

# 13<sup>th</sup> YALAMBARHANG CUP

## 9-A SIDE FOOTBALL TOURNAMENT

### Event Operation Instruction



**Saturday, 16th April 2022**

**Springwest Academy Feltham London, Browells Lane, TW13 7EF**

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## General

1. Yalambarhang Cup is one of the biggest and most prestigious 9-A side one-day football tournament organized by the Kirat Yakthung Chumlung United Kingdom. It was established in 2007 under the name of the ancient first Kirat King of Nepal (Yalambarhang). The tournament already has good interest within the Nepalese communities in the UK and is growing year by year bringing together teams from all over the UK representing many diverse cultures, faiths and groups that make the event more popular and unique. Unfortunately, in the last two years we couldn't host Yalambarhang football tournament because of the worldwide covid 19 pandemics. This year we have held this tournament as the UK Government has opened to the covid 19 restriction. Therefore, if we go ahead according to the Government rules and regulations, we will be successful.

## Aim

2. The aim of this instructional document is to provide accurate information to all responsible personnel to prepare and run the event smoothly and in the best possible traditional standard.

## Event management key personal

3. The following table contains the names, roles, responsibilities, and contact details of the key personnel who will be involved in organizing the 13<sup>th</sup> Yalambarhang Cup football tournament 2022.

Name	Role	Responsibility	Contact No
Amrita Palunwa Sabenheim	Event Coordinator	Tournament and health and safety	07984870136
Khagendra Lawoti	A/Coordinator	Documents	07747159979
Jiwan Pyara Maden	Infrastructure	Venue, stores	07392820347
Dipendra Yakso	Treasurer	All financial aspects	07546997826

## Event administration

4. Venue:

- The venue will be at Springwest Academy Feltham, Browell's Lane, TW13 7EF.
- There are four normal size football pitches for the event.
- 3G football pitch have been booked after 12 PM and we can use ruby pitch if not in use.

5. Venue setting:
  - KYC Greater London Senior branch has been requested to set up the venue.
  - All available responsible personnel and volunteer members of the KYC UK are requested to participate in setting up the venue on 16 Apr 2022 at 8am.
  - VP Ganesh Ijam, A/Treasurer Jiwan Pyara Maden, Treasurer Dipendra Yakso, G/Secretary Jurendra Khajum, Secretary Tara Bahadur Kandangwa A/Sec Sanu Subba and A/Treasurer Nar Sabenheim without any delay turnup with your responsible equipment's.
  
6. Dismantle phase: KYC UK, Greater London branch is requested to the responsible for the dismantling and clearing up the area. However, all executive members and responsible personal are also strongly urged to stay until completion of the event to help to clear up the area.
  
7. Equipment: A/Treasurer Jiwan Pyara Maden will liaise with the College to arrange collection and drop-off of all necessary equipment before and after the event. VP Khagendra Lawoti is requested to provide high-quality/good condition 10/12 radios for the event. All responsible person requested to arrange additional equipment as per Annex H.
  
8. Media: Webmaster Ramprasad Limbu will take photos/video of the event and update the website with all necessary information. He is also requested to submit an advertisement to the BFBS Gurkha radio.
  
9. Advertisement: G/Secretary, Jurendra Khajum, has agreed to produce a flyer after coordinating meeting and former VP President Mr. Nagendra Nembang, has agreed to publish the advert online in the Everest Times. The advert will be published 3 times before the event.
  
10. Security: KYC UK Basingstoke branch Chairman Chandra Prakash Begha, C/Member Pepraj Kurumbang and Sher Bahadur Ingnam SIA (Security Industry Authority) qualified security officers for the event. Their main responsibility is to keep the event safe, secure, and enjoyable by patrolling the area to look for any unusual activities and possible crowd control.
  
11. Sound system: Sound technician, Bhim Bokhim, will set up the sound system, ready for operation by 0800 hrs. on Saturday, 16 Apr 2022. He is responsible for adjusting the sound to comply with the Council requirements.
  
12. Communication: VP, A/Coordinator Khagendra Lawati and Treasurer Dipendra Yakso are requested to provide sufficient radios either hired or barrow from recognize society or friends. The radios are provided for key personnel to communicate within the network therefore should be placed on an allocated channel and kept on that channel unless instructed otherwise.
  
13. Food and drinks: There will be a food and drinks stall as per the site plan. Treasurer,

Dipendra Yakso, is requested to negotiate with catering company (Bal Kumari Suhang) to provide free 50x food vouchers and food for at least 40 personnel at the end of the event. All food stall and bar operators are required to have permits. They should already be aware of the hygiene regulations. Bear in mind that the food operation may be dramatically affected on this greenfield site by weather conditions, both wet weather and extreme heat and dust.

14. Alcohol: Selling alcohol must be fully licensed and only qualified personnel are allowed to sell. Alcohol will be prohibited outside the licensed area. Failure to comply with alcohol restrictions in public places can result in arrest or a fine of up to £5000.00

15. Car parking: Main car park and overflow car park are shown in the site map. All members of the public will be reminded that parking is at their own risk and all vehicles are strictly prohibited to enter the playing area. The security officers and the traffic warden should not allow any vehicles to enter the field except for emergency and admin vehicles.

16. Guests: General Secretary, Jurendra Khajum is requested to co-ordinate with President, Narbir Angbo for invitation of all guests including chief guest of the event. VP, Ganesh Ijam, A/Secretary, Sanu Subba, and Thamendingma Team are requested to assist the guest hosting throughout the event.

17. Cleaning the area: Mr. Dev Angbohang GLB president, is kindly requested to provide two cleaning contractors start from 4PM to clean the area during the event as part of the operational response to the venue.

18. Transport: All personnel are reminded that transport is your own arrangement. Please Park your car at allocated parking area see the annex A.

19. Running the control tent: The Secretary, Tara Bahadur Kandangwa, Asst Secretary, Sanu Subba, VP, Khagendra Lawoti and Treasurer Dipendra Yakso are responsible for the smooth running of the control tent. A/Coordinator VP Khagendra Lawoti have provide radio to all official team for keep maintain record.

20. Opening ceremony: The opening ceremony will be carried out after the arrival of the chief guest under the direction of the President of KYC UK, Narbir Angbo and led by General Secretary, Jurendra Khajum. Basingstoke Branch agreed to provide a Kelang team. KYC UK Thamendinma's committee group has agreed to provide a Limbu cultural dressed group. They need to contact Gen Secretary, Jurendra Khajum before the ceremony.?

## **Financial**

21. The KYC UK will be funding all financial aspects for this event. However, we are appealing for members to support this event by sponsoring. We accept any kind of support, mainly sponsoring trophies and prizes for the tournament. Treasurer Dipendra Yakso, and A/Treasurer Nar Sabenhim, is responsible for dealing with all financial matters. He is also responsible for collecting all team registration fees before the game starts and preparation

of all cash prizes as per Annex F to present at the end of the event.

### **Public Liability insurance**

22. The Public Liability Insurance: The insurance will be provided by David J Miller Insurance Brokers Ltd. The all-legal documents are kept by the event coordinator Amrita Palunwa Sabenheim.

### **Emergency action plan and Services**

23. Emergency Action Plan: Emergency services access routes within the site must be kept clear of any obstruction. The car parking assistant is responsible for keeping all emergency accesses clear. Escape routes are shown in the site map, (Annex A) and emergency action plan is stated in (Annex C).

24. Medical and ambulance service: An ambulance car and crew will be provided by Event Medical service will be available during the event from 1100 hrs. to 1900 hrs. In the event an incident, they will provide the first line of emergency response. They are to set up a treatment area in the allocation place as per shown in the site map. They are to be assigned an incident lock book record and radio from control tent and will keep close contact with control tent.

25. Fire Service: It is not expected that the Fire Service will implement any special arrangements for this event. In the event of fire incidents or emergency situations, normal activation procedures will be implemented.

26. Local police: Gen Secretary, Jurendra Khajum, is requested to inform the local Police about the event. In the event of an emergency, they will be called. The contact no of the local Police station is 02082476311.

### **Health and Safety**

27. Risk assessment: During this pandemic provide face masked hand sanitizer keep safe distance. The purpose of the risk assessment is to identify hazards which could cause harm. All key members of the event are requested to be informed about safety matters and procedures to be followed on site. The full document is in Annex I.

28. Electrical safety: The main electric source will be used from the main building. All electrical cables must be secure and safe. All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e., in the open air where it may get wet.

29. Disabled facilities: Asst Secretary, Sanu Subba, is requested to assist people wearer face masked and use hand sanitizer keep safe distance with the physically disadvantaged during their stay due to the bad ground condition at the site.

30. Toilet facilities: There will be indoor toilets facilities that located in the main building.

31. Drinking water: Treasurer, Dipendra Yakso, is requested to liaise with catering company to provide free 50x cases of 12 bottled waters for the players. Normal tap water can also be used from the main building.

32. Smoking: The Smoking prohibition Act seeks to provide a clean, safe, and healthy environment for the public. A designated smoking area will be allocated on the site. All personnel are reminded to smoke only in designated smoking areas' VP, A/Coordinator Khagendra Lawoti is requested to allocate a smoking area.

33. Drinking and driving: Driving over the limit of alcohol is a serious crime, and it can lead to serious accidents. We strongly advice against driving after drinking alcohol.

### **The tournament**

34. Tournament Committee: The 13<sup>th</sup> Yalambarhang Cup Committee and match officials have discretionary powers to waive rules and over-ride decisions if circumstances and the interests of the competition warrant such action. All available Governing bodies are kindly requested to assist the nomination of the best players. The committee consists of:

- |                                     |   |                             |
|-------------------------------------|---|-----------------------------|
| a. President of KYCUK               | - | Mr. Narbir Angbo            |
| b. Sport Coordinator of KYCUK       | - | VP Amrita Palunwa Sabenheim |
| c. Founder of Yalambarhang Cup      | - | Rtd Capt Bom Limbu          |
| d. Senior Referee of the tournament | - | Mr. Ganesh Thapa            |
| e. Gen Secretary of KYCUK           | - | Mr. Jurendra Khajum         |
| f. Treasurer of KYCUK               | - | Mr. Dipendra Yakso          |
| g. A/Coordinator of KYCUK           | - | VP Mr. Khagendra Lawati     |

35. The rules of the competition: The rules will be run in accordance with the FA and KYC UK Yalambarhang Cup rules. The referee's decision will always be final. In addition to the above rules and regulations the local guidelines are stated in a separate document, which will be available in the control tent with the tournament coordinator.

36. Referees: There will be 4x qualified referees will be arrange for the event by Mr. Quei.

37. Game officials: VP, Amrita Palunwa, will arrange at least 12x official to assist the referees. Officials' assistances are the key personnel to keep continue running of the games in the allocated pitches. They are also required to record all match activities in score sheet (Annex E) and send updates through handheld radio to the control tent. Make sure use a correct frequency and quick radio check with control before going to allocated pitches.

### **Team categories**

38. Main team: All players must be 17 years and above. Each team will consist of nine

players and three substitutes. They must register before the tournament.

39. Veteran team: All players must be 38 years and above. Each team will consist of nine players and three substitutes. They must register before the tournament.

40. Super Veteran team: All players must be 45 years and above. Each team will consist of nine players and three substitutes. They must register before the tournament.

41. Ladies team: All players must be 16 years and above. Each team will consist of nine players and three substitutes. They must register before the tournament.

### **Team Registration and game structure**

42. Personal declaration: All players must sign the team registration form (Annex –D) before the game starts; they must bring a document with proof of age e.g., Driving Licence or Passport. The team registration will be closed on 14 Apr 2022. Time-16:00hrs

43. Team registration fee. All teams are required to pay the registration fees before the team draw. All registration fees are non-refundable, unless in exceptional circumstances at the discretion of the event organisers. Payment details are found in team entry forms Annex D.

- a. Main team, Veteran team, and Super Veteran team £200.00.
- b. Ladies team registration £50.00.

44. The team draws. It will be taking place on Thursday 14 Apr 2022 at, Aldershot. (Ozone) Time-18:00hrs. The Governing body and all team representatives are requested to attend the team draw. Team draw result will be kept private until full entry fee payment is paid. Act by VP, Khagendra Lawoti and Treasurer Dipendra Yakso.

45. Qualifying round. The group stage will run on a league basis, each categories teams will be drawn into groups of four or five, depending on team entered and the qualifying competition played in accordance with the league system. Three points are awarded for a win, one point for a draw, and none for a defeat.

46. Points tie. In the event of a points tie, goal difference will decide the winner, then goals scored. If still level, then the goal conceded will decide the outcome. If this procedure does not produce a result, this will be decided on penalties. Three nominated players from each team will take the penalty. If this still fails to provide a winner, then the sudden death rule will apply.

47. Knock-out stage. The winner and runner up of each group will go through to the knock-out stage for a quarter/semifinal place. If the result stands as a draw at the end of normal playing time, penalty will be applied as stated above.

48. The final games. If the result stands as a draw at the end of normal playing time, extra time of two periods of 5 minutes will be played in all final matches. If the two teams



are still equal after extra time, the winners are determined by penalties as stated above.

49. Main cup retaining agreement. All main cups are retained by the organising committee after the presentation. Should the winning team wish to take the cup for display, they may do so only after signing of the cup retaining agreement form. (Annex G).

### **Cash prizes and trophies sponsorship**

50. All prizes and trophies will be presented after the final games. Secretary Tara Bahadur Kandangwa, Treasurer Dipendra Yakso, is kindly requested to arrange all trophies as stated below. Treasurer Mr. Dipendra Yakso is to liaise with A/Treasurer Nar Sabenheim for the sponsorship name list. All details are stated in Annex F.

### **Summary**

51. All KYC UK branches are strongly encouraged to attend and support the event, as this is an excellent opportunity to meet up with friends and families. Kirat Yakthung Chumlung UK would like to wish all the teams the very best of luck for the competition for the 13<sup>th</sup> Yalambarhang Cup.



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Coordinator 13<sup>th</sup> Yalambarhang Cup  
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#### **Annexes:**

- Annex A - Site Map
- Annex B - Sequence of event
- Annex C - Emergency action plan
- Annex D - Team registration form
- Annex E - Score sheet
- Annex F - Cash prizes and trophies sponsorship
- Annex G - Main cup retaining agreement
- Annex H - Stores and equipment list
- Annex I - Risk Assessment

#### **Distribution:**

All Responsible personnel

#### **Copy:**

Mr. Narbir Angbo, President KYC UK

Mr. Rtd capt Bom Bahadur Limbu, Founder of the YC