

KHELO INDIA ACCREDITED ACADEMY

Standard Operating Procedure (SOP) & Application Guide

1. Purpose

This SOP outlines the complete process for academies seeking accreditation under Khelo India Scheme, including eligibility, application, evaluation, benefits, and post-accreditation compliance. It ensures alignment with SAI guidelines for excellence in 20 priority sports disciplines. The objective of the program is to identify and support **high-quality sports academies** capable of nurturing young athletes and contributing to the country's sports development.

2. Scope

This SOP applies to all entities (trusts, companies, NGOs, government, consortia) applying for residential/non-residential accreditation:

- Private sports academies
- State government sports academies
- Educational institutions with sports infrastructure
- Non-profit sports organizations
- Sports training centres

All applicants must meet the **technical, infrastructure, and coaching standards** defined by the program.

3. Governing Authority

The accreditation process is administered by Sports Authority of India (Khelo India scheme) under the Ministry of Youth Affairs and Sports. These authorities review applications, conduct inspections, and grant accreditation.

4. Eligibility Criteria

Applicants must satisfy the following minimum requirements.

4.1 Sports Discipline

The academy must train athletes in **recognized Khelo India sports disciplines**:

1. Archery
2. Athletics (Track & Field)
3. Badminton
4. Basketball
5. Boxing
6. Cycling
7. Fencing
8. Football
9. Gymnastics
10. Hockey
11. Judo
12. Kabaddi
13. Rowing

14. **Shooting**
15. **Swimming**
16. **Table Tennis**
17. **Tennis**
18. **Volleyball**
19. **Weightlifting**
20. **Wrestling**
21. **Para Discipline**
22. **Kayaking & Canoeing**

4.2 Infrastructure

Applicants must have:

- **Standard field of play / training facilities**
- **Adequate lighting**
- **Changing rooms and sanitation facilities**
- **Gym or strength training area**
- **Administrative office**
- **Sports equipment**
- **Medical and recovery support**

Residential academies must additionally provide:

- Athlete accommodation
- Dining facilities
- Study/education support

4.3 Coaching Staff

The academy must employ qualified coaches including:

- **Head Coach / Technical Director**
- **Assistant Coaches**

Preferred qualifications:

- National / International coaching certifications
- Competitive playing experience
- Athlete development record

4.4 Pre-Qualification

- Legal entity registered in India for ≥ 3 years in applied sport.
- "Fit and proper person": No convictions, defaults, blacklisting, insolvency.
- Field of Play (FOP) meets international standards with sport-specific equipment.
- Provisional 1-year accreditation for eminent sportspersons' academies, exceptional facilities, or athlete-proven centers.

5. Application Fee

Applicants must pay a **non-refundable application fee**.

Amount: ₹10,000

Payment Mode: NEFT / RTGS

Bank Details

- Account Name: Secretary, SAI (Khelo India)
- Bank: Union Bank of India
- Account Number: 108510100032325
- IFSC Code: UBIN0810851

Note:

Government academies are **exempt from the application fee**.

6. Required Application Documents

Applicants must submit the following:

6.1 Application Forms

1. Khelo India Sports Academy Accreditation Application Form
2. Academy profile
3. Details of infrastructure and facilities
4. Coaching staff details
5. Athlete training programs
6. Residential facilities (if applicable)
7. Sports science and medical support details
8. Administrative structure
9. Athlete performance and achievements

6.2 Supporting Documents

Applicants must attach:

- Registration certificate of the organization
- Infrastructure photographs and videos
- Coach qualification certificates
- Athlete performance records
- Proof of application fee payment
- Declaration and undertaking forms

S.No.	Document	Format Reference
1-6	Incorporation, PAN, GST, EOI signed, Power of Attorney, Financials (3 yrs CA certified + ITR)	Pre-Qual
7	Khelo India Accreditation Form	Format-1
8-15	Academy details, Facilities, Sports Science, Residential/Education, Coaching, Performance, Others	Formats 2-9
16-17	Declaration, Fit & Proper Undertaking	Formats 10,12

** The Formats are attached in EOI.

7. Application Submission Procedure

Applicants must submit the completed application along with all supporting documents via email.

Submission Emails

- kheloindia.academies@gov.in
- kheloindia.academies@gmail.com

The email must include:

- Completed application form
- Supporting documents
- Payment receipt

Incomplete applications may be rejected.

8. Evaluation Process

The accreditation process involves **three stages**.

Stage 1 – Preliminary Screening

Applications are reviewed by officials from the Sports Authority of India.

Evaluation criteria include:

- Completeness of documentation
- Infrastructure availability
- Coaching staff qualifications
- Athlete development programs

Only eligible applications proceed to the next stage. Academies need min. 50/100 (Section I) + 25/50 (Section II residential).

Section	Max Marks	Key Components	Min Required
I: Technical/General	100	FOP (30), Coaching (30), Sports Science/Medicine (25), Results (10), Education (5)	50
II: Residential	50	Accommodation (25), Food/Kitchen (25)	25
III: Bonus	5	Tech/Innovation	

**The same is provided in detail in the Evaluation Matrix.

Stage 2 – Physical Inspection

Shortlisted academies undergo **on-site inspection** conducted by a technical evaluation committee.

The committee assesses:

- Sports infrastructure
- Training environment
- Coaching staff capability
- Athlete facilities
- Safety and welfare measures

The academy is scored according to the **Khelo India evaluation matrix**.

Stage 3 – Accreditation Decision

Based on the inspection report and scoring:

- The committee recommends academies for accreditation.
- Final approval is granted by the Sports Authority of India.

Approved academies receive **official recognition as Khelo India Accredited Academies**.

9. Post-Accreditation Requirements

Accredited academies must:

- Maintain infrastructure standards
- Employ qualified coaching staff
- Follow athlete training protocols
- Submit periodic progress reports

Failure to maintain standards may lead to **withdrawal of accreditation**.

10. Benefits of Becoming a Khelo India Academy

Accredited academies may receive support under the Khelo India Programme including:

Item	Amount (Rs/KIA/Year)	Payable To
Coaching/Science/Management	1,50,000	Academy
Diet	1,58,400 max (480/day × 330)	Academy
Lodging	36,000	Academy
Kitting/Consumables	70,000	Academy
Travel/Competitions	60,000	Academy
Insurance	4,000	Athlete
Stipend	1,20,000	Athlete
Education	30,000	Academy

Non-Residential: Excludes diet/lodging. Additional: Infrastructure grants, camps, international exposure.

11. Contact Information

For queries related to accreditation:

Email

- kheloindia.academies@gov.in
- kheloindia.academies@gmail.com