB, unless the eligibility code already set out in the Constitution has been fulfilled and is not in dispute.

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#### *Bye-law to Article 52*

1. *All cases of infringement of IOC Rule 41, 42 and it's Bye-laws and of the eligibility code of IFs shall be communicated by the concerned Member to the OCA, to be considered by the EB whose decision will be final*
2. *A competitor who is a national of two (2) or more countries at the same time may represent either one (1) of them, as he may elect. However after having represented one country in the Olympic, Asian continental regional or world championships recognised by the relevant IF, the competitor may not represent another country unless he or she meets the conditions set forth in sub section 4 below that apply to the persons who has changed his nationality or acquired a new nationality;*
3. *A competitor who has represented one country in the Olympic Games, OCA GAMES , continental, regional, and world championships recognised by the relevant IF, and who has changed his nationality or acquired a new nationality, shall not participate in the OCA GAMES to represent his new country until three years after such change or acquisition;*
4. *If a State, Country or a colony acquires independence, a country becomes incorporated within another country by a change of border or transfer of sovereignty or if a new NOC is recognised by the OCA, a competitor may continue to represent the country to which he belong or belonged. However, he may, if preferred, choose to represent his country or be entered in the OCA GAMES by his new NOC if one exists. This option can only be made once and is irreversible;*
5. *In all cases not expressly addressed in these Bye-Laws, in particular those cases where a competitor would be in a position to represent a country other than that of which he is a national, or to have choice as to the country which he intends to represent, the EB makes all decisions. Decisions can be of a general*





*or individual nature and issue specific requirements relating to nationality, citizenship, domicile or residence of the competitors, including the duration of any waiting period;*

6. *Except as permitted by the EB, no competitor, coach or official who participates in the OCA GAMES may allow his person, name and picture or sports performances to be used for advertising purposes during the OCA GAMES.*

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### **Article 53** Necessary Conditions for representing a Country

1. Only nationals of member NOCs are eligible to represent that country in the OCA GAMES. Where a competitor's nationality is the subject of scrutiny, evidence (passport, residency & other documents) must be produced to support and meet definition of eligibility, according to the rules prevailing in the particular sport in which the competitor wishes to take part.

It is not permissible for a competitor having once represented a country in the OCA GAMES or any international sports competition such as Olympic Games, Asian Games, World Games, Continental Games, Regional Games etc., to represent a different country in the future unless:

- a. The former country or place of birth has since been incorporated in another State;
  - b. Or if he/she competed for the former country because the NOC or Chief National Organisation of their native land was not a Member of the OCA at that time;
  - c. The rules in relation to Article 49 byelaw 4 are met.
2. Competitors will be eligible if they comply with the following qualifications:
    - a. That they were born in the country they represent;
    - b. That they are nationals or citizens of the country they represent and have lived there continuously for a period of not less than three years;
    - c. That they have become naturalised in the country they represent and have permanent residence there.
  3. Competitors born outside Asia cannot be qualified unless they meet conditions in 2 b & c, where applicable.



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### *Bye-law to Article 53*

The OCA will have the full authority for disqualification of any athlete in all matters other than technical.

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#### **Article 54** Age Limit

There is no age limit for competitors in the OCA GAMES, unless the IF and/or AFs prescribes otherwise and is approved by the EB apart from AYG which has an age restriction of 14-17 years.

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#### **Article 55** Privileges and Duties of the AGOC

1. The AGOC shall be responsible for the celebration, Organisation and managing the OCA GAMES, subject to the approval of the OCA, make all necessary arrangements for this purpose. It shall regularly report once in three months to the Member and through it to the OCA, on the progress of the arrangements for the Games. This report shall, during the year of the Games, be made every month;
2. For Technical issue and management of the Games only, the AGOC shall establish communication and arrangements with the IF/AF recognised by the OCA. The AGOC must consult the respective IFs/AFs or, in their absence, the bodies recognised by the OCA;
3. It must see that all the different branches of sports are placed on the same footing and that one is not favored before another. It is responsible for the integration of the various approved sports into the programme. It must, at the same time, supervise the Fine Art Exhibitions (architecture, painting, sculpture, music and others) which form an essential part of the OCA GAMES;
4. As soon as possible after the OCA GAMES, but not later than six (6) months after their close, the AGOC, through the Member concerned, will submit a full comprehensive report of the Games to the OCA. Under special circumstances President OCA is authorised to extend the deadline for the submission of the official report by six (6) months.
5. The OCA emblem should be visible in all venues as official.

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### *Bye-law to Article 55*

1. *The organisation of the OCA GAMES is entrusted by the OCA to the Member NOC as well as to the city elected by the GA. The NOC and the city shall form jointly an AGOC within six (6) months after signing the Host City Contract. The*



*AGOC shall establish direct communication with the OCA;*

2. *The AGOC shall have the status of a legal person/entity;*
3. *The NOC, the AGOC and the host city shall be jointly and severally liable for all commitments entered into individually or collectively concerning the organisation and staging of the OCA GAMES, including the financial responsibility for such organisation and staging, which shall be entirely assumed jointly and severally by the host city and the AGOC. The OCA shall have no financial responsibility whatsoever in respect thereof*
4. *The AGOC will also put into place stringent measures to ensure that there is no kind ambush marketing during the OCA GAMES. The details of the ambush marketing are mentioned in the OCA Marketing Guidelines.*
5. *Experts in specific fields, as required by the AGOC in order to enhance the works of the AGOC, will be appointed by the OCA. Their remuneration, airfare, board and lodging will be covered by the AGOC*
6. *The host organizing committee will reserve a minimum of 450 air tickets and accommodation for the NOCs for the Asian - Winter Games, Youth Games, Indoor and Martial Art Games & Beach Games respectively and a minimum of 1,350 air tickets and accommodation for NOCs for the Summer Asian Games. The distribution of the same will be at the sole discretion of the OCA.*

## **Article 56**      **Invitations and Forms**

1. The invitations to take part in the OCA GAMES are to be sent out by the AGOC at least twelve (12) months before the OCA GAMES are due to be held. They are addressed to the Member and must be drawn up in the following terms:

"In accordance with the instructions given by the Olympic Council of Asia, ..... AGOC of the..... Asian..... Games 20..... Has the honour to invite you to take part in the competition and celebrations, which will take place at ..... from ..... to .....";

2. All documents (invitations, entries, entrance tickets, programmes, etc.) printed for the OCA GAMES as well as the badges distributed must bear the number of the Games and the name of the city where they are celebrated (e.g. 1st AG, New Delhi, 1951).

## **Article 57**      **Entries**

1. Only the Member NOCs of OCA are responsible for the entries of their respective athletes and Officials in the OCA GAMES. A country without a NOC must form such an organisation and have it recognised by the OCA



before it is permitted to take part in the OCA GAMES. The NOC has the sole authority to submit entries to the AGOC of the Games. The AGOC must acknowledge them;

## 2. Entry by Number

The NOCs must submit to the AGOC the list of the sports and events in which a NOCs will participate, with numbers, at least ninety (90) days before the Opening Ceremony. This list can be telexed/faxed/emailed or couriered. Under certain circumstance OCA can extend the deadline.

## 3. Entry by Name

The NOC's shall submit the entry by names of the Athlete and Officials to OCA/AGOC, at least Sixty (60)days before the Opening Ceremony. All entries must be printed or typewritten in duplicate on a special form prescribed by the AGOC. Any variation on the deadlines should have the written approval of the OCA;

## 4. As a condition precedent to taking part in the OCA GAMES a competitor must be eligible as defined in these Rules;

## 5. The entry shall contain the following statement, which must be signed by all participants:

"I, the undersigned, declare on my honour that I am eligible and fulfil the Conditions stipulated by the OCA Rules and constitution. I am also fully aware of the OCA Anti-Doping Rules and the allowable trademark identification on clothing and equipment worn or used at the OCA GAMES as indicated in the Commercial Guidelines. Failing to comply with any of the above may result in penalties and my disqualification";

## 6. The National Sport Federations of that particular sport must countersign this declaration stating that it is true to the best of its knowledge. The NOC shall sign the form and forward entries to the AGOC;

## 7. In the event of there being no National Sport Federations for a particular sport in a country, the NOC may act as the governing Sport body and enter individuals in that sport with the approval of the OCA;

## 8. Entries will not be accepted unless all the conditions mentioned above are fully met;

## 9. The OCA may adopt some conditions to restrict participation in the Games to ensure manageability of the Games;

## 10. The withdrawal of a duly entered delegation, Team or Athletes without the consent of the OCA, shall be the subject of disciplinary action as envisaged by the EB.



*Bye-law to Article 57*

1. The EB determines the numbers of all participants in the OCA GAMES;
2. Where a NOC withdraws its delegation, whether in part or as a whole, the deposit for accommodation and all other monetary requirements shall be forfeited entirely or in the amount to be determined by the EB in case of partial withdrawal;
3. The OCA will levy financial and other penalties on any NOC which withdraws its team as a whole from team competitions after the draw is completed. The penalty will be decided by the EB, on a case by case basis.

**Article 58** *Number of Entries for the OCA GAMES*

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1. For a sport to be included in the OCA GAMES Programme a minimum of six (6) NOCs should enter their athletes by number and a minimum of four (4) should be physically present before the start of the competition;
2. The maximum number of entries from each country in each sport or event is established by the Council in consultation with the Member hosting the Games and in accordance with the International /Asian Federation's technical rules:
3. However, the following numbers cannot be exceeded:
  - a. For individual events, two competitors from each Member;
  - b. For team events, one team per Member, the Number of competitors and reserves not to exceed the number allowed by the International/Asian Sports Federation concerned;
  - c. For events where individual and team competitions are conducted simultaneously, and the team event is decided by the aggregate score/ time of each individual member of the team, the athlete (if maximum two) participating in the individual event must be designated as such in the Entry form and only the athlete concerned will be competing in the individual event. This restriction overrides any regulations of the International/Asian Sports Federation concerned.



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**Article 59** Delegations

The AGOC must not receive or otherwise give official recognition to any foreign political delegation or leaders of any other mission whatsoever, without the prior written approval of the OCA. However, nobody can be discriminated against if he or she is a duly appointed official of the NOC's sports delegation.

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**Article 60** Authority over Participants

1. The AGOC must not recognize any authority over participants other than that of the OCA, the NOCs, the IF and/or AFs and the IOC;
2. The OCA will be overall in charge of the conduct of the Games as well as the protocol procedures for the Games;
3. The OCA will have the authority to allow any athlete or official to participate in the Games even after the expiry of the deadline.

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**Article 61** Flag and Logo

1. In all the stadiums and in their neighborhood the OCA Flag must be freely flown with the flags of the competing NOC's. A large-size OCA Flag must fly at a permanent place in the main stadium during the Games from a flag-pole in the arena where it shall be hoisted at the moment the Games are declared open;
2. The OCA logo should be placed at prominent places in all Asian Games Venues, the official hotels and the official sites of the Games;
3. The OCA logo should be included in the look and feel of the Games;
4. The ratio of the OCA logo vis-a-vis the Asian Games Logo should be 1:5 and should be approved by OCA;
5. The IF/AF flags must be raised at the respective competition venues;
6. All rights to use the Flag, Logo and Symbol for activities connected with all OCA GAMES must be vested in the OCA (and subsequently its Members). The use for commercial purposes is, as a rule, forbidden, except when permitted by the EB for a specific activity. When such permission is given, the reasons thereof must be recorded in writing.



## **Article 62** OCA GAMES Flame

1. The AGOC is responsible for bringing the OCA GAMES Torch/Flame to the main stadium. All arrangements for any torch relay and any use of the OCA GAMES Torch/Flame shall be carried out in strict compliance with the OCA Guidelines. The decision of the OCA in this respect is final;
2. The route for the OCA GAMES Torch Relay shall be decided by the OCA;
3. After the closing ceremony of the OCA GAMES, any OCA GAMES Torch, cauldron or other device associated with the OCA GAMES Flame will not be used, in any host city or elsewhere, without the approval of the OCA.
4. The Asian Games Flames shall be lit from the site of the Asian Games in Delhi, where the permanent flame of the Asian Games is located.
5. All protocol arrangements for the ceremony and the flame lighting ceremony will be as per the OCA Constitution and approved by the OCA. The OCA and the Organizing Committee of the Asian Games will be given preference in all functions and events connected with the Games.

## **Article 63** OCA GAMES Marks

1. Any and all marks (mascot, logo, emblem, design, badges, posters, objects and documents etc.) created for the OCA GAMES by the AGOC shall be the sole property of the OCA, the design of which must be submitted by the AGOC to the EB for its approval. Such marks may not be used for commercial purpose in the country of an NOC without the written approval of the OCA;
2. The AGOC shall ensure the protection of the property including marks of the OCA GAMES both nationally and internationally. However, the AGOC and host NOC may utilise such marks, connected with the OCA GAMES during their preparation, and holding of the OCA GAMES. They are also permitted to use them for a period three (3) months after the culmination of the OCA GAMES. Upon the expiry of this period, all rights in or relating to such property shall thereafter belong entirely to the OCA. The AGOC and/or the NOC as the case may be and to the extent necessary; shall act as trustees (in a fiduciary capacity) for the sole benefit of the OCA in this respect.

## **Article 64** Opening Ceremony

1. The Opening Ceremony of the OCA GAMES shall be held in strict



compliance with the OCA Protocol guidelines;

2. The contents and details of all themes, scenarios, schedules and programmes of all ceremonies including opening and closing must be submitted to the OCA for its approval;
3. The Head of State shall be invited to open the OCA GAMES. He shall be received at the entrance of the stadium by the OCA President the AGOC President and the Host NOC President. The three Presidents shall present their EB colleagues to the Head of State and then escort him and the persons accompanying him to their seats where he is greeted with the National Anthem of their country;
4. The parade of the athletes then takes place. Each contingent dressed in its official uniforms must be preceded by an individual holding a uniform pattern placard bearing the name of its country and accompanied by its delegation flag. The countries are arranged in alphabetical order as per Annexure III of the constitution, except that the organising country shall be the last. Only those participating in the parade shall salute the Head of State by turning their heads towards him. The name placards and the flags of the countries participating shall be furnished by the AGOC and shall be of equal size. Each contingent after completing its march around the stadium shall line up in the centre of the ground in a column behind its own name placard and flag. The President of the AGOC accompanied by the OCA President and Host NOC president mounts the Tribune of Honour where he introduces the OCA President with a few appropriate words (not more than two minutes) and asks him to request the Head of State to proclaim the Games open. The OCA President then delivers a brief speech of welcome (not more than two minutes) concluding with:
 

"I have the honour to request ..... to declare the Games open"

The latter rises and says:

"I declare open the ..... Asian..... Games which are being held in.....open";

5. Immediately a fanfare of trumpets is sounded during which the OCA'S Flag is slowly hoisted. Pigeons are released. A courier carrying the OCA GAMES flame enters the stadium and after circling the track, lights the Sacred Fire. Immediately afterwards the oath is taken by the competitors. A representative of the host country advances to the foot of the Tribune of Honour accompanied by the flag-bearer of their country. He mounts the Tribune and holding the flag in their right hand and surrounded by the bearers of the flags of all the other countries arranged in a semicircle around him, he pronounces the following oath on behalf of the assembled competitors:





"In the name of all competitors, I promise that we will take part in these ..... Asian .... Games, respecting and abiding by the Rules which govern them, in the true spirit of sportsmanship, for the glory of sport and honour of our teams";

6. The Athletes Oath is followed by the Officials Oath. An official from the Host Country mounts the Tribute and holding the flag in their right hand surrounded by the bearers of the flags of all other countries arranged in a semicircle around him he pronounces the following oath on behalf of all the assembled officials:

"On behalf of the Judges and officials, I promise that we shall officiate in these Games with complete impartiality, respecting and abiding by the rules, which govern them, in the true spirit of sportsmanship";

7. The National Anthem of the host country is then played, if desired. All the flag-bearers return to their original places. On conclusion of this programme the teams leave the stadium by the shortest route and take seats in the reserved stands. Sports displays or some cultural demonstrations then take place.

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*Bye-Law to Article 64*

1. *The programme of the Opening Ceremony will be as follows:*
  - a. *Arrival of OCA President at the Venue received by Chairperson AGOC;*
  - b. *Arrival of President of Host Country at the Venue received by President OCA and Chairperson AGOC;*
  - c. *President of Host Country along with President OCA meets and exchange greetings with OCA Executive Board Members;*
  - d. *Entrance and Introduction of President of Host Country and President OCA inside the Stadium;*
  - e. *Welcome Fanfare and Fireworks;*
  - f. *Entry and rise of the flag of the Host Country followed by National Anthem of the Host Country;*
  - g. *Cultural performance;*
  - h. *Athletes Parade;*
  - i. *Speech by Chairperson of AGOC;*



- j. *Speech by President of OCA;*
  - k. *The President of Host Country declares the Games Open;*
  - l. *Entry of OCA Flag;*
  - m. *Raising of OCA Flag and playing of OCA Hymn;*
  - n. *Athletes Oath;*
  - o. *Judges Oath;*
  - p. *Entry of Torch and Flame Lighting;*
  - q. *Fireworks performance and ending of the opening Ceremony.*
2. AGOCs wishing to have any deviation for this will be must obtain the approval of the OCA.

## **Article 65** Closing Ceremony

1. This ceremony must take place in the main stadium after the last event. The participating teams shall march into the stadium behind their respective name placards and flags in the same order as for the Opening Ceremony. The bearers of the flags for the competing nations shall march in single-file, in the same order as for the Opening Ceremony, and take up their positions in a semicircle behind the Tribune of Honour. The OCA President accompanied by the AGOC President, Host NOC President and the Mayor of the city proceed to the foot of the Tribune of Honour. The Flag of the OCA is then hoisted on the centre flag-pole used for the Victory Ceremony. Then the flag of the country organising the Games is hoisted on the right flagpole and its National Anthem is played. Thereupon, the flag of the country selected to organise the next Games is hoisted on the remaining flag-pole and its National Anthem is played. The OCA President mounts the Tribune and pronounces the closing of the Games in these words:

“On behalf of the Olympic Council of Asia, I offer ..... and the people of ..... (Name of the Head of State and name of the country), to the authorities of the city of ..... and to the organisers of the Games, our deepest gratitude. I declare the ....Asian..... Games closed and as per the tradition call upon the youth of Asia to assemble in four (4) years at ..... to celebrate the .... Asian ..... Games there in accordance with the ideals of the Olympic Council of Asia. May



the youth of Asia ever celebrate the Asian..... Games in the spirit of brotherhood and for the good of humanity";

2. The OCA President will hand over the Flag of the OCA GAMES, together with the Torch of the 1st, to the Mayor of the City due to host the next OCA GAMES or, in their absence, to the President of the NOC concerned;
3. The Asian sports torch must be kept in a safe and suitably secure building until the following OCA GAMES;
4. The cultural show, if any, is presented by the AGOC. On conclusion the trumpets sound, the Sacred Fire is extinguished, the OCA Flag is slowly lowered from the flag-pole in the arena followed by a salute of five guns and the singing of the OCA Hymn. The bearers of the name placards, flags and competitors then march out to appropriate music by the bands;

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### *Bye law to Article 65*

1. *The programme of the Closing Ceremony will be as follows:*
  - a. *Arrival of OCA President at the Venue received by Chairperson AGOC;*
  - b. *Arrival of President of Host Country at the Venue received by President OCA and Chairperson AGOC;*
  - c. *Entrance and Introduction of President of Host Country and President OCA inside the Stadium;*
  - d. *Welcome Fanfare and fireworks;*
  - e. *Entry and rise of the flag of the Host Country followed by National Anthem of the Host Country;*
  - f. *Cultural performance;*
  - g. *Entry of NOC flags*
  - h. *Athletes March;*
  - i. *Speech by Chairperson of AGOC;*
  - j. *Speech by President of OCA and closing of the games;*
  - k. *Lowering of OCA Flag, OCA Hymn;*
  - l. *Handover Ceremony to next host;*
  - m. *Cultural performance by next host;*
  - n. *Extinguishing of Flame;*
  - o. *Fireworks performance and ending of the Closing Ceremony.*
2. *AGOCs wishing to have any deviation for this must obtain the approval of the OCA;*



3. *During the entire period of the OCA GAMES, including all ceremonies, no speeches of any kind may be held by any representative of any government or other public authority, nor by any other politician, in any venue placed under the responsibility of the AGOC. During the Opening and Closing Ceremonies, only the OCA President and the President of the AGOC are entitled to deliver short addresses.*

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## **Article 66**      **Victory and Medals Ceremony**

1. Medals to the winners of the OCAGAMES shall be presented by the OCA President. The President may delegate this privilege to other members of the OCA, accompanied by the President of the IF and/or AF concerned (or their deputy), if possible immediately after the event and where the competition took place in the following manner;
2. The competitors who have been judged first, second and third shall take their places, in their sports uniforms, on a stand on the field facing the Tribune of Honour, with the winner slightly above the second who is on their right and the third who is on their left. The flag of the delegates of the winner shall be hoisted on the central flag-pole and those of the second and third on adjoining flagpoles on the right and on the left, as they face the arena. Meanwhile, the abbreviated National Anthem of the winner is played. The three competitors shall turn towards the flags;
3. The medal presentations shall be as per the following order:
  - a. Bronze Medal – to the third place winner;
  - b. Silver Medal – to the second place winner;
  - c. Gold Medal – to the first place winner.
4. No equipment or accessories may be taken by the athlete to the medal award ceremony or media interview areas, unless it is worn e.g. shoes and clothing which must be in accordance with the OCA commercial guidelines;
5. No kind of demonstration or commercial, political, religious or racial propaganda is permitted during the Victory Ceremony of the Games. Any action of such kind will be subject to penalization by the EB including disqualification, withdrawal of medals, certificates, accreditation, rankings and the like..;
6. Any disrespect shown to the Games, Medals, Flags, Mascot or Certificates or any other material. by any athlete during the Victory Ceremony or



during the Games will be subject to penalization by the EB, including but not limited to disqualification, withdrawal of medals, certificates, accreditation, rankings as decided by the EB;

7. Victory, medals and diploma certificates, shall be in strict compliance with the OCA Protocol Guidelines. The design and format of the medals and diplomas shall be submitted to the OCA for its approval;
8. No other official/delegate from the participating delegations, other than the medal winners will be allowed on or near the podium during the medal presentation.

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### **Article 67** Precedence

During the Games the OCA President, Honourary Life Presidents, Honourary Life Vice-Presidents, Vice-Presidents, EB Members, Members of the GA and the IOC Members take precedence followed by the Members of the AGOC, the President and Secretary-General of the NOCs, the President and Members of the IF and AFs and other bodies recognised by the OCA. These form the OCA GAMES Sports Senate which takes first seats next to the Head of State with attendants. The details are mentioned in the OCA Protocol Guidelines.

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### **Article 68** Art Exhibition

Subject to the approval of the OCA, the AGOC shall fix the dates during which the Art Exhibition shall take place. It is desirable that the work accepted by the appropriate jury should be displayed at a prominent place.

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### **Article 69** Disposal of Marketing Revenues

1. The Funds generated from the sales of commercial rights of the OCA GAMES, including but not limited to marketing, merchandising, licensing & broadcasting and media rights will be paid into an OCA GAMES Account established outside the host country, which will be managed by the OCA;



2. The funds generated from the sale of commercial rights of the OCA GAMES, including and not limited to marketing, merchandising, licensing, ticketing and TV rights will be distributed after the conclusion of the Games and after the deduction of the Marketing Agent's Commission. The distribution of funds will be as follows:
  - a. OCA – fifty percent (50 %) of the total commercial revenues cash + Value in Kind (VIK);
  - b. AGOC – fifty percent (50%) of the total cash revenues and all value in Kind (VIK) provided in lieu of cash;
  - c. The AGOC will also reserve and pay from its share of marketing revenues a minimum of \$ 5.000.000 (Five Million USD) for distribution to the NOCs who participate in the OCA GAMES NOC Marketing Programme. The distribution of the NOC Marketing Programme revenues will be the sole responsibility of the OCA. However the host NOC shall not receive any share of revenues from the Marketing Programme.
  - d. The AGOC will also provide an air ticket subsidy of not exceeding US \$ 4 million to the NOCs for participation in the Games. The distribution of the air ticket subsidy will be the sole responsibility of the OCA.

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#### *Bye-law to Article 69*

1. *The EB will appoint the "Marketing Agent;" to assist in the marketing campaign. The Agents Commission will be decided by the EB;*
2. *In case of release of the marketing rights to the AGOC, the EB will appoint the "marketing Agent" to provide services to the AGOC, including drafting of contracts, legal documentation, ambush marketing etc. The OCA will decide the agent's fees*
3. *All value-in-kind provided to the OCA and/or the AGOC pursuant to the sale of the Games commercial rights shall be valued at the amount described in the relevant agreement or, if such agreement does not stipulate the value (i) at wholesale price (if ownership is conveyed); or (ii) at the cost of leasing (if only right of use is conveyed);*
4. *Should the Member holding the Games fail to render an account of funds due to the OCA, or pay to the OCA the contribution due, the EB shall have power to recover the amount due with an appropriate penalty;*
5. *All Members commit to participate in the OCA GAMES Marketing Programme for an amount to be decided by the EB in each case. Should a Member decide not to participate in the OCA GAMES Marketing Programme then the OCA will withhold all funds generated from the Marketing Programme and the NOC will not be allowed to use any of its sponsors or games sponsors during the OCA GAMES;*



6. *The AGOC will ensure that all revenues generated from the Marketing Programme of the Games are tax free;*
7. *President OCA is authorised to establish a Marketing Department or such a setup within the OCA Administration to market the OCA properties;*
8. *The Look of Games, including official print material, Graphic Standard Manual, Partner Recognition Programme, Media Campaign as well as the Sponsors Board Signage (Quality and Distribution in sports venues with their position or size/content) and the exact name of the Games, with the official logo of the games, for print and broadcast media, must have the approval of the OCA;*
9. *The AGOC will meet all the requirements of the OCA with regard to the Marketing, IT Systems and Television and Media Broadcast;*
10. *The OCA will appoint independent IT and TV Auditors for the Games; The expenses of the Auditors including their fees will be covered by the AGOC;*
11. *In addition to above all the provisions mentioned in the OCA Guidelines for Marketing as well as the commercial Guidelines will be strictly applicable;*
12. *The AGOC shall also pay to the OCA an amount of \$ 15.000.000 (Fifteen million USD) for the Promotional Campaign of the OCA GAMES. This amount will be paid immediately after the culmination of the previous AG. The details of the Promotional Campaign will be mentioned in the HCC and the Marketing Guidelines of the OCA.*

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**Article 70** Advertising, Demonstrations and Propaganda

1. The EB determines the principles and conditions under which any form of advertising or other publicity may be authorised;
2. No form of advertising or other publicity shall be allowed in and above the stadium, venues and other competition areas which are considered as part of the OCA GAMES sites, other than that of the Games commercial affiliates. Commercial installations and advertising signs shall not be allowed in the stadium, venues or other OCA GAMES sites;
3. No kind of demonstration or commercial, political, religious or racial propaganda is permitted in the AG official Sites, venues, host city and other areas.



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### *Bye law to Article 70*

*No form of publicity or propaganda, commercial or otherwise, may appear on persons, on sportswear; accessories or, more generally, on any article of clothing or equipment whatsoever worn or used by the athletes or other participants in the OCA GAMES, except for identification of the manufacturer of the article or equipment concerned, provided that such identification shall not be marked conspicuously for advertising purposes. The provisions of the OCA Commercial Guidelines apply.*

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## **Article 71** Programme for the Asian Games

### Periodicity

1. The AG will be held every four (4) years and will be numbered from the first AG held in New Delhi in 1951.
2. The Official Programme of the AG may include all the Olympic Sports and events, as approved by the IOC including the mandatory sports of Athletics and Swimming, which shall form the AG Programme. In addition the AG Programme shall include 5 (five) regional sports and two (2) sports proposed by AGOC and approved by the OCA EB.
3. The OCA if necessary, in consultation with the IF and/or AF or the bodies recognised by the OCA in lieu thereof, shall decide the events which shall be included in each sport. The OCA may revise the programme list from time to time and eliminate any sport from the programme or add to it, provided that the programme for the Games shall be submitted to the OCA at least two years before the AG are due to be held and no change shall be permitted after it has been approved by the EB. While finalising the AG the views of the host country shall also be taken into consideration;
4. The OCA may remove any sport form the AG programme at it's sole discretion upon the approval of the EB.

### Duration

The period of the AG shall be not less than twelve (12) days and not more than sixteen (16) days, including the Opening and Closing Ceremonies.





### Application of Rules

1. The Constitution and the Rules of the OCA shall apply as well as the standard rules and regulations of the OCA GAMES, including the financial obligations, except where a special provision is made by the OCA;
2. The Bidding NOC/Host City shall meet the following financial requirements for hosting the AG:
  - a. \$ 10,000 (Ten thousand USD) as bid money along with the Letter of Intent to hold the Games;
  - b. \$ 190,000 (One hundred and ninety thousand USD) within one month after the allotment of the Games;
  - c. \$ 2,000,000 (Two Million USD) as refundable guarantee within SIXTY (60) days of the signing of the HCC.
3. The host city of the AG will also hold, at its expense, one (1) GA, one (1) EB Meeting and one meeting for each of the Standing Committees during the period of the Games;
4. The NOC/Host City will also nominate a Vice President from the Host City of the AG to be the Vice-President of OCA.

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### *Bye-law to Article 71*

1. *At least four (4) members must enter for the sport to be included in the programme. The EB shall have the power to determine the number acceptable for a single event where there are insufficient entries*
2. *The Host City will sign a HCC as agreed by the EB to cover all aspects including the administration and financial arrangements for the preparation and staging of the Games.*

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### **Article 72** *Demonstration Sports*

The AGOC may hold any two (2) sports as demonstration sport subject to the approval of the EB.



## Article 73

### Conditions for the Asian Winter Games

#### Periodicity

The AWG will be held once every four (4) years and will be numbered from the first Games held in Sapporo, Japan, in 1986.

#### Programme

The Programme of the AWG shall include at least five (5) sports from the following Olympic Games recognised sports:

1. Biathlon;
2. Bobsleigh;
3. Curling;
4. Ice Hockey;
5. Luge;
6. Skating;
7. Skiing.

#### Duration

The period of the AWG shall be not less than five (5) days and not more than eight (8) days, including the Opening and Closing Ceremonies.

#### Application of Rules

1. With regard to matters not covered by the above Rules, the general Rules and Regulations of the OCA GAMES will apply, including the financial obligations, except where special provision is made by the OCA;
2. The Bidding NOC/Host City shall meet the following financial requirements for hosting the AWG:
  - a. 10,000 (Ten thousand USD) as bid money along with the Letter of Intent to hold the Games;
  - b. \$ 190,000 (One hundred and ninety thousand USD) within one month after the allotment of the Games;
  - c. \$ 100,000 (One hundred thousand USD) as refundable guarantee within sixty days (60) days of the signing of the HCC.
3. The host country of the AWG will also host an EB meeting during the period of the Games;
4. The NOC/Host City will also nominate a Vice President from the Host City of the AWG to be the Vice-President of OCA.

The OCA if necessary, in consultation with the IF and/or AF or the bodies rec-



ognised by the OCA in lieu thereof, shall decide the events which shall be included in each sport. The OCA may revise the foregoing list from time to time and eliminate any sport from the programme or add to it, provided that the programme for the Games shall be submitted to the OCA at least two years before the AWG are due to be held and no change shall be permitted after it has been approved by the EB. While finalising the AWG the views of the host country shall also be taken into consideration.

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*Bye-law to Article 73*

1. At least Four (4) Members must enter for a sport to be included in the Programme;
2. The EB shall have the power to determine the number acceptable for an event where there are insufficient entries
3. The Host City will sign a HCC as agreed by the EB to cover all aspects including the administration and financial arrangements for the preparation and staging of the Games.

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**Article 74**

**Conditions for the Asian Indoor & Martial Arts Games**

**Periodicity**

The AIMAG will be held once in every four (4) years and will be numbered from the first games held in Bangkok in 2005.

**Programme**

The programme of the AIMAG shall include not less than six (6) sports from the following Indoor Sports and two (2) Sports from Martial Arts Sports, recognised by the OCA:

**Indoor Sports:**

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Acrobatics;        | 10. Dragon & Lion Dance;       |
| 2. Aerobics;          | 11. Electronic Sports;         |
| 3. Athletics, Indoor; | 12. Extreme Sports;            |
| 4. Billiard Sports;   | 13. Futsal;                    |
| 5. Bowling;           | 14. Hockey, Indoor;            |
| 6. Bridge;            | 15. Hoop Sepaktakraw;          |
| 7. Chess;             | 16. Roller Sports;             |
| 8. Cycling, Indoor;   | 17. Short Course Swimming 25m; |
| 9. DanceSport;        |                                |



### Martial Arts Sports:

1. Ju-Jitsu;
2. Karate;
3. Kickboxing;
4. Kurash;
5. Muay;
6. Pencak Silat;
7. Sumo.

### Duration

The period of the AIMAG shall not be less than five (5) and not more than eight (8) days, including the Opening and Closing Ceremonies.

### Application of Rules

1. The Constitution and the Rules of the OCA shall apply as well as the standard rules and regulations of the OCA GAMES, including the financial obligations, except where a special provision is made by the OCA;
2. The Bidding NOC/Host City shall meet the following financial requirements for hosting the AIMAG:
  - a. \$ 10,000 (Ten thousand USD) as bid money along with the Letter of Intent to hold the Games;
  - b. \$ 190,000 (One hundred and ninety thousand USD) within one month after the allotment of the Games;
  - c. \$ 100,000 (One hundred thousand USD) as refundable guarantee within SIXTY (60) days of the signing of the HCC.
3. The host country of the AIMAG will also hold an EB meeting during the period of the Games;
4. The NOC/Host City will also nominate a Vice President from the Host City of the AIMAG to be the Vice-President of OCA.

The OCA if necessary, in consultation with the IF and/or AF or the bodies recognised by the OCA in lieu thereof, shall decide the events which shall be included in each sport. The OCA may revise the foregoing list from time to time and eliminate any sport from the programme or add to it, provided that the programme for the Games shall be submitted to the OCA at least two years before the AIMAG are due to be held and no change shall be permitted after it has been approved by the EB. While finalising the AIMAG the views of the host country shall also be taken into consideration;



### *Bye-law to Article 74*

1. At least four (4) members must enter for the sport to be included in the programme. The EB shall have the power to determine the number acceptable for a single event where there are insufficient entries
2. The Host City will sign a HCC as agreed by the EB to cover all aspects including the administration and financial arrangements for the preparation and staging of the Games.

## **Article 75** Conditions for the Asian Beach Games

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### Periodicity

The ABG will be held once in every two (2) years and will be number from the first games held in Bali, 2008. The EB is authorised to change the Cycle of the Games, should they wish.

### Programme

The Programme of the ABG shall include not less than seven (7) sports from the following Beach sports, recognised by the OCA:

- |                         |                        |
|-------------------------|------------------------|
| 1. Basketball, Beach;   | 11. Soccer, Beach;     |
| 2. Bodybuilding;        | 12. Speed Boat Racing; |
| 3. Dragon Boat Racing;  | 13. Surfing;           |
| 4. Handball, Beach;     | 14. Triathlon;         |
| 5. Jet Ski;             | 15. Volleyball, Beach; |
| 6. Kabaddi, Beach;      | 16. Water polo, Beach; |
| 7. Marathon Swimming;   | 17. Water Ski;         |
| 8. Paragliding;         | 18. Windsurfing;       |
| 9. Pencak Silat, Beach; | 19. Woodball;          |
| 10. Sailing;            | 20. Wrestling, Beach.  |

The programme shall be revised by the EB from time to time.

### Duration

The period of the ABG shall be not less than five (5) and not more than eight (8) days including the Opening and Closing Ceremonies.



### Application of Rules

1. The Constitution and the rules of the OCA shall apply as well as the standard rules and regulations of the OCA GAMES, including the financial obligations, except where a special provision is made by the OCA;
2. The Bidding NOC/Host City shall meet the following financial requirements for hosting the Asian Beach Games:
  - a. \$ 10,000 (Ten thousand USD) as bid money along with the Letter of Intent to hold the Games;
  - b. \$ 190,000 (One hundred and ninety thousand USD) within one month after the allotment of the Games to the host city;
  - c. \$ 100,000 (One hundred thousand USD) as refundable guarantee within sixty (60) days of the signing of the HCC.
3. The host country of the ABG will also hold an EB meeting during the period of the Games;
4. The NOC/Host City will also nominate a Vice President from the Host City of the ABG to be the Vice President of OCA.

The OCA if necessary, in consultation with the IF and/or AF or the bodies recognised by the OCA in lieu thereof, shall decide the events which shall be included in each sport. The OCA may revise the foregoing list from time to time and eliminate any sport from the programme or add to it, provided that the programme for the Games shall be submitted to the OCA at least two years before the ABG are due to be held and no change shall be permitted after it has been approved by the EB. While finalising the ABG the views of the host country shall also be taken into consideration;

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### *Bye-law to Article 75*

1. *At least 4 (4) members must enter for the sport/event to be included in the programme. The EB shall have the power to determine the number acceptable for a single event where there are insufficient entries*
2. *The Host City will sign a HCC with the OCA to cover all aspects including the administration and financial arrangements for the preparation and staging of the Games.*



## Article 76 Conditions for the Asian Youth Games

### Periodicity

The AYG will be held once in every four (4) years and will be number from the first games held in Singapore in 2009. The EB is authorised to change the Cycle of the Games, should they wish.

### Programme

The Programme of the AYG shall include not less than Nine (9) sports from the 28 Olympic Sports recognised by the IOC and OCA.

- |                       |                   |
|-----------------------|-------------------|
| 1. Aquatics           | 8. Cycling        |
| 2. Archery            | 9. Equestrian     |
| 3. Athletics          | 10. Fencing       |
| 4. Badminton          | 11. Football      |
| 5. Basketball         | 12. Golf          |
| 6. Boxing             | 13. Gymnastics    |
| 7. Canoe/Kayak        | 14. Handball      |
| 15. Hockey            | 22. Table Tennis  |
| 16. Judo              | 23. Taekwondo     |
| 17. Modern Pentathlon | 24. Tennis        |
| 18. Rowing            | 25. Triathlon     |
| 19. Rugby             | 26. Volleyball    |
| 20. Sailing           | 27. Weightlifting |
| 21. Shooting          | 28. Wrestling     |

### Duration

The period of the AYG shall be not less than five (5) and not more than eight (8) days including the Opening and Closing Ceremonies.

### Application of Rules

1. The Constitution and the rules of the OCA shall apply as well as the standard rules and regulations of the OCA GAMES, including the financial obligations, except where a special provision is made by the OCA;
2. The Bidding NOC/Host City shall meet the following financial requirements for hosting the Asian Youth Games:
  - a. \$ 10,000 (Ten thousand USD) as bid money along with the Letter of



Intent to hold the Games;

- b. \$ 190,000 (One hundred and ninety thousand USD) within one month after the allotment of the Games to the host city;
  - c. \$ 100,000 (One hundred thousand USD) as refundable guarantee within sixty (60) days of the signing of the HCC.
3. The host country of the AYG will also hold an EB meeting during the period of the Games;
  4. The NOC/Host City will also nominate a Vice President from the Host City of the AYG to be the Vice President of OCA.

The OCA if necessary, in consultation with the IF and/or AF or the bodies recognised by the OCA in lieu thereof, shall decide the events which shall be included in each sport. The OCA may revise the foregoing list from time to time and eliminate any sport from the programme or add to it, provided that the programme for the Games shall be submitted to the OCA at least two years before the AYG are due to be held and no change shall be permitted after it has been approved by the EB. While finalising the AYG the views of the host country shall also be taken into consideration;

### Eligibility

Athletes between the age group of 14 to 17 years will only be allowed to participate in the AYG.

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### *Bye-law to Article 76*

1. *At least four (4) members must enter for the sport/event to be included in the programme. The EB shall have the power to determine the number acceptable for a single event where there are insufficient entries*
2. *The Host City will sign a HCC with the OCA to cover all aspects including the administration and financial arrangements for the preparation and staging of the Games.*





## Annexure III

Country Members in Alphabetical Order:

1.	Afghanistan	AFG	24.	Maldives	MDV
2.	Bahrain	BRN	25.	Mongolia	MAS
3.	Bangladesh	BAN	26.	Myanmar	MYA
4.	Bhutan	BHU	27.	Nepal	NEP
5.	Brunei Darussalam	BRU	28.	Oman	OMA
6.	Cambodia	CAM	29.	Pakistan	PAK
7.	China	CHN	30.	Palestine	PLE
8.	DPR Korea	PRK	31.	Philippines	PHI
9.	Hong Kong, China	HKG	32.	Qatar	QAT
10.	India	IND	33.	Saudi Arabia	KSA
11.	Indonesia	INA	34.	Singapore	SGP
12.	Iran	IRI	35.	Sri Lanka	SRI
13.	Iraq	IRQ	36.	Syria	SYR
14.	Japan	JPN	37.	Chinese Taipei	TPE
15.	Jordan	JOR	38.	Tajikistan	TJK
16.	Kazakhstan	KAZ	39.	Thailand	THA
17.	Korea	KOR	40.	Timor Leste	TLS
18.	Kuwait	KUW	41.	Turkmenistan	TKM
19.	Kyrgyzstan	KGZ	42.	United Arab Emirates	UAE
20.	Laos	LAO	43.	Uzbekistan	UZB
21.	Lebanon	LIB	44.	Vietnam	VIE
22.	Macau, China	MAC	45.	Yemen	YEM
23.	Malaysia	MAS			



## **Article 77** Organisation of Different Sports

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1. The OCA has complete control of the OCA GAMES. Certain responsibilities may be delegated to the AGOC. The organisation shall be carried out in accordance with the OCA Constitution and Rules as well as the Regulations and Protocol of the Games. Each IF or AF or body recognised by the OCA as the case may be will be responsible for the technical conduct of the OCA GAMES. All other issues concerning participation/eligibility and the like will be the full responsibility of the OCA. It shall choose one (1) or, in a special case, two (2) technical delegates, who should be present not more than five (5) days before the start of their sport to verify that the technical facilities and all equipment conform to the Rules of their Federation. The board and lodging of these delegates during this period and the duration of their sport must be paid by the AGOC in addition to round trip air ticket, as approved by OCA. The IF/AF will also select the International Technical officials and Technical Officials locally. Expenses to the participation of the ITOs and TOs including their transportation, board and lodging will be covered by AGOC. For each sport included in the OCA GAMES, the IF will appoint a Technical in addition to the Technical Delegate appointed by AF. All expenses in relations to the IF Technical delegate, including airfare and board and lodging will be covered by AGOC.
2. These technical delegates shall be selected by the IF/AF from Asian countries or, if not available, from other continents;
3. OCA President shall delegate his nominee or representative to each venue of the OCA GAMES, as Games Supervisor, to supervise the overall conduct of the sport, other than the technical rules pertaining to that sport, including TV, Marketing and Advertising Activities held at that venue. He shall have supreme authority at the venue during the period of the Games and shall report directly to the President OCA, whose decision will be final in relation to that event;
4. The IF and AF will strictly adhere to the rules and regulations of the OCA Constitution. In case of any disagreement between the two parties, the EB decision will be final.

## **Article 78** Judging the Events

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1. The necessary technical officials (Such as Referees, Judges, Umpires, Time-Keepers, Inspectors) for each sport shall be nominated by the appropriate National Sports Organisation of the host country where internationally



qualified officials are required to supervise competitions. They shall be nominated by the concerned IF and AFs. Subject to OCA approval, the Jury of Appeal shall be constituted by the AGOC in consultation with the IF and AFs. A delegate of each National Sports Organisation must be present at least five (5) days before the first event of its sport in order to deal with the entries in consultation with the technical delegates of the IF and AFs concerned. The officials and members of the juries must be eligible according to the Rules of the IF and AFs concerned;

2. The board and lodging of these delegates during the period and the duration of their sport must be paid by the AGOC in addition to round trip air ticket; as approved by OCA.

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### *Bye-law to Article 78*

*The Technical Delegate should physically be present at the competition venues during the competition days of the OCA GAMES. Failing to do so may result in disqualification of the Technical Delegate by the OCA.*

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## **Article 79** Court of Appeal

1. The OCA EB on behalf of the OCA is the final Court of Appeal, which will decide all disputes of a non-technical nature concerning the OCA GAMES. Teams/Member NOC's, if necessary, may submit disputes to the Court of Appeal. In addition, the Court of Appeal may intervene in all disputes of a nontechnical nature outside the jurisdiction of the Juries of Appeal set up for each sport in the Programme;
2. The Court of Arbitration for Sport (CAS) in association with the OCA will set up a small Adhoc working group from CAS that will be present and working alongside the OCA in the Asian Games period only, on the same lines as done during the Olympic Games. The participating athletes can address any issues that they may have directly with CAS, during the OCA Games.

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## **Article 80** Claims

1. Claims made to the Judges on grounds concerning matters of fact are



decided by them without appeal;

2. Appeals against other decisions of the Judges or with regard to any other matters must be addressed to the President of the Technical Jury of Appeal for the sport concerned by a representative of the team making the appeal;
3. Exceptional circumstances apart, a claim must be made within two hours of the decision giving rise to it. The Jury, after an investigation, shall give a decision and this decision shall be irrevocable, except in the case of disqualification of a team or of a competitor for infraction of the Rules and Regulations of the OCA. In these cases it shall be decided by the Court of Appeal;
4. All claims and appeals must be made in writing.

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## **Article 81** Penalties in Case of Fraud

A competitor proved to have transgressed by fraud the Rules of the OCA shall be disqualified and lose any position he or she may have gained. If this competitor's team is proved to have been party to the fraud, his/her team shall be disqualified in the sport involved.

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## **Article 82** Prizes

1. The prizes of the OCA GAMES shall be provided by the AGOC for distribution by the OCA. They consist of medals and diplomas. All competitors and officials of the Games shall receive a Commemorative Medal. In individual events, the first prize shall be a Gold medal and a diploma, the second prize a silver medal and a diploma, the third prize a bronze medal and a diploma, and an additional third prize shall be awarded if the rules of the sports so require. Diplomas shall also be given for fourth, fifth and sixth places. In team events, each member of the winning team which participated in the final match shall be given a Gold medal and a diploma, the second team a silver medal and a diploma and the third team a bronze medal and a diploma;
2. Those team members who did not participate in the final matches are given diplomas but no medals. Participating members of the teams placed fourth, fifth and sixth, (accepting such sports as may require



different treatment) are given diplomas only;

3. All participants in a tie, either in individual or team events will be entitled to receive both a medal and a diploma;
4. Diplomas and Commemorative Medals shall be given to all team officials who are attached to participating teams and are certified by the Members of their respective countries, within the limits of the numbers prescribed in the Olympic Games;
5. The OCA symbol should be a part of all the Games medals and diplomas and the design should have the approval of the OCA.

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### **Article 83** Classification

In the OCA GAMES there is no scoring by countries. A Roll of Honour in alphabetical order by names shall be compiled by the AGOC, for the first six (6) competitors in each event, and delivered to the OCA.

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### **Article 84** Booklets and Programmes

A handbook containing the programmes and the general rules shall be printed in English and distributed by the AGOC not less than one year before the Games open. The handbook, the programmes and such other printed materials shall not contain any advertising matter, unless specifically stated in the sponsorship agreement or approved by the EB in writing.

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### **Article 85** Accommodation

1. Unless specially excused from this provision by the OCA, the AGOC shall provide an OCA GAMES Village, so that the competitors and team officials shall be accommodated together and fed at a minimum price. The Athletes Village, its design layout should have the approval of the OCA;
2. Arrangements shall also be made for the accommodation of the Judges, Umpires, Referees, Inspectors, Time-Keepers, etc. appointed by the AGOC and IFs/AFs within the limits approved by the OCA EB;



3. In addition to the above, the provisions mentioned in the OCA Accommodation Guidelines will also be applicable.

## **Article 86** Transport Arrangements

Special transport arrangements to various venues shall be made for the competitors and officials to and from their place of residence.

1. The following will receive special designated T1 cars:
  - a. President, Honourary Life Presidents, Honourary Life Vice- Presidents, OCA Vice Presidents, Director- General and other Members of the EB of the OCA, OCA Advisors;
  - b. Presidents and Secretaries of participating NOCs;
  - c. Presidents and Secretaries of IFs /AFs attending the Games;
  - d. President, Vice President EB Members and Members of the IOC;
  - e. Senior Executive Staff of the OCA;
  - f. Members of the OCA Medical Committee/OCA Anti-Doping & TUE Commission;
  - g. President/Secretary of GAASF attending the Games;
  - h. Members of the Coordination Committee;
  - i. President and Secretaries of previous and future AGOC;
  - j. Invited VIP Guests of OCA;
  - k. All invited guests at the discretion of the AGOC;
  - l. CAS Officials.
2. The following will receive T2 cars:
  - a. Members of the OCA Standing Committees;
  - b. WADA Officials/Observers;
  - c. Marketing Agents.
3. In addition to above, the provisions mentioned in the OCA Transportation Guidelines will be applicable.



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**Article 87** Taking of Photographs and Films

1. The AGOC must make necessary arrangements for preparing a complete record by means of still photographs, motion pictures, films, videos and any other moving images of the OCA GAMES including, compulsorily, the finals of each event or sport are compulsory, but photographing/recording must be organised and limited in such a way that they do not interfere with the events in progress or the conduct of the Games;
2. Exclusive rights of all footage, photographs and films are the sole property of the Council and cannot be used for any purposes without the written approval of the OCA. The OCA may allot these rights to any other party. However these rights shall expire one month after the Games are finished. At that time the originals, including negatives, digital formats, if any, of the photographs and films shall be given to OCA within ninety (90) days after the Closing Ceremony for its archives, without charges using the latest Technology.

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**Article 88** Attaches

1. In order to facilitate co-operation between the AGOC and the Member NOC, the NOC shall appoint an "Attaché" to its contingent participating in the OCA GAMES. This Attaché must know the language of the NOC to which they are attached;
2. The Attaché must communicate with the AGOC at least three (3) months before the opening of the Games. The duties of each Attaché are as follows:
  - a. To assist with travelling and other arrangements for the team;
  - b. To act as an intermediary between the AGOC and the Member to which they are attached in any claim or request, whether individual or collective, of an administrative nature;
  - c. To distribute cards and invitations issued by the AGOC, to transmit to the Committee all relevant questions and to help in general with the work of both the AGOC and the Members to which they are attached;
  - d. No Attaché shall act in that capacity for more than one country.



## **Article 89** Identity/Accreditation Card

The OCA GAMES Identity/Accreditation Card is a document which establishes the identity of its holder and confers upon them the right to take part in the OCA Games. Together with a passport or other official travel documents of the holder, the Asian Games Identity and Accreditation Card authorises entry into the country of the host city. It allows the holder to stay and perform their Asian Games function for the duration of the Asian Games, including a period not exceeding one month (30 days) before and one month (30 days) after the OCA Games.

The OCA GAMES Identity and Accreditation Cards are delivered, under the authority of the OCA, to persons eligible for accreditation. It gives access, to the degree necessary and as indicated thereon, to the sites, venues and events placed under the responsibility of the AGOC. The OCA EB determines the persons entitled to such cards and the conditions applicable to their delivery. The AGOC, IFs/AFs, NOCs and all other persons or parties concerned shall comply with the manuals, guides or guidelines, and all other instructions from the OCA EB in respect of all matters subject to this Rule.

The Accreditation card is the sole property of the OCA and can be issued and withdrawn by OCA any time at its sole discretion.

Apart from the stand reserved for the Press, invitation cards must be sent out by the AGOC and seats reserved in the stadium as follows:

### **1. OCA Gold Card**

The colour code of the Accreditation Card will be GOLD for:

- a. Honourary President/Vice Presidents of AGF/OCA;
- b. President, Vice Presidents, Director General, Technical Director and Chairperson of the Standing Committees, Chairmen of OCA Coordination Commissions and other members of the EB as nominated by the OCA President;
- c. Accompanying guests. Holders of the above cards will be entitled to occupy seats in Stand "OCA" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone), Official Hotel of the Games, Field of Play etc. They will also be provided designated cars T1 for their use.

In addition, to their own, the above will be entitled to receive two Accompanying Guest cards each. The board and lodging as well as internal transportation, in respect of the Accompanying Guest will be borne by the AGOC. The accompanying guest will be provided T3 cars.





## 2. OCA Silver Card

The colour code of the Accreditation card will be SILVER for OCA Staff Members.

Holders of the above cards will be entitled to occupy seats in Stand "OCA" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone), official hotel of the Games and Field of Play. They will be provided T1 cars for their use.

## 3. NOC Card

The colour code of the Accreditation card will be GOLD for:

- a. No more than three representatives from each recognised NOC of the OCA, preferably including their President, Director General and Secretary General;
  - I. One Accompanying Guest of each representative will receive NOC \* card;
  - II. Invited Government guests from the NOCs will receive NOC \*\* card.

Holders of the above cards will be entitled to occupy seats in Stand "NOC" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone) and official hotel of the Games. They will be provided T1 Cars for their use. The board and lodging expenses in relation to the Accompanying Guest will be borne by AGOC.

## 4. IOC Card

The colour code of the Accreditation Card will be GOLD for:

- a. IOC – President, Honourary Life President, Vice President, Members of the EB, Members, Honourary Members, Director General, Directors;
- b. One Accompanying guest of each representative.

Holders of the above cards will be entitled to occupy seats in Stand "IOC" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone) & official hotel of the Games. In addition to their own, the above will be entitled to receive one Accompanying Guest card each. However the expenses in relation to the Accompanying Guest will have to be borne by the individual.

## 5. A Card

The Colour code of the Accreditation Card will be GOLD for:



- a. President & Secretary General of each IF;
- b. President & Secretary General of each AF;
- c. President & Secretary General of Sports Accord;
- d. President & Secretary General of ASOIF and AWOIF;
- e. President, Executive President, Vice President, Secretary General of the AGOC;
- f. Members of the EB of the AGOC.

Holders of the above cards will be entitled to occupy seats in Stand "A" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone) and official Hotel of the Games. In addition to their own, the above will be entitled to receive one Accompanying Guest card each. However the expenses in relation to the Accompanying Guest will have to be borne by the individual.

#### 6. AGOC

The colour code of the Accreditation Card will be GOLD.

- a. President;
- b. Secretary General;
- c. Director General;
- d. EB Members of the last and next AGOC.

Holders of the above cards will be entitled to occupy seats in Stand "A" at all venues. They will be allowed full access, including the MPC, IBC, Athletes Village (International & Residential zone) and official hotel of the Games.

#### 7. B Card

The colour code of the Accreditation Card will be SILVER for:

- a. OCA Standing Committee members;
- b. OCA Anti-Doping Commission, TUE Sub-Commission Members & OCA International Doping Control Officers Programme Members;
- c. WADA Independent Observers Programme Members;
- d. WADA & OCA Outreach Programme Members;
- e. OCA Marketing Agents;
- f. Chefs-de-Mission;



- g. IOC Members of Commission;
- h. IOC HQ Staff;
- i. ISF/ASF Technical Delegate,
- j. EB Members;
- k. President and Secretaries of National Sports Federations of the Host Country;
- l. Members of the AGOC including Auditors;
- m. Members of the previous and Next AGOCs;
- n. CAS Officials.
- o. Coordination Committee Members.

Holders of these cards will be entitled to occupy seats in Stand "B" at all venues. They will also be allowed full access to MPC, IBC, Athletes Village (International and Residential Zone) and the official hotel of the Games.

Members of the OCA Standing Committee and OCA Marketing Agents will also have access to the Field of Play.

In addition to their own, all of the above will also be entitled to receive one Guest Card each (free of charge).

## 8. C Card

The colour code of the Accreditation Card will be BLUE for:

- a. Members of the OCA's NOCs (restricted to five per country);
- b. Official delegates from National Sports Federations – one delegate for each sport in which a country is represented;
- c. NOCs at the rate of one card for 20 competitors;
- d. Deputy Chefs-de-Mission;
- e. Attaches;
- f. Members of various Committees of the AGOC.

Holders of these cards will be entitled to occupy seats in Stand "C" at all venues.

## 9. D Card

The colour code of the Accreditation Card will be YELLOW for:

- a. ISF/ASF Jury Member, Technical Official;



- b. NOC Technical Official.

Holders of these cards will be entitled to occupy seats in Stand "D" at all venues.

#### 10. E Card

The colour code of the Accreditation Card will be RED for Written Media:

- a. E: Journalist;
- b. ES: Specialist Press;
- c. EP: Photographer;
- d. EPS: Specialist Photographer;
- e. ET: Support Staff.

Holders of these cards will be entitled to occupy seats earmarked "Media".

#### 11. RT Card

The colour code of the Accreditation Card will be RED for Rights Holding Broadcaster(s):

- a. RT1: Supervisor Producer, Commentator;
- b. RT2: Technician, Cameraman;
- c. RT3: Support Staff.

#### 12. HB Card

The colour code of the Accreditation Card will be RED for Host Broadcaster(s):

- a. HB1: Supervisor, Producer, Commentator;
- b. HB2: Technical, Cameraman;
- c. HB3: Support Staff.

#### 13. F Card

The colour code of the Accreditation Card will be GREEN for:

- a. F: NOC Athlete;
- b. FO: NOC HQ official & Team official;
- c. FX: NOC Extra Official.

Holders of these cards will be entitled to occupy seats in Stand "F" at all venues.



## 14. Distinguish Guest Card

### a. G Card

The colour code of the Accreditation Card will be PURPLE for:

- I. Invited Distinguished Guests of OCA;
- II. Executives of Official Partners/Sponsors of the Games;
- III. Chairperson, President and Senior Executives of the OCA Marketing Agents.

Holders of G Cards with VIP Status will be entitled to occupy seats in Stand "G" at all venues. They will also be allowed full access to MPC, IBC, Athletes Village (International and Residential Zone) as well as the Official Hotel of Games. They will have access to T1 cars.

### b. G1 Card

The colour code of the Accreditation Card will be BLACK for:

- I. Entourage of Guests;
- II. Special Guest invited by OCA.

Holders of G1 Cards will have no VIP Access but will be entitled to occupy seats in stand reserved for OCA/NOC. They will also be allowed full access to MPC, IBC, Athletes Village (International and Residential Zone) as well as the Official Hotel of Games. They will have access to T3 Cars.

## 15. Transferable (U) Cards

The Colour Code of the Accreditation Card will be PINK for:

### a. Nominated Transferable Cards (U)

- I. Each AF will be entitled to five (5) nominated transferable cards, which can only be transferred once;
- II. Each NOC will have one (1) nominated transferable card per 20 athletes, which can be transferred 2 times each.

### b. Upgrade Transferable Cards (UT)

- I. Each AF will have ten (10) Upgradeable Transferable Cards, which can be transferred unlimited number of times;
- II. Each NOC will have one (1) Upgradeable Transferable Card per 20 athletes, which can be transferred unlimited number of times.

Holders of U & UT cards will be entitled to occupy seats earmarked for them.



### 16. O Card

The colour code of the Accreditation Card will be ORANGE for:

- a. Observers;
- b. Candidate City delegation;
- c. All other Observers invited by the OCA.

Holders of O Cards will be entitled to occupy seats in Stand “O” at all venues.

### 17. S Card

The colour code of the Accreditation Card will be BROWN for:

- a. Sp: Official Partner;
- b. Ss: Official Sponsors, Official Supplier & Official Licensee.

Holders of these cards will be entitled to occupy seats in stands earmarked for them.

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### *Bye-law to Article 89*

*The detailed Access and privileges for the above card holders will be defined in the Games Identity and Accreditation Card Manual.*

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## **Article 90** Code of Ethics

The OCA Code of Ethics will form part of the constitution as Annexure IV.

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## **Article 91** Residual Authority

The OCA EB will have the final authority on any issues not covered under this edition of the OCA Constitution and Rules.



## OCA Ethics Committee

### A Composition and Organisation:

1. The OCA Ethics Committee (the Committee) is independent; it is composed of five (5) Members;
2. The Members of the Committee shall be designated by the OCA President, and their appointment is subject to ratification by the OCA Executive Board;
3. The Chairperson of the Committee shall be appointed by the OCA President;
4. The Committee reports to the OCA Executive Board;
5. The Committee meets when convened by its Chairperson, at least on a semi- annual basis. The required quorum is constituted if at least three of the Members are present;
6. The Committee shall be assisted by a Secretary appointed by the Committee Chairperson in consultation with the OCA President. His or her tasks are defined in a job description approved by the Committee Chairperson and the OCA President.

### B Terms of Reference of the Committee:

1. In the framework of the competence of the Committee as defined in the OCA Constitution, the terms of reference of the Committee are:
  - a. To provide opinions and recommendations to the OCA Executive Board on cases submitted by the OCA President, and to give advice at the request of the OCA Members and/or Members of the Olympic Movement;
  - b. to perform any other task, linked to the development of and respect for the ethical principles, assigned to it by the OCA Executive Board and/or the OCA President.



2. The Committee presents an annual report on its activities to the OCA General Assembly. This report will be published.

**C** Conditions required for Committee Membership:

Members of the Committee shall not take any measure nor exercise any influence in relation to a matter where any conflict of interests or any other conflict exists or is perceived to exist.

**D** Terms of appointment of Committee Members:

1. The duration of the term of a Committee member is four (4) years. Such term is renewable. The term of a person who is a Committee member by virtue of his or her OCA Membership shall end when such person ceases to be an OCA Member. He or she may however be appointed as a Committee member in the category of persons who are not OCA Members;

2. The term of office of a Committee member takes effect on the day his/her appointment is approved by the OCA Executive Board;

3. In the event of the Chairperson being impeded from performing his or her duties as Chairperson, the longest serving member of the Committee shall perform these functions;

In the event of death, resignation or inability of a member to perform his or her functions, the member shall be replaced;

Any member of the Committee who is to be replaced shall remain in office until a replacement has been approved by the OCA Executive Board.

4. A Committee member may be removed from office only by a decision of the OCA Executive Board and with the approval of two-thirds of the Committee Members, the member concerned being heard by the Committee.





## Measure and Sanctions:

In the case of any violation of the Olympic Charter, ANOC/OCA Constitutions, approved NOC Statutes by the IOC/OCA and the World Anti-Doping Code, or any other regulation, as the case may be, the measures or sanctions which may be taken by the OCA GA, the OCA Executive Board:

1. In the context of the Asian Olympic & Sports Movement, Asian Games, Organising Committees and Bidding Committees and any other affiliated Asian sports Organisation;
  - a. With regard to OCA EB/NOC and its Members, the OCA Honorary President, OCA Honorary Members and OCA honour Members:
    - I. A reprimand, pronounced by the OCA President;
    - II. Suspension, for a specific period, pronounced by the OCA Executive Board. The suspension may be extended to all or part of the rights, prerogatives and functions deriving from the Membership of the person concerned;
    - III. The above-mentioned sanctions may be combined and may be imposed on I and (II) above who, by their conduct, jeopardise the interests of the OCA/NOCs and AGOCs also regardless of any specific violation of the OCA Constitution or any other regulation.
  - b. With regard to IFs/AFs (Sports):
    - I. Withdrawal from the programme of the Asian Games:
      - Sport (OCA Executive Board);
      - Discipline or Event (OCA Executive Board).
    - II. Withdrawal of provisional recognition (OCA Executive Board);
    - III. Withdrawal of full recognition (OCA General Assembly).
  - c. With regard to associations of IFs/AFs:
    - I. Withdrawal of provisional recognition (OCA Executive Board);
    - II. Withdrawal of full recognition (OCA General Assembly).



- d. With regard to NOCs:
    - I. Suspension (OCA Executive Board); in such event, the OCA Executive Board determines in each case the consequences for the NOC concerned and its athletes;
    - II. Withdrawal of provisional recognition (OCA Executive Board);
    - III. Withdrawal of full recognition (OCA General Assembly); in such a case, the NOC forfeits all rights conferred upon it in accordance with the OCA Constitution and Olympic Charter);
    - IV. Withdrawal of the right to organise any OCA Event/Games.
  - e. With regard to a Host City, an AGOC and an NOC:  
Withdrawal of the right to organise the Asian Games (OCA EB).
  - f. With regard to Applicant or Candidate cities and an NOC:  
Withdrawal of the right to be an Applicant or a Candidate City to Host the Asian Games (OCA Executive Board).
  - g. With regard to other recognised Asian Sports Associations or any Asian organisations:
    - I. Withdrawal of provisional recognition (OCA Executive Board);
    - II. Withdrawal of full recognition (OCA General Assembly).
  - h. With regard to individuals associated directly or indirectly with OCA. Individuals associated directly or indirectly with the OCA will be bound by the OCA Code of Ethics. They will be liable for penalties and sanctions as recommended by the OCA Ethics and approved by the OCA Executive Board.
2. In the context of the Asian Games, in the case of any violation of the OCA Constitution, World Anti-Doping Code, or of any other decision or applicable regulation issued by the OCA EB including but not limited to the OCA Code of Ethics or in case of any form of misbehavior:
- a. With regard to individual competitors and teams: temporary or permanent ineligibility or exclusion from the Asian Games, disqualification or withdrawal of accreditation; in the case of disqualification or exclusion, the Medals and Diplomas obtained in relation to the relevant infringement of the OCA Constitution shall



be returned to the OCA. In addition, at the discretion of the OCA Executive Board, a competitor or a team may lose the benefit of any ranking obtained in relation to other events at the Asian Games at which he or it was disqualified or excluded; in such case the Medals and Diplomas won by him or it shall be returned to the (OCA Executive Board);

- b. With regard to officials, managers and other Members of any delegation as well as referees and Members IFs/AFs and Members of the jury: temporary or permanent ineligibility or exclusion from the Asian Games (OCA Executive Board);
  - c. With regard to all other accredited persons: withdrawal of accreditation (OCA Executive Board);
  - d. During the Games the OCA Executive Board may delegate its power to Working Group/Disciplinary Committee appointed by the OCA President;
3. Before applying any measure or sanction, the competent OCA body may issue a warning.
  4. All sanctions and measures are taken without prejudice to any other rights of the OCA and of any other body, including but not limited to NOCs and IFs/AFs.
  5. Any inquiry relating to facts that may lead to any measure or sanction is conducted under the authority of the OCA Executive Board, which may delegate all or part of its authority to that effect.
  6. Throughout any inquiry, the OCA Executive Board may provisionally withdraw from any concerned person or organisation all or part of the rights, prerogatives and functions deriving from such person's or organisation's Membership or status.
  7. Any individual, team or any other individual or legal entity has the right to be heard by the OCA body competent to apply a measure or sanction to such individual, team or legal entity. The right to be heard in the sense of this provision includes the right to be acquainted with the charges and the right to appear personally or to submit a defense in writing within 7 days from the decision been issued.



8. Any measure or sanction decided by the OCA GA, the OCA Executive Board or the Working Group/Disciplinary Committee shall be communicated in writing to the party concerned.
9. All measures or sanctions shall be effective forthwith unless the competent body decides otherwise.



## Preamble:

The Olympic Council of Asia and each of its Members, the cities wishing to organise the Asian Games, the Organising Committees of the Asian Games and the National Olympic Committees and its Members (hereinafter "the Asian Olympic Parties") restate their commitment to the OCA Constitution and in particular its Fundamental Principles. The Asian Olympic Parties affirm their loyalty to the Olympic ideal inspired by Pierre de Coubertin.

Consequently, at all times the Asian Olympic Parties and, in the framework of the Asian Games, the participants undertake to respect and ensure respect of the present OCA Code.

The NOCs/Asian Federations and Recognised Organisation's shall adopt a code of ethics based on the principles and rules of the OCA Code of Ethics or adopt the OCA Code of Ethics in a written declaration.

## A

### Dignity

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1. Safeguarding the dignity of the individual is a fundamental requirement of Olympism.
2. There shall be no discrimination between the participants on the basis of race, gender, ethnic origin, religion, philosophical or political opinion, marital status or other grounds.
3. All doping practices at all levels are strictly prohibited. The provisions against doping in the World Anti-Doping Code shall be scrupulously observed.
4. All forms of harassment of participants are it physical, professional or sexual, and any physical or mental injuries to participants, are prohibited.
5. All forms of participation in, or support for betting related to the Asian Games, and all forms of promotion of betting related to the Asian Games are prohibited.
6. Also, in the context of betting, participants in the Asian Games must



not, by any manner whatsoever, infringe the principle of fair play, show non-sporting conduct, or attempt to influence the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics.

7. The NOCs shall guarantee the athlete's conditions of safety; well-being and medical care favorable to their physical and mental equilibrium.

## **B**

### **Integrity**

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1. The Asian Olympic Parties or their representatives shall not, directly or indirectly, solicit, accept or offer any form of remuneration or Commission, nor any concealed benefit or service of any nature, connected with the organisation of the Asian Games.
2. The hospitality shown to the Members and staff of the Asian Olympic Parties, and the persons accompanying them, shall not exceed the standards prevailing in the Host country.
3. The Asian Olympic Parties shall respect the Rules Concerning Conflicts of Interests Affecting the behaviour of Asian Olympic Parties.
4. The Asian Olympic Parties shall use due care and diligence in fulfilling their mission. They must not act in a manner likely to tarnish the reputation of the Olympic Movement.
5. The Asian Olympic Parties, their agents or their representatives must not be involved with firms or persons whose activity or reputation is inconsistent with the principles set out in the OCA Constitution and the present Code.
6. The Asian Olympic Parties shall neither give nor accept instructions to vote or intervene in a given manner within the organs of the OCA.

**C****Good Governance and Resources**

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1. The Basic Universal Principles of Good Governance of the Olympic and Sports Movement, in particular transparency, responsibility and accountability, must be respected by all Asian Olympic Movement constituents.
2. The Olympic resources of the NOCs may be used only for Olympic purposes.
3. The income and expenditure of the NOCs shall be recorded in their accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check these accounts.
4. In cases where the OCA gives financial support to Asian Olympic Parties:
  - a. The use of these OCA/Olympic resources for OCA/Olympic purposes must be clearly demonstrated in the accounts;
  - b. The accounts of the Asian Olympic Parties may be subjected to auditing by an expert designated by the OCA Executive Board;
5. The Asian Olympic Parties recognise the significant contribution that broadcasters, Sponsors, partners and other supporters of sports events make to the development and prestige of the Asian Games throughout the world. However, such support must be in a form consistent with the rules of sport and the principles defined in the OCA Constitution and the present Code. They must not interfere in the running of sports institutions. The organisation and staging of sports competitions are the exclusive responsibility of the independent sports organisations recognised by the OCA.

**D****Candidatures**

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1. The Asian Olympic Parties shall in all points respect the various manuals published by the OCA linked to the selection of Host cities of the Asian Games, in particular the Rules of Conduct Applicable to All Cities Wishing to Organise the Asian Games.



2. The cities wishing to organise the Asian Games shall, refrain from approaching another party, or a third authority, with a view to obtaining any financial or political support inconsistent with the provisions of such manuals and the Rules of Conduct.

## E

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### Relations with states

1. The Asian Olympic Parties shall work to maintain harmonious relations with state authorities, in accordance with the principle of universality and political neutrality of the Olympic Movement.
2. The Asian Olympic Parties are free to play a role in the public life of the states to which they belong. They may not, however, engage in any activity or follow any ideology inconsistent with the principles and rules defined in the OCA Constitution/Olympic Charter and set out in the present Code.
3. The Asian Olympic Parties shall endeavour to protect the environment on the occasion of any events they organise. In the context of the Asian Games, they undertake to uphold generally accepted standards for environmental protection.

## F

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### Confidentiality

The Asian Olympic Parties shall not disclose information entrusted to them in confidence. The principle of confidentiality shall be strictly respected by the OCA Ethics Committee in all its activities. Disclosure of other information shall not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.

## G

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### Implementation

1. The Asian Olympic Parties shall see to it that the principles and rules of the OCA Constitution/Olympic Charter and the present Code are applied.





2. The Asian Olympic Parties shall inform the OCA President of any breach of the present Code, with a view to possible referral to the OCA Ethics Committee.
3. The OCA Ethics Committee may set out the provisions for the implementation of the present Code in a set of implementing provisions.



## Rules concerning conflict of interests affecting the behaviour of Asian Olympic Parties

### Article 1 Scope of Application

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These Rules apply to Asian Olympic Parties as defined by the OCA Code of Ethics.

**Preamble:** the Olympic Council of Asia and each of its Members, National Olympic Committees, Organising Committees for the Asian Games, cities wishing to organise the Asian Games and, in the frame of the Asian Games, to the participants.

With respect to legal persons among the Olympic Parties, these Rules are applicable to all Members or staff with actual decision-making power within them. Each such legal person may define other categories of persons for whom these Rules can be applicable, while informing the OCA Ethics Committee.

### Article 2 Definition

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1. In the context of the provisions of these Rules, a distinction is made between the situation of a "Potential Conflict of Interests" and the case of a "Conflict of Interests". Only Conflicts of Interests are prohibited.
2. A situation of a Potential Conflict of Interests arises when the opinion or decision of a person, acting alone or within an organisation, in the framework of the activities of the physical or legal persons defined in article 1 above, may be reasonably considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organisation that would be affected by the person's opinion or decision.
3. A case of Conflict of Interests is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances described in the above paragraph 2.



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**Article 3** **Types of Interests to take into consideration**

In assessing the situations described in article 2 above, direct as well as indirect interests must be taken into account. This also includes the interests of a third person (parent, spouse, relation or dependent).

In the following non-exhaustive list of examples, the circumstances in which a conflict of interests could arise are:

- a. Personal and/or material involvement (salary, shareholding, various benefits) with;
- b. Personal and/or material involvement with Sponsors, broadcasters, various contracting Parties;
- c. Personal and/or material involvement with an organisation liable to benefit from the assistance of the Olympic party concerned (including subsidy, approval clause or election).

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**Article 4** **Resolution of Conflicts**

It is the personal responsibility of each person to avoid any case of conflict of interests.

Faced with a situation of a potential conflict of interests, the person concerned must refrain from accepting any form of benefit whatsoever. However, if the person wishes to continue to act or if the person is uncertain as to the steps to take, the person must inform the OCA Ethics Committee of the situation; the OCA Ethics Committee then takes the steps foreseen in article 5. The information given will be kept confidential.

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**Article 5** **Role of the OCA Ethics Committee:**

The OCA Ethics Committee is responsible for advising persons/Asian Sports Body, at their request, in a situation of a potential conflict of interests.

The Committee proposes to the person concerned a solution from the following options:

- a. Registering the declaration without any particular measure;
- b. Removal of the person involved from part or all of the action or from the



decision of the Asian Olympic Party at the root of the conflict;

- c. Relinquishment of the management of the external interest causing the conflict.

Complementary measures may also be proposed.

The person concerned then takes the steps that he/she considers appropriate, subject to the Committee's application of the second paragraph of article 7 below.

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## **Article 6** Procedure

Any case of conflict of interests is dealt with in accordance with the provisions of the OCA Constitution and the Rules of Procedure of the OCA Ethics Committee.

The OCA Executive Board is responsible, in the final instance, for taking decisions concerning conflicts of interests.

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## **Article 7** Undeclared Conflicts of Interests

In the event that a person neglects to declare a situation of a potential conflict of interests, the OCA President may refer the case to the OCA Ethics Committee in accordance with the conditions set out in its rules.

The OCA Ethics Committee proposes to the OCA President/Executive Board a decision that may include the measures and sanctions as provided in this OCA Ethics Code and sanctions as defined in Article 13, of the OCA Constitution.

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## **Article 8** Specific Provisions

Prior to examination, by the OCA Executive Board, of a candidature for election as an OCA Member, a Candidate must declare his/her professional interests to the OCA Ethics Committee. The Committee may draw the attention of the Candidate to potential conflicts of interests that it identifies.



This does not exempt the Candidate concerned from making subsequent declarations pursuant to article 4.

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**Article 9** Enforcement

The provisions set forth in the third paragraph of article 2 above shall apply to any situation of a potential conflict of interests, which is not declared by the person concerned by 18 January 2014.

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**Article 10** Execution

The OCA Executive Board and the OCA Ethics Committee are responsible, each in its own capacity, for the execution of these Rules.



## Implementing Provision of OCA Code of Ethics

Rules of conduct applicable to all cities wishing to organise the asian games

### Article 1 Scope of Application

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These Rules apply to all Asian Olympic Parties, and in particular to cities wishing to organise the Asian Games (Summer, Indoor and Martial Arts, Winter, Beach, Youth) and their National Olympic Committees (NOCs), as well as to any person or organisation acting on their behalf or supporting them. Each NOC is responsible for ensuring compliance with these rules at all times.

These rules are applicable as soon as they are published on the OCA web site.

### Article 2 Principles

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The conduct of the cities shall comply strictly with the provisions of the OCA Constitution, the OCA Code of Ethics and its implementing provisions. The Cities shall also respect the procedure for evaluating the candidature established by the OCA.

The NOC of the country is responsible for the activities and conduct of each City of the country.

### Article 3 Logo - Emblem

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The Applicant Cities may use a logo, which does not feature the OCA symbol. The Candidate Cities may adopt an emblem, which includes the OCA symbol. The creation and use of the logo and emblem are subject to the conditions listed in Appendix 1.

They may also have a motto or slogan, which may not be incorporated into either the logo or the emblem, and the use of which is subject to the conditions listed in Appendix 1.



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**Article 4** *Statement of Activities*

The NOC of each Applicant City shall provide the OCA Evaluation and Ethics Committees with a list of OCA sports competitions and meetings of OCA-Recognised Organisations to take place in its territory.

This list concerns all the international events scheduled, or in the process of being scheduled, between the date of publication of the present Rules on the OCA web site and the date of the Host City election.

Furthermore, any meeting of an organisation recognised by the OCA involving a significant number of OCA Members may not be organised on the territory of a City wishing to Host the Asian Games between the date of publication of the list of Applicant Cities and the election of the Host City by the Session.

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**Article 5** *Assistance to NOCs*

The NOC of each Applicant City shall provide the OCA Ethics Committee with a list of all NOC agreements and all assistance programmes, of any nature, existing on the date of publication of the present Rules on the OCA web site, including those in partnership with the government of the country concerned.

The NOC shall provide this list within two months from the date of publication by the OCA of the list of Applicant Cities.

After the date of publication of the present Rules on the OCA web site, any new agreement of any nature with any NOC shall be submitted beforehand to the OCA Ethics Committee for its review.

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**Article 6** *Internet and Social Media*

The Applicant and Candidate Cities may create their own Internet site for informative purposes only.



The site may list third Parties providing financial support to the candidature, subject to the conditions listed in Appendix 1. The sale of promotional items is permitted through the site, subject to the conditions listed in Appendix 1.

The Cities may promote their candidatures using social networks. They are responsible for the content of such Internet sites and the social networks used.

## **Article 7** Promotion

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Throughout the procedure, the promotion of a candidature shall take place with dignity and moderation. The City and its NOC are entirely responsible for all forms of promotion. Any person or organisation acting on behalf of a City shall respect, in particular, the provisions of this article.

The OCA reserves the right to issue additional specific provisions concerning promotional activities during major continental events (see the examples in the non-exhaustive list in Appendix 2).

### **1. National Promotion**

National promotion of the candidature is possible at any time on the occasion of national events held on the territory of the NOC concerned.

This territory must be understood in a restrictive manner excluding, in particular, diplomatic representations abroad.

### **2. International Promotion by the Candidates Cities**

The Candidate cities will be invited to make presentations, during which they will have the opportunity to address all the principal stakeholders of the OCA, and the following meetings:

- a. Candidate cities briefing for OCA EB Members;
- b. OCA GA at which the Host City is elected;
- c. Any other meetings as decided by OCA.

The Candidate cities may be invited as observers to attend the GA of the NOC continental Associations, provided the meeting organisers are in agreement.





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**Article 8** Gifts

No gifts, of whatever value, may be given to or received by Asian Olympic Parties or the IFs/AFs recognised by the OCA. No advantage or promise of any kind of advantage may be made to or accepted by an Asian Olympic party or an IFs/AFs recognised by the OCA.

This prohibition shall be respected by the Cities and their NOCs as well as by all those acting on behalf of or supporting the candidature.

The same principle applies to the cities relations with third Parties, in particular the media and organisations recognised by the OCA.

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**Article 9** Relations with Sponsors

In order to preserve the integrity and neutrality of the procedure, OCA/ Asian Games Sponsors and other OCA Marketing Partners shall refrain from supporting or promoting any of the Cities. Consequently, Cities may not solicit or accept any such support or promotion from Sponsors and other OCA Marketing Partners.

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**Article 10** Visits by AF, the OCA Evaluation Committee and the Media

Applicant Cities may request the written advice of the IFs/AFs concerning their project. If an IF/AF deems necessary a working visit to a City, the OCA may authorise such visit.

The Candidate Cities may organise, at their own expense, working visits by Sports Federations if these visits are necessary for the preparation of the candidature.

For the visits organised in the framework of the above two paragraphs, a sense of moderation must be respected, particularly concerning hospitality and accommodation.

The OCA Evaluation Committee will pay a working visit to each Candidate



City. The OCA will determine the order, period and programme of the visits. The Candidate Cities may organise working visits for representatives of the media, entirely at the cost of such representatives.

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## **Article 11** Relations with OCA Members

There shall be no visits by OCA Members to the Cities, or by the Cities to OCA Members.

If an OCA Member has to travel to a City for any reason, he or she shall inform the OCA Ethics Committee beforehand. The City may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular travel and accommodation.

OCA Members may not be invited to any form of reception linked to the promotion of a candidature.

The ambassadors of the countries concerned may not visit the OCA Members nor invite the OCA Members to any form of reception in their embassies to promote the candidature.

No Honorary degrees or official decorations may be awarded to an OCA Member by a City or a representative of a City's country between the date of publication of the present Rules on the OCA web site and the Host City election.

In order to respect the neutrality of the OCA Members, the cities may not use the name or image of an OCA Member, an OCA Honorary Member or an OCA Honour Member, except for the Members from the country of the City concerned.

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## **Article 12** Election of the Host City (OCA GAMES)

The OCA Ethics Committee supervises the Host City election procedure, in accordance with the provisions made by the OCA. The Committee may request an amendment to these provisions.



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**Article 13** Relations Between cities

Each City shall, in all circumstances and at all times, respect the other cities as well as the OCA Members and the OCA itself.

The cities shall refrain from any act or comment likely to tarnish the image of a rival City or be prejudicial to it. Any comparison with other cities is strictly forbidden.

No agreement, coalition nor collusion between the cities or their NOCs aimed at influencing the result is permitted.

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**Article 14** Interpretation and Sanctions

All questions concerning the Rules of Conduct and matters concerning their interpretation shall be addressed to the OCA Asian Games Department.

Minor breaches of the Rules of Conduct will be dealt with by the Asian Games Department:

1. A first breach will result in a confidential observation, in writing, to the City concerned;
2. After consultation with Ethics Committee, a second breach will result in a written notification to the Members of the OCA Executive Board (and possibly the other Candidate Cities);
3. Further breaches of the Rules will be submitted to the OCA Ethics Committee, which will take the necessary measures.

Serious and repeated breaches of the Rules of Conduct will be dealt with by the OCA Ethics Committee. The Committee may recommend sanctions for approval by the OCA Executive Board.

The OCA Members will be informed, in writing, of any sanctions imposed by the OCA Executive Board. A press release will also be issued.



## Appendix 1

Conditions governing the creation and use of logos and emblems.

### Introduction and Definitions

1. The creation and use of logos and emblems by any Applicant City and/ or Candidate City in connection with its bid to be appointed as Host of any edition of the Asian Olympic Games shall be subject to the prior written approval of the Olympic Council of Asia(OCA) and the corresponding National Olympic Committee ("NOC") of the territory in which the Applicant City or Candidate City (jointly, "City" or "Cities") is located in accordance with the terms and subject to the conditions set out in this appendix 1:
2. For the purposes of these Rules of Conduct, the following words shall have the following meanings:
  - a. "City Sponsor" shall mean any Sponsor appointed by the Applicant City or Candidate City (as appropriate) to support its bid to Host the Games;
  - b. "City Sponsor Designation" shall mean "Sponsor of [name of the City]" + "[year of the Asian Games for the Hosting of which the City is an Applicant or Candidate]" and no other element, it being understood that the Sponsor Designation shall not include the word "Asian Games";
  - c. "City Word mark" shall mean the [name of the City] + [year of the Games] (on the same line);
  - d. "Designation" shall mean "Applicant City" or "Candidate City", as applicable;
  - e. "Emblem" shall mean an integrated design, including the OCA Symbol and other distinctive design elements, which shall be reflected in the following manner from top to bottom:
    - I. The logo (or such other distinctive design element developed in accordance with paragraph 2.1 and approved for use during the Candidate City phase);
    - II. The Designation; and;



- III. The OCA Symbol, used in accordance with the Graphic guidelines.
- f. "Games" shall mean any edition of the Asian Games;
- g. "Graphic guidelines" shall mean the document setting out the guidelines for the use of the OCA symbol and usage guidelines";
- h. "Logo" shall mean an integrated design with certain distinctive elements, which shall be reflected in the following manner from top to bottom:
  - I. A distinctive design element developed in accordance with Paragraph 2.1;
  - II. The City Word mark; and;
  - III. The Designation (directly underneath the City Word mark).
- i. "OCA Sponsor" means a Asian Games Partner, another international OCA Sponsor or a Sponsor of the NOC;
- j. "OCA Symbol" shall mean the OCA Sun and Dragon and Falcon of equal dimensions, as described in the OCA Constitution;
- k. "Premium" shall mean those items of merchandise produced by any City Sponsor for the purposes of promotion of its partnership with the City, which items:
  - I. Are given away free of charge or sold at a nominal price;
  - II. Bear the Logo together with the mark of the City Sponsor;
  - III. Have been approved by the corresponding NOC for use as Premiums.
- l. "Promotional item" shall mean those items of merchandise produced by any City for the purposes of promotion of its bid, which items:
  - I. Are given away free of charge or sold at a nominal price;
  - II. Bear the Logo but do not bear the mark of any City Sponsor or any other commercial identification; and
  - III. Have been approved by the corresponding NOC for use as Promotional Items.
- m. "Slogan" shall mean a phrase or motto expressing the aims of the City in connection with its bid to be appointed as Host of the Games.



## Applicant Cities for OCA Games

### 1. Creation of a Logo

An Applicant City may create a Logo in connection with its bid to be appointed as Host City of the Games, subject to the conditions that the distinctive design element of the Logo shall not:

- a. Contain any component of the NOC Emblem or a distorted version thereof or a design confusingly similar thereto;
- b. Be limited to the name or abbreviation of the territory in which the City is located;
- c. Contain an image or expression with a well-known international or universal connotation or message; or
- d. Contain the OCA Logo/Symbol, the OCA Motto, the OCA Flag, any other OCA related imagery (e.g. flame, torch, medal, etc.), Slogan, Designation or other indicia or the distorted version thereof or a design confusingly similar thereto.

### 2. Creation of a Slogan

An Applicant City may develop a Slogan, but is not obliged to do so, provided that it does not incorporate any elements of the Logo or any reference to the name of the City, the region or country in which the City is located, the year of the Games.

### 3. Approval of the Logo and/or the Slogan

The Applicant City shall first submit the Logo and the Slogan (if any) to the NOC for approval. If the Logo and/or the Slogan (if any) is approved by the corresponding NOC, the Applicant City shall thereafter submit such Logo and/or Slogan (if any) to the OCA for final written approval prior to any use.

### 4. General Use of the Logo

- a. The Logo must always be reproduced in its entirety and no single element thereof may be used separately;
- b. The position, proportion and design of the Logo must not be altered, distorted or re-drawn in any way whatsoever at any time;
- c. Applicant Cities may not use the OCA Symbol in any manner whatsoever.



## 5. Institutional Use of the Logo and/or the Slogan

Applicant Cities may use the Logo and/or the Slogan (if any) for the purposes of institutional representation of their bid on:

- a. Stationery (e.g. letterheads and business cards);
- b. Candidature documents (e.g. presentations, brochures or videos);
- c. On the official internet site dedicated to their bids.

## 6. Promotional Use of the Logo and/or the Slogan

Applicant Cities may use the Logo and/or the Slogan (if any), provided that there is no third-party association in relation thereto, for the purposes of promotional representation of their bid on a national basis only on:

- a. Advertising;
- b. Advertorials;
- c. Promotional documents (e.g. brochures or magazines); and
- d. Promotional Items.

## 7. Commercial Use of the Logo and/or the Slogan

a. Subject to prior written approval of the NOC, Applicant Cities may develop merchandise for sale bearing the Logo and/or the Slogan (if any) to promote the bid, provided that;

- I. Any such sales, whether through the official internet site of the City dedicated to its bid to Host the Games or otherwise, are limited to the territory of the corresponding NOC; and
- II. There is no third-party association in relation thereto.

b. Applicant Cities may authorise the use of the Logo and/or the Slogan (if any) by third Parties providing financial support to the bid, subject to the following conditions:

- I. Such third party is not a donor;
- II. Such third party is not a competitor in the category of any Olympic Sponsors, it being understood that exceptions may be granted by the OCA or the NOC of the corresponding Applicant City, as applicable, on a case-by-case basis provided that the Olympic Sponsors' rights are fully respected.
- III. Such use is restricted to the territory of the NOC of the corresponding Applicant City;



- IV. The Applicant City provides to the OCA, upon request, copies of all promotional and commercial material; and
  - V. The Applicant City shall terminate its relationship with any such third party if so requested by the OCA in writing for any reason whatsoever.
- c. Applicant Cities shall ensure that any agreements with third Parties providing financial support to the bid, and in which there is a grant of rights in relation to the Logo and/or the Slogan (if any), shall include provisions to ensure that:
- I. In the event that the Applicant City is not selected by the OCA as a Candidate City, all rights granted by the Applicant City to the use of the Logo and/or the Slogan (if any) terminate on the date of announcement of the Candidate Cities selected by the OCA;
  - II. If not terminated earlier pursuant to paragraph c. I. Above, all rights granted by the City in connection with the use of the Logo and/or the Slogan (if any) terminate on the date of the decision to award the Games to any City; and
  - III. Third Parties providing financial support to the bid shall have no automatic or binding residual rights, options or other arrangements of any nature, express or implied, with respect to the Games if the City is successful in its bid to be appointed as the Host City of the Games.

Applicant Cities shall supply the OCA, upon request, with copies of all agreements and/or proposed agreements with third Parties providing financial support to the bid.

## Candidate Cities

### 1. Use of the Logo and/or Slogan

A Candidate City may continue to use the Logo and/or Slogan (if any) in connection with its bid to be appointed as Host City of the Games, subject to and in accordance with the conditions set out in paragraph 2. Such use of the Logo and/or Slogan (if any) may be extended to outside the territory of the NOC of the corresponding Candidate City provided, however, that there is no third-party association in relation thereto.





## 2. Creation of an Emblem

A Candidate City may create an Emblem in connection with its bid to be appointed as Host City of the Games, subject to the following conditions:

- a. The Emblem shall reproduce fully, accurately and without embellishment, the colour, design and appearance of the OCA LOGO/ Emblem in accordance with the Graphic Guidelines; and;
- b. The area covered by the OCA LOGO/ Emblem shall not exceed One third of the total area of the Emblem.

## 3. Approval of the Emblem

The Candidate City shall first submit the Emblem to the NOC for approval. If the Emblem is approved by the corresponding NOC, the Candidate City shall thereafter submit the Emblem to the OCA for final written approval prior to any use.

## 4. General Use of the Emblem

- a. Emblem must always be reproduced in its entirety and no single element thereof may be used separately;
- b. The position, proportion and design of the Emblem must not be altered, distorted or re-drawn in any way whatsoever at any time.

## 5. Institutional Use of the Emblem

Candidate Cities may use the Emblem inside and outside of the territory of the NOC of the corresponding Candidate City, provided that there is no third-party association in relation thereto, for the purposes of institutional representation of their bid on:

- a. Stationery (e.g. letterheads and business cards);
- b. Candidature documents (e.g. presentations, brochures or videos);
- c. The official internet site dedicated to their bids.

## 6. Promotional Use of the Emblem

Candidate Cities may use the Emblem inside and outside of the territory of the NOC of the corresponding Candidate City, provided that there is no third-party association in relation thereto, for the purposes of promotional representation of their bid on an international basis on:

- a. Advertising;



- b. Advertorials;
- c. promotional documents (e.g. brochures or magazines);
- d. Pins; and
- e. Promotional displays or venue banners (e.g. exhibition stands).

## 7. Commercial Use of the Emblem

Candidate Cities shall not use or authorise the use of the Emblem by third Parties for any commercial purpose whatsoever.

### Recognition and Communication by Third Parties providing financial support to the bid

1. Cities may list the names of third Parties providing financial support to the bid (including donors) on their official Internet site or in their publications provided that such third party is not a competitor in the category of a OCA/ Asian Games Partner or one of their NOC Sponsors;
2. Donors which are competitors in the product/service category of a TOP partner, another OCA/Asian Games Sponsors of the corresponding NOC of the City shall not be authorised to communicate with respect to their donation to the bid or otherwise associate themselves with the bid in any manner whatsoever.

### If the City is awarded Asian Games / Respect of Commitment to OCA Sponsors

1. Cities shall collaborate at all times with the corresponding NOC to fully respect any and all contractual commitments undertaken by the NOC towards the OCA/ Asian Games Sponsors in the implementation of their bids.

The provisions of the Host City Contract between such City, the corresponding NOC and the OCA, together with the provisions of the OCA Constitution, shall apply thereafter.



## Use of the OCA Symbol

1. Cities may not make any use of the OCA Symbol alone for any purpose whatsoever.



## Appendix 2

Conditions governing the creation and use of logos and emblems.

The information in this appendix refers to the OCA GA during which a HostCity is elected, the Briefing for OCA Members in OCA HQ and the Asian Games. This information complements and is an integral part of the Rules of Conduct Applicable to All Cities Wishing to Organise the Asian Games. The information is not exhaustive and may be complemented by further information by the OCA.

Any reference to Applicant and Candidate Cities in this document also encompasses their respective NOCs, the governments/embassies/consulates of the respective countries, Sponsors or any other person or organisation acting for or on their behalf or supporting them.

*\* This meeting is organised in OCA HQ during the Candidate City phase and is structured to provide the OCA Members and the Candidate Cities with the utmost opportunity to interact and discuss the Candidate Cities' projects.*



## OCA GA during which a Host City is elected

### 1. Promotion

There may be no receptions held by a Candidate City for any persons other than the City's own delegation. Candidate Cities or any other third party acting for or on behalf of the bid will not be permitted to hire their own premises for promotional activities or to meet with OCA Members (e.g. NOC house or Bid City Restaurant etc.). The Candidate Cities will, however, be provided with the opportunity to have a suite at the official OCA Hotel where the cities can meet with OCA Members to discuss their projects.

The above rule, however, does not prevent the Candidate Cities from organising activities for their own delegations, in the spirit of moderation.

No OCA Members, apart from the OCA Members of the countries concerned or officials of the country organising the GA, may be invited to a reception organised by a Candidate City or to any form of diplomatic reception organised by the country of a Candidate City.

Embassy/Consulate premises may not be used for any meetings with OCA Members.

### 2. Advertising

In line with Article 7 of the Rules of Conduct, the Candidate Cities may not carry out any form of international promotion in the country where the Host City election will take place during the three-week period before the election. The Candidate Cities may not undertake any form of written advertising in the local or international media during this three-week period (this includes magazines, newspaper wraps, internet and television). Interviews and editorials are, however, permitted.

Furthermore, there may be no form of "building wrap"/external decoration or any billboard advertising whatsoever relating to any candidature.

### 3. Media

The OCA will provide each City with the opportunity to hold a press conference in the GA venue following its final presentation to the OCA Members. If Candidate Cities wish to hold other press conferences, they may do so, but not in the official OCA Hotel or the GA venue.

There must be no reception at the end of any press conferences.



#### 4. Document Distribution

Documentation in English may be distributed in line with instructions provided by OCA Asian Games Department.

No documents may be delivered by the Cities or any third party working on their behalf to the OCA Members' hotel rooms.

### Briefing for OCA Members

#### 1. Promotion

Candidate Cities may not organise any receptions and are not permitted to hire their own premises for promotional activities or to meet with OCA Members (e.g. NOC house or Bid City Restaurant etc.).

there may be no receptions held by a Candidate City for any persons other than the City's own delegation.

Embassy/Consulate premises may not be used for any meetings with OCA Members.

#### 2. Media

If Candidate Cities wish to hold a press conference, they may do so, but not at the OCA Headquarters or any other venue as specified by the OCA. The OCA will not provide the cities with the opportunity to hold a press conference.

There must be no reception at the end of any press conferences.

#### 3. Document Distribution

Documentation in English may be distributed in line with instructions provided by OCA Asian Games Department.

No documents may be delivered by the cities or any third party working on their behalf to the OCA Members' hotel rooms.

### Asian Games (Summer, Indoor and Martial Arts, Winter, Beach, Youth)

#### 1. Promotion

Applicant/Candidate Cities may set up a bid exhibition in the respective NOC House or at a location be approved by the OCA during the Asian Games if they so wish and promotional documentation may be distributed.

Cities are permitted to have some element of team visibility on their official clothing during the Games, provided the following is respected:



- Cities may use their Logo (i.e. graphic device – see definition in appendix 1) on items of clothing;
- The Logo in its entirety shall not be larger than 20 cm<sup>2</sup>;
- only City representatives (excluding national delegations, athletes and NOC accredited persons) may wear the items of clothing;
- There must be no advertising or trademark on the items of clothing except the manufacturer's mark (see below);
- The identification of the manufacturer on the clothing should be in accordance with Rule of the OCA Constitution, in particular:
- The identification of the manufacturer shall not appear more than once per item of clothing;
- Any manufacturer's identification must not exceed 20 cm<sup>2</sup>.

All other forms of identification on Applicant or Candidate Cities' clothing are prohibited.



## Ethics Committee

### A. Composition and Organization:

1. The OCA Ethics Committee (the Committee) is independent; it is composed of five (5) Members, among whom there shall be:
2. The Members of the Committee shall be designated by the OCA President, and their appointment is subject to ratification by the OCA Executive Board.
3. The Chairperson of the Committee shall be appointed by the OCA President.
4. The Committee reports to the OCA Executive Board.
5. The Committee meets when convened by its Chairperson, at least on a semi-annual basis. The required quorum is constituted if at least three of the Members are present.
6. The Committee shall be assisted by a Secretary appointed by the Committee Chairperson in consultation with the OCA President. His or her tasks are defined in a job description approved by the Committee Chairperson and the OCA President.

### B. Terms of Reference of the Committee:

1. In the framework of the competence of the Committee as defined in the OCA Constitution, the terms of reference of the Committee are:
  - i) The Members of the Committee shall be designated by the OCA President, and their appointment is subject to ratification by the OCA Executive Board.
  - ii) to perform any other task, linked to the development of and respect for the ethical principles, assigned to it by the OCA Executive Board and/or the OCA President.
2. The Committee presents an annual report on its activities to the OCA General Assembly. This report will be published.

### C. Conditions required for Committee Membership:

Members of the Committee shall not take any measure nor exercise any influence in relation to a matter where any conflict of interests or any other conflict exists or is perceived to exist.





D. Term of appointment of Committee Members:

1. The duration of the term of a Committee member is four (4) years. Such term is renewable. The term of a person who is a Committee member by virtue of his or her OCA Membership shall end when such person ceases to be an OCA Member. He or she may however be appointed as a Committee member in the category of persons who are not OCA Members.
2. The term of office of a Committee member takes effect on the day his/her appointment is approved by the OCA Executive Board.
3. In the event of the Chairperson being impeded from performing his or her duties as Chairperson, the longest serving member of the Committee shall perform these functions.

In the event of death, resignation or inability of a member to perform his or her functions, the member shall be replaced.

Any member of the Committee who is to be replaced shall remain in office until a replacement has been approved by the OCA Executive Board.

4. A Committee member may be removed from office only by a decision of the OCA Executive Board and with the approval of two-thirds of the Committee Members, the member concerned being heard by the Committee.



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