



North American Telugu Association

Non-Profit Organization Tax I.D. 27-1119753

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NATA Rules and Regulations

Acknowledgement

Original Rules and Regulations approved by Board of Directors date: 05/09/2015

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INTRODUCTION

Functioning of NATA shall be governed by these Rules and Regulations (RRs) in addition to Constitution and Bylaws. These RR's can be updated with approval by simple majority of BODs.

MEMBERSHIP FORMS & PROCESSING

- (a) Membership forms shall be made available on NATA website which can be completed on-line with a valid credit card or can be easily downloaded, filled, signed and mailed with requisite fees for consideration.
- (b) Membership forms may also be made available at various NATA events.
- (c) Office Coordinator or President designee shall pick up the membership forms from the P.O. Box at least once every week. Scan the form and the check and Email it to the membership committee Chairperson with copies to Secretary and the Treasurer. Checks shall be deposited within one week after they are picked up from the P.O. Box. Record the check deposit date on the membership form. Keep all the forms together as they are collected and mail them all to the membership committee Chairperson once in about two weeks.
 - (1) Same procedure as described above shall apply for membership forms and checks that are handed to the Office Coordinator or membership committee Chairperson or any other member of NATA Leadership member during an event or a function.
 - (2) Also, the same procedure as described above shall apply for membership upgrades.
- (d) Responsibilities of the Chairperson of Membership Committee:
 - (1) Receive membership application forms and the copy of checks from the office coordinator or any member of NATA Leadership. Make sure that the check deposit date has been recorded on the form.
 - (2) Also, receive the membership forms with credit card information sent electronically via NATA web site. Record the date received on the form. The treasurer shall debit the credit card for the required membership fee within a week after the receipt of the form and card information.
 - (3) Maintain a separate folder for each member with original form and all the correspondence. Also, store the same information electronically for each member. Folders and sub-directories shall be arranged by the unique ID given to the member consisting of one single person or a family of two.
 - (4) Refer to Article IV, Section 3 in the Constitution for qualifications for membership. Acknowledge the receipt of application form via e-mail. Verify if all the personal information is completely filled and payment is received. If any information is missing then request the applicant to send missing info via e-mail or fill another form if signature is missing and then mail or E-mail the form. Follow the same procedure for membership upgrades.
 - (5) If the check or card information is not received then request the applicant either to mail check or e-mail the credit card information.
 - (6) Effective date of membership shall be the date recorded on the application form; this is the date when check was deposited in the bank or credit card information was received with application form via web site.
 - (7) New members list will be presented by the Secretary to The Board of Directors for formal approval in a regularly scheduled Board meeting. Membership committee Chairperson shall record the Board approval date on the form when he/she receives the information from the Secretary.
 - (8) Write welcome letter on NATA letterhead to every new member acknowledging the receipt of their application and for their support to NATA. Also, inform them of their ID number which can be used for future reference.

- (9) Maintain the membership list/data base in excel format. The membership data base shall include all personal information such as the ID number, effective date, membership category, mailing addresses, telephone numbers, E-mail addresses, names of children with ages, etc. The proof of payment of membership dues should be kept along with above information. Ex: copy of check, credit card transaction info.
- (10) Make changes to the personal information when requested by the member via E-mail, phone call or web site.
- (11) Provide the new membership list and membership upgrade list every month to the President and secretary.
- (12) Membership committee Chairperson shall not provide or share the member's personal information with anybody else other than the Secretary and the President.
- (e) It is the responsibility of the secretary and the President to counter check the membership list.
- (f) Identification Number (ID) Assignment: A unique ID number shall be given to each member (single or family of 2) in each category. Once the membership ID is assigned then it can't be changed and it should not be re-assigned. If the member upgrades his/her membership then indicate the new number given under the old number in the data base and move all personal information to the new number. The following example and the explanation illustrate how to assign the ID numbers:
 - (1) A unique ID number for a Diamond Member:
 - (i) First character in the example is a number given for each category, "D" for Diamond, "P" for Platinum, "G" for Gold, "S" for Silver and "L" for Life Member.
 - (ii) The second, third, fourth and fifth characters are the sequential number starting from "0001" and "0002" based on the order the membership forms were received in each specific category

REGIONAL VICE-PRESIDENT (RVP)

- (a) Refer to Article VIII of the Constitution, a nominee for selection/election for the position of RVP shall be a member of NATA for a minimum of one year by 1 January of the year the new President assumes office.
- (b) RVP and the Regional Coordinators (RC) shall implement the vision and proposals approved by Board of Directors. RVP shall organize NATA activities in his/her region.
- (c) RVP shall take the help/input of BODs and other local leaders to identify potential Regional Coordinators for all regions/states within his/her region and send the list to Executive Vice-President and President within a short time after the RVP takes office. The President, after discussing with EVP, will choose RCs from among the list furnished by the RVP and the candidates recommended by other members and send the final list to the Board for approval.
- (d) RVP shall inform/discuss with Regional Coordinators and NATA Leadership members within his/her region such as Board of Directors, standing committee chairs and other important members before deciding on organizing an event or sponsoring a function with a local Telugu association.
 - (1) RVP shall then inform the Executive Vice-President (EVP) of the event details and solicit his/her input/approval.
 - (2) If any local organization approaches the RVP or RC and solicit NATA sponsorship then they should say that they will discuss with NATA Leadership and inform them of the decision.
 - (3) RVP or RC shall not contact the local association and also not publicize this event until EVP or the President approves it. Depending on the sensitivity/urgency and local issues, the EVP may contact the president directly and inform the event details and get his approval. In case if the event is disapproved then RVP/RC should not inform the local association of the reasons behind the disapproval and also not publicize the reasons.

- (e) Communication with Executive Vice-President (EVP): RVP shall always go through the EVP for any decisions to be made regarding an event. In case if the RVP doesn't agree with the decision of the EVP or for any other reasons then RVP can contact the President and discuss the issue. President will then talk to both EVP and RVP and try to resolve any issues between them.
- (f) Removal of Regional Vice-President (RVP): Based on non-performance or poor coordination, the EVP can request President in writing for the removal of RVP. President may initiate discussion with both RVP and EVP and try to resolve. If the issues are not resolved then the President can replace the RVP and inform the Board.

REGIONAL COORDINATORS (RC)

- (a) Regional coordinator must be a member of NATA.
- (b) RC's are the main bridge between the NATA organization and the Telugu Families in the local area.
- (c) RC shall implement those proposals approved by the Board of Directors and communicated through RVP. RC shall be responsible for all NATA activities in his/her region/state including but not limited to organizing /coordinating NATA Programs with the help of local Telugu associations.
- (d) RC shall solicit membership from individuals, friends, groups and others within and outside his/her local area. The membership drive shall be an on-going process.
 - (1) Solicit membership by calling individuals or meeting the families personally.
 - (2) Take help from friends and other NATA members and set up NATA booth in small gatherings and large functions for the purpose of soliciting membership.
- (e) Community Service Needs: RC shall identify the community service needs in their area. If there is an emergency to any individual or group of individuals in their area then RC shall try to contact or meet them as quickly as possible and get the first hand information.
 - (1) As soon as RC gathers the information, here is the chain of communication that needs to happen: RC to RVP; then RVP to EVP; then EVP to President and then to the Board. Depending on the urgency of the situation, in case if RVP is not available then RC can approach EVP directly or if EVP is not available then RVP can approach President directly.
 - (2) If this incident is such that it needs community help in the way of donations or to gather information from them then EVP will contact Media chair. All the press notes must be approved by President.
- (f) Identify Individuals Who Achieved an Award or Recognition: If an individual has achieved an award for his research work/invention or attained a position of importance in an organization or achieved something big then RC shall attend the function where the award is presented or personally meet the individual and congratulate him on his achievement. RC shall also bring it to the attention of NATA Officers through RVP and EVP for recognition and publication in the newsletter
- (g) Organize events in the Local Area: If RC would like to organize a community event like Ugadhi/Sankranthi or any cultural event then RC shall talk to RVP and discuss about it. RVP will work with the local NATA leaders and get the approval from EVP/Board. RVP shall try to involve all NATA Officers, BODs and other important members and make the event a grand success. RC and RVP shall make sure NATA banners are displayed and membership solicitation booth is set up with volunteers to solicit membership
- (h) Communication: Regional Coordinator shall communicate with RVP. In case of conflict between RC and RVP then EVP will try to mediate between them and resolve any issues. RC should not send any insensitive or offending mass e-mails to the members of NATA expressing his/her frustration or grievances. This may lead to his/her removal from the position of RC without hearing rights.

- (i) Removal of Regional Coordinators (RC): Based on non-performance or poor coordination, the RVP/EVP can request President in writing for the removal of RC. President and EVP may initiate discussion with both RVP and RC and try to resolve. If the issues persist then the President will replace RC and inform the Board.

Convention Guidelines

Introduction

NATA Conventions shall be held once in 2 years in major metropolitan areas in USA or Canada. These Biennial Conventions are usually held in even years. Each convention shall have a Motto and a Logo unique to that convention. Also, each Convention shall be titled with the following four items: First item: NATA, Second item: Convention, Third item: Name of the city where Convention shall be held, Fourth item: Four digit year during which Convention shall be held.

NATA Convention Structure

Convener	Coordinator
Co-Convener	Co-Coordinator
Deputy Convener	Deputy Coordinator

Convener shall serve as a member of NCCC, Co-Convener and Deputy Convener shall chair one of the committees listed under Convener and work directly under the supervision of Convener of Convention and President of NATA

Coordinator shall serve as a member of NCCC, Co-Coordinator and Deputy Coordinator shall chair one of the committees listed under Coordinator and work directly under the supervision of Coordinator of Convention and President of NATA.

National Convention Advisor (NCA)

NCA will serve as an advisor to the President at National level regarding the activities of various convention committees formed at the local level. With his/her experience gained from previous NATA conventions, NCA shall help in achieving the goal of successful convention financially or otherwise. NCA shall serve as ex officio (Non-Voting) member of EC.

The President with the approval of the BOD shall appoint one NCA along with other appointments for the convention. NCA should have leadership experience in previous NATA Conventions and has time, talent, skills and energy to fulfill his/her role and work towards a profitable convention. NCA shall serve as an advisor to National Convention Core Committee (NCCC) and report to the President. NCA also shall closely monitor the activities of all convention committees in general and Finance, Budget, Registration, Food, Cultural, Venue, Vendor/Exhibits and Banquet committees in particular. NCA shall serve as a voting member of NCCC .

Committees

NATA Convention Core Committee (NCCC) with the help of the local leaders' selects the committee chairs and Co-chairs from the Telugu community and recommends to EC & NATA Board for approval. Upon the approval of the EC & Board, Convener/Coordinator informs the individuals and requests them to take up a position as Convention Committee Chair and Co-chair. President calls the first meeting and invites all Chairs and Co-Chairs. In this meeting President welcomes the chairs and co-chairs and formally requests them to assume the

respective responsibilities. Subsequent meetings will be announced by President or Convener or Coordinator with the consent of the President through Secretary.

All the activities by the Convener and Coordinator should take place under guidance and direct supervision of President. Any conflicts or disputes arising related to convention shall be referred to NCCC for resolution. Other members may attend NCCC meetings for specific purpose at the request of President. Both Convener and Coordinator shall have equal responsibility in the operation of convention. NCCC can add additional committees if necessary.

Committees Coordinated by Convener

Cultural, Corporate, Finance, Hospitality, Health & Sports, Language & Literary, NRI, Immigration & IT, Panel Discussions, Media, Matrimonial, Transportation, Programs and Events, Reception, Security, Souvenir, Volunteers.

Budget and Publicity & PR committees work with both Convener and Coordinator.

Committees Coordinated by Coordinator

Alumni, Arts & Crafts, Awards, Business Seminars, Banquet, Decorations, CME, Food, Registration, Spiritual, Overseas Coordination, Venue, Vendors/Exhibits, Youth and Women's forum, Web, Budget and Publicity & PR committees work with both Convener and coordinator.

Alumni Committee

Committees to Work With: Venue Committee, Programs & Events, Souvenir Committee, CME Committee, Panel Discussions & Seminars

- Collect names of all registered alumni of the universities from Andhra Pradesh
- Request all committees to take part in the Convention
- Work closely with Venue committee for rooms and individual alumni gatherings
- Work closely with programs and events committee for time allotment
- Solicit advertisements from the Alumni's for the Souvenir & Web
- Solicit Registrations & Memberships through alumni's
- Solicit CME Registrations

Arts and Crafts

Committees to Work With: Venue committee, Awards Committee, Panel Discussions & Seminars

- Should work closely with the venue committee regarding space, lighting etc.
- Bring together paintings, sculptures and other fine arts with emphasis on Indian culture and promote young talent.
- Contact local painters or sculptures for display (not for sale)
- Set up a competition for arts and crafts to adults and youth
- Work closely with awards committee and select a "best youth/adult artist"
- Solicit famous artists to conduct works shops and seminars

Awards

Committees to Work With: Banquet committee, Hospitality Committee

- Determine the scope and criteria for the awards to be given, the range of awards for excellence in fields such as technical, literary, cultural, education, humanitarian, etc, and by geographical areas, as appropriate. Solicit nominations from individuals, community leaders, and various Telugu associations in the US and abroad.
- Recognize and honor those individuals of Telugu origin who achieved significant success and contributed in their fields.

- Review credentials thoroughly and impartially, and finalize the list of awardees. Award nominees should be accomplished and well known in their respective areas.
- Purchase recognition and felicitation materials like plaques, mementos, etc, to be awarded at the banquet.
- Inform the awardees of their selection in advance of their respective time slots to be present to receive their awards
- Coordinate with Banquet committee for special recognition at the banquet
- Coordinate with Hospitality Committee for guest room assignments and any special arrangements as appropriate

It should form reasonable number of categories and no more than two awards in each category should be given. The bestowing of awards should be well publicized at least 6 months prior to the Convention. There should be a nomination deadline after which the list of nominees should be presented to the Awards Committee for an open discussion. After approval from the National Convention Committee, The final list of nominees should be submitted to the NATA Executive Committee & Board at least 3 months prior to the Convention and only after their approval the final list of awardees should be published at least one month prior to the Convention. The Convention Committees, including all the volunteers and individuals who contributed to the success of the Convention should be recognized by NATA at appropriate time during the Convention.

Banquet Committee

Committees to Work With: Awards Committee, Food Committee, Decorations Committee, Venue Committee, Cultural committee, Programs & Events, Overseas Coordination Committee

- A Banquet should be held on the night before the official opening of the convention to recognize donors, special guests, artists, etc.
- Coordinate with awards committee to recognize invited guests and awardees
- Coordinate with the Food committee about menu and identify the estimated attendees for the banquet.
- Coordinate with decorations committee, venue committee and cultural committee for stage decorations
- Coordinate with cultural committee for programs; make sure no duplications of the programs. Banquet should have unique programs because attendees are paying extra money to attend this event.
- This committee should organize this event independent of the Convention but within close proximity of the Convention preferably inside the hotel where Convention has designated as the main hotel for delegates to stay.

Budget Committee

Committees to Work With: Finance Committee, Treasurer

- Give Budget Guidelines to Convention committees
- Collect Budgets from the Convention committees
- Submit Budget to National Convention Committee for Approval
- Work with Treasurer to make sure committee spending does not go beyond the approved budget
- The aim of the Budget Committee should be to make the Convention financially successful to NATA

Business Seminars

Committees to Work With: Vendor Committee, Overseas Coordination Committee

- Recognize experts dealing with business
- Identify business topics that are of interest
- Select only optimum number of topics and speakers
- Identify speakers from US and India
- Prepare invitation letters and paper work needed for Visa

- Work closely with venue, and program and events committees

CE/CME

Committees to Work With: Vendor Committee, Business seminars, Hospitality, Panel discussion committee, Overseas Coordination Committee

- Begin planning early and identify topics that are of interest to all generations
- Identify quality speakers who are known to be experts and good speakers, preferably of Telugu origin. Number of speakers should depend on the topic and length of time proposed.
- It is the Chairperson's responsibility to strictly adhere to the course's time schedule and speaker sequence. Remember, allowing early speakers in the program to overextend their time commitment only penalize the later speakers.
- Once Speaker's list is finalized contact hospitality Chair for accommodations to speakers
- Strongly encourage all speakers to use standard equipment and soft ware
- Solicit appropriate sponsors for the program
- Maintain close relationship with Business seminars, Panel discussion committee so that there will be no overlap of the topics

Corporate Sponsorship

Committees to Work With: Finance Committee, Vendor Committee, Hospitality Committee, Registration Committee, Overseas Coordination Committee

- Contact all potential donors including Insurance, Pharmaceutical, IT, Medical, Airline, Real Estate and all other corporate donors both in US and India
- Work closely with Finance committee and Vendor committee
- Work with Registration & Hospitality Committee to provide necessary registrations and rooms as per the eligibility.
- Timely prepare reports and send to Finance committee

Cultural Committee

Committees to Work With: Budget Committee, Hospitality Committee, Registration Committee, Transportation Committee, Reception Committee, Programs & Events Committee, Overseas Coordination Committee, Decorations Committee

- Responsible for putting together a cultural program suitable for the main theme of the convention
- Give extra emphasis to opening ceremony
- Work closely with local Telugu organizations and identify local talent
- Contact RVP's to identify and encourage talented groups from their respective regions
- Work closely with youth forum and assist them in their programs
- Work closely with Banquet committee and help on Banquet night
- Design the layout and types of cultural programs to be presented
- Draft rules and regulations, publicize and solicit programs with scripts, video/audio, etc.
- If any individual or groups have not been selected for the program please send a thank you note with regrets and wish them good luck in the future.
- Once you select a program, correspond with the performers and obtain confirmations. Also send appropriate information regarding program instructions, registration and hotel information.
- Coordinate with Hospitality, reception and transportation for housing and other needs.
- Work with overseas committee/coordinators for visa applications and other arrangements for Visa
- Identify MC(s) for the events and work closely with them
- Work closely with decorations committee but overall stage decorations, setting, etc should be handled by cultural committee.

- Must consider financial strain when strain when inviting performing artists from India
- Please don't encourage movie actor's "fans Clubs" displaying banners
- All programs must start on time, no exceptions
- There should not be any gap, not even 30 seconds gap between the programs. Production file has to be created and all sequences have to be worked out with the sound and lighting guy.
- Have good volunteers for the back stage management to line up the programs, at least 3 programs before the current program and if any one does not show up on time look for replacement.
- MCs play a major role in keeping the audience interesting.
- Need a technical person to coordinate the lighting, sound and curtain.
- The NATA Cultural chairperson will be one of the members this committee.

Decorations

Committees to Work With: Banquet Committee, Venue Committee, Hospitality Committee, Cultural Committee, Reception Committee

- Stage decorations during Banquet and main function (work closely with Banquet committee and Cultural committee and Venue Committee)
- Decorations at Main entrance of convention center, registration place, Concourse, VIP dining area, Main dining area and other places as needed
- Between Hotel and Convention center
- Plan for materials needed for decorations and place order early, especially things needed from India
- Have enough volunteers to do the decorations
- Avoid completely using Convention Center labor, they are prohibitively expensive. Work with the venue committee for early decorations.
- All the flowers used for banquet, try to re-use them for next day.

Finance Committee

Committees to Work With: Budget Committee

- Should raise money for the convention along with the NATA standing committee Chair
- Identify potential Fundraising areas and donors
- Contact potential donors by phone or in person
- Organize fund-raising dinners
- Collect ads for the souvenir
- Timely preparation of reports immediately after each fundraising
- Should include all NATA leadership in fund-raising events

Money for the Convention should be raised by the Finance Committee. The Chairperson should be able to identify the ways and the means to raise the funds with cost over runs in view. The NATA Executive Committee, Advisory Council, Regional Vice-Presidents, Standing Committee Chairs, Regional Coordinators and the members of the Board of Directors should be involved to the best of their capability in raising the funds for the Convention

Food Committee

Committees to Work With: Venue Committee, Banquet Committee, Hospitality

- Every effort should be made to provide food with Andhra flavor to the delegates
- Total meals: Friday Banquet night (cocktails and dinner); Saturday morning breakfast, lunch and dinner; Sunday morning breakfast, lunch and dinner
- Committee should decide whether to contract out to additional food vendors for snacks during convention days
- Provide midnight snacks, tea and water
- Select menu and prepare guidelines and identify potential caterers

- Visit dining area and design layout of the dinning areas (main and VIP lunge)
- Coordinate with local health and other agencies for licenses, permits etc., as required
- Make arrangements for tables, chairs, power, music, water, trash cans, cleaning crew, etc.
- All kitchen and dining supplies must be ordered ahead of the time
- Carefully consider labor costs when budgeting and all contracts should be in place well in advance. Work closely with National Convention Committee for contractual agreements and Submit final contract to Convention Committee for approval
- Need lot of volunteers to manage dining halls to direct traffic to various sections, to coordinate with the banquet staff to see the food is replenished.
- Have volunteers to take care of special requests

Health & Sports

Committee to work with: Youth, Panel Discussions, Venue

- Arrange sporting events prior to convention and during convention
- Solicit to Invite Famous Telugu Sports Personalities from India and conduct seminars for sports awareness

Hospitality Committee

Committees to Work With: Reception, Registration, Transportation, Business Seminars, Panel Discussions, Volunteers

- Work closely with Reception and Registration committees
- If more than expected registrations are confirmed, negotiate for more rooms
- Assign rooms/suites to all donors in coordination with Co-Convenor by considering special requests concerns as mentioned in the registration forms and/or special recommendations by President/Convention Committee
- Assign and provide rooms to various committees based on the Convention committee approval and depending on the availability
- Get confirmation numbers from Hotels and intimate the same to all guests at least 10 days prior to the convention
- Allot rooms by weekend prior to convention dates and keep a master list. A copy of the list should be given to reception committee and transportation committee.
- Work with registration committee and arrange the registration kits delivered in the donors rooms prior to their arrival.
- Block long distance calls from guest rooms in hotels. Provide calling cards (limited amount and only if necessary) for important guests from India or any invited individuals coming from India can't afford to make calls
- Purchase necessary water, beverages and deliver to the hotels (VIP rooms and donors) with the help of transportation committee
- Organize day care facility at Hotel and/or convention center starting on Friday until Sunday.
- Maintain a Help Desk for sightseeing/attractions info, including "Lost and Found" counter and first aid kit on the premises.
- Make sure the guest check out is smooth from the hotel and drop off is arranged in coordination with Transportation Committee.
- Maintain effective and efficient communication between committee members and Convention Committee (compile cell phone numbers, make a list, and distribute to all members)
- Periodically contact hotel sales managers and see how many rooms have been booked already and notify the Convener
- Set up welcome packages in donor rooms
- Arrange food for Indian guests/artists before and during the Convention
- Coordinate with various committees and obtain a list of confirmed guests
- Receive and greet VIPs, artists & guests at the hotels, and lead them to appropriate areas

- Designate one person to be in charge of one group of artists and he/she should know their whereabouts
- Room allotment must be per the prior approved list, any additional requests must be handled diplomatically
- Cordial to our guests – They must go back with good memories
- Prepare a pre-assigned room list and keep updating
- Block all long distance calls and food service from the rooms, Provide telephone cards
- Provide a reception team at each major hotel on Friday and Saturday morning.
- No sight seeing requests should be honored.

Immigration & IT

Committee to work with: Youth, Panel Discussions, Venue

- Arrange seminars with immigration attorneys
- Invite guest speakers to talk about IT industry
- Arrange related seminars

Language & Literary

Committee to work with: Registration, Hospitality, programs & events and souvenir, Overseas Coordination Committee

- Work with overseas committee/coordinators for visa applications and other arrangements for the invited guests
- Select interesting topics and programs

Media & Communications

Committees to Work With: Programs & Events, Cultural, Web

- Timely press releases with President and/or Convention Committee approval
- Display of any important pictures on NATA web site and in NATA MATA
- Work closely with Publicity and Public relation Chair, NATA President and convention committee. Collect information from all other committees for public releases.

NRI

Committees to Work With: Business Seminars, Panel Discussions

- Keep the Telugu community in the USA informed about the socioeconomic conditions, business opportunities and various projects in the government and Private sectors in India
- The Chairperson should be able to communicate with the Department of Trade and Commerce both at the State and the Federal levels in India as well as USA.
- Work closely with Business Seminars and Panel discussions committees and help inviting or identifying individuals who accomplished and well known in their respective areas.
- Identify individuals who made significant contribution in resolving the issues related to NRIs and recommend their names to awards committee for recognition.

Overseas Coordination Committee

Committees to Work With: Cultural Committee, Banquet Committee, Panel discussions, Business Seminars, Vendor, Spiritual Committee

- The Chairperson should work closely with International coordinator, and overseas coordinators
- Work closely with all committee Chairs and if any committee decides to invite guests from India, help them filling invitation request information, this form is available at NATA website

- Work with President, and NATA Secretary and make sure all invitation letters have been mailed on time
- Contact Overseas coordinators and if they need any additional information regarding processing of Visa application, coordinate with NATA Secretary and/or President.

Panel discussions and Seminars

Committees to Work With: Overseas Coordination Committee, Venue, Business Seminars, Spiritual, Youth, IT, Immigration, Women's Forum

- Recognize experts dealing with Social and cultural issues
- Identify current issues that will impact day today life (especially NRI and youth)
- Arrange group (small or large) discussions at convention
- Invite experts (preferably from US) to convention, if needed work on invitation letters and visa (if coming from India)
- Work closely with Venue, and Program and Cultural and Spirituality Committees
- Try to use one speaker for multiple or at least two events, if possible (e.g. a speaker from spirituality can be a speaker at panel discussion)

Programs and Events

Committees to Work With: Venue, Cultural Committee, Banquet, Business Seminars, Spiritual, Youth, IT, Immigration, Panel Discussions, Women's Forum, CE/CME

- Work closely with National Convention Committee for finalizations of all programs
- Coordinate with various committees and allocate time slots for all events on the main stage and at meeting rooms
- Coordinate with Banquet Committee, Cultural Committee, Panel Discussions, Business Seminars, Women's Forum, Spirituality, CE/CME and any other committees that require time organize program list.
- Have open, two way communication with all above committees regarding availability of time
- Consolidate all programs into "Master list" with accurate start-finish time lines
- Ensure smooth flow of all programs as planned "Keep up with time"
- Work closely with venue committee and arrange for photographers/videographers as appropriate at all important events (don't focus just on movie actors)
- Inspect the venue and discuss audio/visual arrangements. Ensure all audiovisual and other equipment are properly working at all events
- Estimate expenses, prepare a budget, obtain quotations from different vendors, negotiate and finalize the best one; prepare a contract and submit it to the Convention committee for approval
- Control the main stage and ensure smooth flow of all programs as planned
- Arrange for photographers/videographers as appropriate during the Convention.

Publicity and Public Relations

Committee to work with: Media, NATA MATA

- Reach community (US, Canada, and India) and promote event
- Prepare convention flyers and send for Convention Committee approvals
- Work closely with NATA membership committee, and local Telugu associations and compile a mailing list, use NATA web site and work out a strategy that gives a maximum exposure
- Prepare flyer and advertise in NATA MATA (2012 Jan, and June issue), contact NATA MATA editor and place ads in the magazine.
- Work closely with RVP's, BOD's and discuss various resources like local Telugu news letters, Telugu functions etc.

- Make arrangements to distribute publicity materials as appropriate and Organize the display banners and other publicity banners and other publicity materials at the Convention venue (order banners early from India to save costs)
- Work closely with Media Chair and organize press Conventions and press releases
- Please stay within your projected budget (Fiscal responsibility), prepare and forecast your budget early

Reception Committee

Committee to work with: Hospitality, Transportation, Food, Registration and Banquet

- Work closely with Hospitality committee and Transportation committee
- Arrange a reception desk at main hotels starting Friday afternoon until Saturday afternoon to make sure smooth check-in for all guests
- Receive and greet VIPs, artists & guests at the hotels, and lead them to appropriate areas
- Arrange reception/Information area with refreshments in all major hotels on Friday and Saturday for VIPs when they arrive at the hotels
- Set up volunteers with map/general information at each hotel and at convention center
- Arrange food for Indian guests and artists before and during convention. This is very important because Indian artists prefer Indian food, work closely with Food Committee and Hospitality Committee, so that most of the artists are located in one or two hotels so that it will be easy to arrange food and transportation.
- Obtain information from Overseas Coordination Committee about VIP guests arrival from India and plan accordingly and communicate to Hospitality and Transportation committee.
- A Reception Committee member is assigned for a specific guest(s) and they will coordinate with the Transportation Committee to pick up/receive the guest in the Airport
- Provide warm welcome to important guests at the airport preferably with flowers
- Accompany the guests for food and with any info on the seminars and locations
- Touch base with the guests if they need any information or help during the Convention
- Make sure plenty of water (water bottles) are available throughout the convention, specially at the arena during the main events at night

Registration Committee

Committee to work with: Hospitality, Web Committee, Finance, Souvenir, Food

- Fees for registration for Members and Donors should be finalized. Discuss with National Convention Committee and seek approval of final registration form
- Prepare action plan for registration. Process and plan what to include in the package ahead of time preferably by January.
- Prepare and issue name tags. Work closely with Food Committee and include meal coupons, copy of souvenirs, program brochures, etc (prepare a complete registration package)
- Work closely with Web Committee and initiate on-line registration.
- Prepare for on-site registrations; be prepared for unexpected number of on site registrations. Minimum wait time.
- Inspect the convention venue in advance to plan the lay out for registration booths.
- Send pre registration letters with registration number and information on, time and place of registration.
- Prepare registration bags at least 7 days before June 28th. Bag should contain; badges, program book, souvenir, gifts, food coupons etc.
- Strongly suggest having a dry run 3 days before the date to see that whole operation go smoothly and the computers work as supposed to.
- Have booths for pre registrants by alphabetical order, on site registration booths, Donors registration booths. VIP and guests booth. Mention mistake of last Convention.
- Need lots of volunteers – have a goal of completing pre registration in 30 seconds for each.
- Check on label maker, credit card readers, electronic lists of registrants etc.

- Plan to open registration booths on June 28th (Friday) from Noon to 8 PM. And on Saturday, all booths preferably open by 6 AM
- Every effort should be laid to prevent unregistered guests from attending the Convention. In certain cases, the fees may be waived or decreased as deemed necessary by the Convention Committee.
- The Registration Committee Chairperson is responsible for issuing of name tags, meal coupons, Souvenirs and other Convention materials including program brochures/sheets to the delegates.
- The committee should be prepared to handle any number of on-site registrations.
- They should also discuss with the hospitality committee regarding number of invited guests so that registration material can be prepared well in advance. Registration committee should make every effort to minimize waiting during the process. Prepare an action plan for registrations
- Coordinate with the Convener/Coordinator for complimentary registrations, if any, for special guests or delegates
- Inspect the convention venue in advance to plan the lay out for the registration tables
- Set up information, lost & food, and message booths at the Convention Center

Safety and Security

Committee to work with: Hospitality, Volunteer, Venue, Cultural, Banquet

- The Chairperson should be in touch with Security officer of the venue
- Should be working with City Mayor and Police chief and make sure all security arrangements are in place during the 3 day convention
- Place appropriate “safety-related” signs at all Convention hotels and at Convention site
- If needed, arrange for “safety-related” announcements during the Convention. Arrange a “Security Booth” at the Convention site and prepare appropriate brochures and information available for attendees.
- Work closely with Volunteer Committee and make sure enough volunteers will be available in case of emergency to help attendees

Souvenir Committee

Committee to work with: NATA Mata, Web, Registration, Vendor

- Should work closely with Editor of NATA MATA in bringing out souvenir
- Should be self sufficient or save money for NATA
- Design the cover page and format of the souvenir
- Contact and gather articles from different writers (both USA and India)
- Solicit ads from advertisers, sponsors, and other agencies
- Solicit quotations from printers to print the souvenir, finalize a publisher and submit to the coordinator for approval
- Collect pictures and messages from Board and Convention Committees
- Make sure arrangements to deliver souvenirs to the Registration Committee at least two weeks before the Convention start date (This is very important)
- Souvenir should be ready at least 10 days before the date
- President and convener should provide all the information, pictures, lists of donors, ads etc.
- The Chairperson for the Souvenir Committee should work closely with the Editor of NATA MATA in bringing out the Souvenir as well as the post Convention issue.
- The cost and the contents should be discussed with the National Convention Committee.
- Both magazines should not only be self sufficient but also should serve as the source of surplus funds for NATA. Special effort should be made to recognize the Co-sponsors and other individuals who contributed to NATA.
- The convener and coordinator should work closely with the editor and make every effort to publish the magazine with 60 days after the Convention.

Spirituality

Committee to work with: Venue, Panel Discussions, Overseas Coordination Committee, Program and Events

- Organize spiritual activities and events at the Convention
- Provide a net work for individuals seeking spiritual direction
- Identify appropriate topics and spiritual leaders from US and/or India
- Consult other Spiritual Organizations, and find out if any speakers are available or would like to share costs
- Coordinate with Overseas Coordination Committee to prepare invitation letters and paper work needed for Visa
- Work closely with venue, and program and events committees
- Also work closely with hospitality committee for any special needs for religious leaders

Transportation

Committee to work with: Hospitality, Venue, Reception and Cultural

- Work with other committees to get the list of guests and schedule to pick them from airport, rooms etc.
- Rent one cargo van and couple of passenger vans with full insurance.
- Try to recruit non Telugu friends so that they don't have to worry missing any programs.
- If needed, identify major airports and hotels and map
- Take this information with times and frequency needed to the transportation company
- Get bids from at least two companies
- Negotiate price and terms and sign contracts
- Work closely with Hospitality, Cultural and Reception committees and arrange transportation for Donors, Artists, VIPs and guests from India from all major air ports

Vendors/Exhibits

Committee to work with: Web, Registration, Finance, Souvenir, Overseas Coordination Committee

- Solicit, arrange and oversee the business and vendor exhibits
- First properly plan by visiting the Convention center, obtain floor plans and area available for booths
- Design the layout of the booths according to the nature of the business, rental rates, size, furniture, electrical outlets, tables, chairs, display panels, light fixtures, credit card machines and id possible computer connects.
- Contact and obtain at least three quotations from different contractors, negotiate and finalize one contractor, draft a contract and submit to National Convention Committee for their approval.
- Once sizes are fixed, agreed on price then design and send out letters to the prospects soliciting participation. Work closely with web committee and post an ad at Convention web site as soon as possible.
- Allocate booths and confirm their bookings. Send a confirmation letter with size of the booth and booth number and a map identifying the booth location
- Coordinate with Registration committee for on site registrations. Make separate arrangements at the registration area for vendors to pick up registration materials.
- Assign booth numbers, guide vendors to their respective booths, and look after their need during the Convention (pay attention to their requests and complaints)
- Make sure to give contact numbers of Chair and Co-chair to all the vendors and if possible display few signs with name and number to contact.
- Work with Indian overseas coordinators for potential vendors from India
- Please stay within your projected budget (Fiscal responsibility), prepare and forecast your budget early
- All the booths should be ready by Friday morning; many vendors would like to set up on that day.

- Instruct vendors not to open for business until after the inauguration.
- Instruct vendors that food will not be supplied at their booths; they need to make their own arrangements.
- We do not deal with their accommodations or transportations
- Collect all the dues before giving possession of the booth
- All additional electrical connections will be extra cost

Venue Committee

Committee to work with: Cultural, Banquet, Decorations, Youth, Safety & Security, Volunteers, Programs and Events

- Venue Committee along should work with other committees to determine material needs and logistics, such as general setup of the rooms, entrance, signs, and traffic flow in and around the site.
- Signs and directions (at Hotel and convention center)
- Banners, drapery, red carpet, balloons, etc at convention center
- Parking needs (work closely with Safety and Security Chair)
- Audio and Visual system
- Meeting room set up and allocation (work closely with Programs and Events Committee)
- Meeting room set up for Youth (work closely with Youth Committee)
- Stage set up
- Work Closely with Cultural committee, Banquet Committee and Decorations Committee
- Timelines; work closely with Programs and Events committee
- Required tables, chairs and seating arrangements (both in arena and dining areas), work closely with Food committee and Banquet committee
- Red carpet arrangements between stage and the seating area
- Coordinate with Safety and Security Committee to provide security for attendees
- Have guards at all entrances to the convention center, dining hall, booths area, main hall and at stage for reserved seats.
- Stage set up in all areas, check the lighting and sound system
- Dealing with the convention center union labor – minimize
- Should take into consideration the number of delegates expected, the needs of the youth for their activities, mini Convention hall & space for exhibits, stalls, audio and video needs, the location of the hotels dorms etc.

Volunteers Committee

Committee to work with: food, cultural, venue, transportation, Hospitality

- Provide the necessary voluntary services to make 1st convention a big success
- Gather as many volunteers as possible before, during and after the Convention
- Work closely with all major committees (food, cultural, venue, transportation etc) ask for the need of volunteers
- Based on need divide group volunteers to sub groups with a group leader and assign these groups to different committees as needed basis and assign specific jobs or stations, including setup and coverage for breaks and meals.
- Compile member's phone numbers and circulate to group leaders and to committee chairs.
- The volunteer group in charge will be in direct contact with the respective committee Chair/Co-Chair
- Since most of the volunteers may be students, provide them transportation (a rental van to pick up and drop off or train or bus pass)
- Prior to convention, Chair and co-Chair should bring all volunteers together have a social get together and/or a sports day.
- Work with National Convention Committee and recognition these volunteers during convention by displaying their names on the screen during the convention or if time permits bring them on to the stage.
- The chairperson of this committee should contact volunteers periodically to confirm their commitment and schedule.
- All other committee Chairpersons should consult him/her regarding the number of volunteers needed for a specific type of work.
- The Board of Directors of NATA, RVP's SC's and RC's are highly encouraged to take up an active role by volunteering their services at the Convention.

Web Committee

Committee to work with: Souvenir, Registration, Vendors, Business Seminars, Panel Discussions, Programs & Events, Publicity, Media

- Work closely with NATA web committee
- Work closely with all committees, especially with registration committee, publicity and public relations, vendors and Media committees.

Women's Forum

Committee to work with: Panel Discussion, Business Seminars, Venue, Programs & Events

- Bring to light the issues and challenges facing the women in Telugu community
- Problems facing the working Telugu women in US or India
- Identify potential speakers
- Work closely with venue and programs & events committee, for time and rooms

Youth Forum

Committee to work with: Venue, Panel Discussion, Business Seminars, Web

- Youth is our future; they should be encouraged to participate in all the activities.
- For all the outside activities a waiver form need to be signed by the parents. Each one should be given a tag. Adult supervision is must.
- Provide panel discussions to promote our culture.
- The events of youth program should involve the children of all ages. It should be interesting, entertaining and also be a learning experience to our children.
- The Committee should plan on conducting various competitions based on knowledge and understanding of Telugu culture and society.
- This committee should work closely with other working committees for space, material , publicity and other requirements.
- The youth committee must set up a help desk and arrange youth volunteers to be present at all times for providing information about their activities.
- The major emphasis of the Youth Convention should be on Indian culture (Telugu in particular) being part of the mainstream U.S.A., yet preserving our identity with pride, education, career opportunities, marriage etc..

General Items to go over few weeks before the convention date:

- All the committees should follow up on their speakers and make sure that they come on time to the presentations. Check to see that sound and other equipment is all ready to go. Maintain the time allotted to speakers.
- Look for a priest for morning inauguration.
- Everyone should be advised to gather by 8:30 AM at the entrance to have a pooja and go in procession to the main stage.
- Curtain should be raised right at 9 AM
- Assign people to receive VIP guests
- Have NATA BOD's to help at the registration and to receive guests.
- Inform BOD's and committee chairs if they are going to be introduced.
- Get Cell numbers of all committee chairs, co-chairs, president convener, co-convener, coordinators and any other contact numbers needed and publish. Everyone should keep this handy.
- First impression is the best impression. Receive guests cordially, start the program on time
- Advice everyone to attend inauguration on time and need to stop the program by 11:30 PM
- The financial success of the Convention mainly depends on the donors and it is only appropriate to show our appreciation to them by making them feel very important guests to the Convention.

Post-Convention activities:

- NATA convention volunteer appreciation Lunch/Dinner
- Payment of all the bills within 60days of convention.
- Convention accounts audit report to be presented during next regular meeting of Board of directors.



North American Telugu Association

Non-Profit Organization Tax I.D. 27-1119753

5 Independence Way, Suite #300, Princeton, NJ 08540

Email: info@nataus.org Website: www.nataus.org

(Sample Cover letter to be sent with Nomination Form)

ATTACHMENT - A

Date

Cover Letter with Nomination Form for Board of Director Positions

Dear Member:

NATA is inviting nominations from eligible members for the 12/15 Board of Director positions that will become vacant in January 20XX. The vacancies in the various membership categories are as follows:

Diamond	2 positions for a four-year term
Platinum	2 or 3 positions for a four-year term
Gold	2 or 3 positions for a four-year term
Silver	2 or 3 positions for a four-year term
Life	4 positions for a four-year term
Advisory Council nominates	2 positions for a two-year term from any of the above categories

The person proposing and seconding a nominee should be a member of NATA in good standing in the category he or she is proposing.

The Nominee shall be a member of NATA in any category for two full calendar years prior to October 1st, 20XX. The Nominee should also be a member in good standing for at least 90 days prior to October 1st, 20XX in the category he or she is seeking the nomination. In addition to the above requirements the nominee should have demonstrated service to NATA by serving as a Board of Director, Chairperson of a standing committee, Regional Vice President, Regional Coordinator, Office Coordinator, member of the Advisory Council or Convener / Co-Convener / Coordinator of any biennial NATA convention.

The Nomination form is attached for your convenience. Please provide an e-mail address, as all future correspondence with the nominee will be by email. The last date for receipt of the Nomination form by the Nominating committee chairman; (Name and Address of Chairperson) is XX/XX/XXXX.

Sincerely,

(Signature)

(Name of Chairperson)

Chairman – Nominating / Election Committee

Ph:

Email:



North American Telugu Association

Non-Profit Organization Tax I.D. 27-1119753

5 Independence Way, Suite #300, Princeton, NJ 08540

Email: info@nataus.org Website: www.nataus.org

ATTACHMENT – A1

(SAMPLE)

Nomination Form for BOD Position

Proposer:

I, _____, a member in good standing residing at _____ hereby propose
Mr/Ms _____, for the position of NATA Director in ____ Diamond;
____ Platinum; ____ Gold; ____ Silver; ____ Life Member category.

Signature: _____ Date: _____ Ph: _____ Email: _____

Seconder:

I, _____, a member in good standing residing at _____ hereby second

Mr/Mrs _____, for the position of NATA Director in
____ Diamond; ____ Platinum; ____ Gold; ____ Silver; ____ Life Member category.

Signature: _____ Date: _____ Ph: _____ Email: _____

Nominee:

I, _____, hereby accept the nomination and if elected I am willing
to serve as a Board of Director of NATA.

Signature: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Please provide the following:

1. Application fees of \$XXX.00 payable to North American Telugu Association. If the candidate withdraws from the elections for any reason before the last day of withdrawal, half of the application fee will be refunded.
2. Profile of the candidate up to a maximum of 250 words emphasizing the candidate's community service and service to NATA along with a passport size color photograph. These should preferably be sent by email to the Nominating committee chair email.

The Nomination form along with the application fee of \$500.00 should be received by the nominating committee chairman at the following address on or before XX/XX/XXX .

(Name of N/E Committee Chair)
(Street Address)
(City, State, ZIP)
Email: Ph:



North American Telugu Association

Non-Profit Organization Tax I.D. 27-1119753

5 Independence Way, Suite #300, Princeton, NJ 08540

Email: info@nataus.org Website: www.nataus.org

(Sample) ATTACHMENT – A2

Instructions to Candidates contesting for NATA Board of Directors Elections 20XX

The following guidelines were created with input from the Advisory Council and the Executive Committee of NATA. It is very important that you all adhere to them so that we have a fair and transparent election.

Campaigning:

The mailing list is for candidates use for election purposes only. It cannot be used for any other commercial or non-commercial purposes. Please destroy them after the elections are over.

The candidates are not allowed to use call centers or automated recorded messages also known as Robocalling feature to deliver their campaign message. Instead we suggest you call the voters personally up to a maximum of 2 times if necessary. You may also write to the members using a mail service.

Sending mass emails to members is not allowed and NATA will not provide members email addresses. Instead NATA will send out a mass email at least once to the members with a link to the candidate statements during the elections.

Election Company:

NATA has contracted with a third party election company "Name of Company" to conduct the elections. We expect them to send the ballots to the members around November XX, 20XX with a 3-week window for return of Ballots.

Complaints:

All complaints and concerns from candidates should be sent in writing to Election Committee Chair at email. Please do not call unless absolutely necessary.

NATA Cricket League Guidelines

NATA Cricket Rules and Regulations

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action, which is seen to abuse this spirit, causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.

1 The Laws of Cricket

- 1) The Marylebone Cricket Club (MCC) has been accepted as the authority for revising and giving decisions on the Laws and the Code of the game of Cricket. NATA shall use **MCC 2000 Code 3rd Edition - 2008** as the default regulations for governing the play in NATA League, except as varied hereunder. ICC regulations for playing conditions shall be used when there are no regulations specified in NATA laws.
- 2) The Executive Committee shall have the power to arbitrate and interpret the Laws and below regulations as it sees fit subject to the approval of the Board of Directors.
- 3) Exceptions to the 2000 Code 3rd Edition – 2008 of the Laws of Cricket: The new laws do not allow the Marking of the boundary with objects at separated points like flags or cones. Flags and cones will still be allowed in the NATA. Any ball hitting the flag or cone on the full will be considered a six.

2 Players

- 1) All players must be registered by their club before participating in any NATA youth league.
- 2) **This League covers Under 14 levels. Players who is born on or after September 1st, 2000 is eligible to participate.**
- 3) Players should carry their ID cards (proof of birth date) with them because Umpire can request it for verification of age at any time during or after the game.

3 Umpires

- 1) The League will do its best to appoint at least one neutral umpire for all games. The umpiring sub-committee shall make all appointments.
- 2) If there is one neutral umpire he will stand at the bowlers end throughout the match unless the captains agree otherwise at the toss. The batting side will provide an umpire at the strikers end. All the decisions given by the umpires at the strikers end (like No ball above shoulder high or Waist High Full toss or run out or stumping, or other such decisions within his power) at his end will

be binding on both the teams and both the captains should fully abide by that. There shall be no arguments or comments by either side. In cases where the neutral umpire thinks that the decision given by the strikers end umpire (representing the batting side) is not in the fairness of the game, the Neutral umpire appointed by NATA shall have the power to overrule such decisions in fairness of the game.

- 3) If the league provides two neutral umpires they will normally take alternate ends between overs unless the umpires and captains agree otherwise before the toss.
- 4) Throughout these regulations the word umpire/umpires shall refer to the neutral umpires
- 5) When no neutral umpire appears for a match, the captains are expected to arrange between them and nominate umpires for the match. It is expected that with common sense in the Spirit of the Game it will be possible to play the match and receive a result. Every possible effort must be made to achieve a result. When deciding on fitness of ground, weather and light the captains will use a common sense approach and come to an agreement.
- 6) The match shall be controlled by the Umpires, and they shall be responsible for ensuring the conduct of the match is strictly in accordance with the Laws and these regulations. They shall be sole judges of fair and unfair play.
- 7) The neutral umpire(s) shall be the judge of the fitness of the grounds, weather and light for play as prescribed by the Laws of Cricket (MCC). He shall also come to an agreement with the captains regarding local ground rules e.g. trees infringing on the ground etc.
- 8) Umpires should take fully into account in Limited Overs matches the deliberate slowing down of the tempo of either the batsmen or fielders where it may be seen to be a disadvantage for the opposition.
- 10) If in the opinion of the umpires there is a deliberate waste of time by the batsman or any member of the fielding side, the umpires are authorized to take action as under;
 - a) In the first infringement, a severe warning to the batsman or the player concerned
 - b) If the warning is unheeded, the overs bowled short by the fielding side as a result of deliberate waste of time by the batsman, no penalty should be levied to the fielding side
 - c) If the warning is unheeded, the overs bowled short by the fielding side as a result of deliberate waste of time by any member of the fielding side, no penalty should be levied to the batting side.
- 11) The umpires are authorized to assess the time that was wasted in arriving at the number of overs bowled short.
- 12) NATA will provide Umpires and take help from other organizations.

4 Hours of Play

1) Unless otherwise modified by the NATA Cricket League committee or by the umpires on the field, the duration/hours of play shall be as follows;

Event	Timeline
Coin Toss	10 minutes prior to scheduled game time.
First Session	170 Minutes (~4.5 minutes per over+ 12 minutes drinks break)
Innings Break	25 Minutes
Second Session	170 Minutes (~4.5 minutes per over+ 12 minutes drinks break)

Table 1.0

- 2) Both the Captains should have the list of their players with their substitutes and present it to the umpires before the toss. The Home team should have laid down the mat, fixed stumps and bails marked the crease and boundaries before the Toss.
- 3) The coin toss shall be completed 10 min's prior to the scheduled game time. All games are likely to be scheduled to start at 11:00 AM or 12:00 noon. For the game to begin both teams must be ready & must have at least 8 players in proper/White clothing. Players not in the playing area or pavilion shall not be counted towards these 8 players.
- 4) If one of the teams is not ready at scheduled time, the offending team will be penalized the number of overs it bats at the rate of 1 over for every 4.5 minutes. Each fraction of a minute beyond 4.5 minutes causes a penalty over; there is an upper limit of 10 overs for the penalty. The offending team is however required to bowl its full quota of 30 overs within the time mandated by the tournament or face further penalty for failing to bowl the required overs short as per clause 3 below.
- 5) The game can start at a **different timeline** under the following circumstances.
 - a) The captains with the agreement of the umpires choose to have a delayed start and play the full quota of 35 overs per side. Umpires shall allow such a change provided the change will not delay the second game (if any) for either of the teams.
 - b) The captains with the agreement of the umpires choose to have a delayed start due to a rain delay. The captains and the umpire may choose not to reduce the overs. The umpire has the final authority in this regard and may insist on reducing the overs. Umpires shall allow such a change provided the change will not delay the second game (if any) for either of the teams. Umpires can choose to go along with the 2 captains or may choose to reduce the overs appropriately.
 - c) A match can have delayed start due to ground availability and play the full quota of 35 overs per side provided the home team have prior approval from EC / BOD. In such a case umpires cannot reduce the quota of overs.
 - d) A match can have delayed start due to late arrival of the umpire(s). The captains may choose to play the full quota of 30 overs or reduce the overs. The umpire(s) does not have the authority to reduce the overs in such a scenario, unless such a change will not delay the second game (if any) for either of the teams.
- 6) The number of overs for all the calculation will be based at the **rate of 4.5 minutes per over**. For a

full quota of 35 overs, each innings will be played for 135 minutes that does not include any drinks break.

- 7) Innings break will be for 20 minutes as defined in Table 1.0. If the innings of the side batting first comes to an end prematurely the second innings will continue after a mandatory innings break.
- 8) When the start of the match is delayed on account of weather or light conditions or the ground not fit or not available to start the match on time or for any other genuine reason in the opinion of the umpire(s), the hours of play will be rescheduled by the umpire(s). In such cases, innings break can be reduced to 5 minutes. This is solely up to the umpire(s) discretion. Also the calculation of the number of overs for each side will be based on the time of 4.5 minutes per over and the game shall be rescheduled in such a way that both the teams shall get to bat a minimum of 5 Overs each.
- 9) Depending upon the situation and in the fairness of the game for both the teams, the Neutral Umpire(s) designated by the Umpire's committee or by the league will have the more power than the umpire from the batting side.

5 Length of an Innings

5.1 In an Uninterrupted match

- 1) Each team shall bat for a maximum of 35 (six legal balls or max 8 balls) overs unless all out earlier.
- 2) If the team fielding first fails to bowl 35 overs by the scheduled cessation of the first session, the over in progress (at the scheduled close of play) shall be completed and the innings of the team batting Second will be limited to the same number of overs as the team batting first (except when the team batting was guilty of wasting time). Also, the hours of play shall not be extended to complete the number of overs. Penalty as in Rule 5.3 is also applicable in such cases.
- 3) If the team batting first is all out and the last wicket falls at or after the scheduled time for the interval, the innings of the team batting second shall be limited to the same number of overs as the innings of the team batting first (an over in which the last wicket falls to count as a complete over). Penalty Rule 5.3 is not applicable in such cases.
- 4) If the team batting first is dismissed in less than 35 overs, the team batting second shall be entitled to bat for 35 overs except as provided in (3) above.
- 5) If the team fielding second fails to bowl 35 overs or the agreed upon number of overs, before the scheduled close of play, or the number of overs provided as of 5.1 (2) (3) or (4) by the scheduled cessation of time, the hours of play shall not be extended to complete the number of overs or a result achieved. Rule 5.3 is applicable in such cases.

5.2 In a Delayed or Interrupted match [due to weather and/or ground conditions]

- 1) The objective should be to rearrange the number of overs so that both the teams have the opportunity of batting for the same number of overs (minimum of 5 overs each team).
- 2) The calculation of the number of overs to be bowled shall be based on an average rate of 4.5 minutes per over in the total time available for the play.

- 3) If the number of overs of the team batting first is reduced, a fixed time will be specified for the cessation of the first session, and the overs by the scheduled time for the completion of its innings as calculated by the provisions of clause 5.2 (1).
- 4) If the team fielding first fails to bowl the required number of overs by the scheduled time for cessation of the first session, the over in progress shall be completed and the innings of the team batting second shall be limited to the same number of overs of the team batting first (except when the team batting was guilty of wasting time). The over in which the last wicket falls to count as a completed over. Rule 4.3 is applicable in such cases.
- 5) If the team batting first is all out and the last wicket falls at or after the scheduled time for the interval, the innings of the team batting second will be limited to the same number of overs as the team batting first (the over in progress in which the last wicket falls to count as a completed over). Rule 4.3 is not applicable in such cases
- 6) If the team fielding second fails to bowl the required number of overs by the scheduled cessation of play, the hours of play shall not be extended until the overs have been bowled or result achieved. Rule 4.3 is applicable in such cases
- 7) If the innings of the team batting second is delayed or interrupted and it's not possible for the team to have an opportunity of batting for the same numbers of overs as the team batting first, the overs shall be reduced at the rate of 4.5 minutes per over for the time lost. If the team batting second does not get a minimum of 5 overs, the match shall be treated as "No Result"
- 8) The team batting second shall not bat for a greater number of overs than the team batting first, unless the latter has been all out in less than the agreed number of overs as in 4.2 (5).
- 9) Fractions are to be ignored in all calculations regarding the number of overs.
- 10) In a truncated match, if both the teams do not get the opportunity of batting for 5 overs, the match will be treated as "No Result".
- 11) In a truncated match, if the match is started on the minimum overs of 5 overs each (or more than 5 overs a side as the case may be), it will be governed by the rules already enunciated.
- 12) In the circumstances mentioned, if the team batting second does not get the opportunity of batting 5 overs, it will be treated as a "No Result".
- 13) If the team batting second does not get an opportunity of batting for the same number of overs as the team batting first, due to interruptions, a target score will be set by the umpires as per the DUCKWORTH LEWIS calculations, based on the number of overs that can be bowled (not less than 5 overs) within the time available. Target score shall be strictly based on the umpire's interpretation of the DUCKWORTH LEWIS calculations and any penalty runs if applicable, will be added. Both the captains should abide by the umpire's interpretation of the target score.
- 14) In addition to the above clauses (1) to (13), any rearrangement made in the number of overs will be based on the total time available for play within the scheduled hours of play, so that the time available is utilized to the maximum extent.

5.3 Penalty for not achieving over rates

Both teams must complete bowling 35-overs or the agreed number of overs, within the allotted time from the start of the innings, to avoid being penalized.

If either of the team(s) fails to comply with bowling the agreed number of overs by the scheduled close of play, then the umpires shall extend the game by a duration of 10 minutes, to facilitate the teams to bowl out their agreed upon number of overs. In case the teams are not able to complete their quota of number of overs, then “Calculator” cricket will come into effect to revise the score to include any penalty runs.

The penalty runs will be calculated as;

For each over bowled short than the agreed upon number of overs as calculated at the 10 minute extension time, penalty will be twice the run rate obtained by the batting side [as below] multiplied by number of overs bowled short, beyond the extended time. The same will be added to the score of the batting side at the end of innings. This will be the Final score.

When Duckworth Lewis method (D/L) of calculations becomes applicable, the penalty runs, if any, shall be added to the revised score to obtain the Final score.

The penalty score calculation is summarized in the following scenarios. The scenarios can either be independent occurrences or can occur as a combination. The umpire(s) will decide on the scenario as they feel appropriate.

Team Batting First = Team A

Team Bowling First = Team B

5.3.1 First Session, Bowling Team’s Fault

Scenario: During the first session of play, the umpires determine that the team bowling first (Team B) is at fault in completing the required number of overs by the scheduled completion of innings and when the innings of the team batting first (Team A) is not complete, the penalty is as follows;

- The umpires at the scheduled (or agreed upon) close of innings will note down the number of overs completed by the team B and inform either the captain’s or their representatives of the same.
- Continue the play for a maximum period of 10 minutes beyond the scheduled cessation of innings to facilitate Team B to complete their full quota of overs or till the Team A is all out, whichever happens earlier within, the extra 10 minutes provided.
- In spite of the 10 minutes extension, if Team B fails to complete their quota of overs while Team A is NOT all out, the umpires will stop the innings at that stage, note down the number of overs completed by Team B by the close of the extended time of 10 minutes, calculate the penalty runs for the number of overs short as per the formulae above, add those penalty runs per over short, to the Team A’s score to give their final score for the innings.

This is now the score Team B has to chase for victory, but the number of overs Team B will receive is the number of overs that was completed at the scheduled close of innings. Team B will thus have fewer overs to score the target score for a victory.

Example: On a perfect day, in a 35 overs match which started on time, Team B bowls only, let’s say, 32 overs by scheduled close of innings and Team A has, let’s say, scored 135 runs losing 5 wickets, this is what will happen;

- At the scheduled close of innings Team B is short by 2 overs. The umpire will inform either the captains or their representatives that Team B has bowled 2 overs short. Team B will now get to bat only a maximum of 32 overs.
- The umpire(s) shall extend the game for a maximum of 10 minutes to facilitate Team B to complete their quota of overs. If Team B completes their quota of 35 overs before the extended time of 10 minutes or Team A becomes all out within that time, the innings of Team A will come to an end. The final score is noted and NO penalty runs will be added to team A's score.
- Team B shall now score those runs but they will get to bat for only 32 overs.

In spite of the play being extended by 10 minutes, the Team B could only bowl 34 overs (provided Team A is not all out) and let's say Team A's score was 135 losing 6 wickets, penalty runs are added for Team A's score (as below) and this will be their final score.

Number of overs bowled by Team B, by the scheduled close of play = **O = 34** overs

Number of overs bowled short by the close of extended close of play = **N = 35 – 34 = 1**

Number of runs scored by Team A in 34 overs = **R = 135**

Run rate of the team batting first = **RR = 135 / 34 = 3.970**

Penalty for bowling 2 overs short = **P = 2 x N x RR = 2 x 1 x 3.97 = 7.94**

Revised Total of the team batting first = T = 135 + 8 = 143

Round down to the nearest whole number = 143

The Team B will have to score 143 + 1 = 144 runs in 34 overs to win the match.

5.3.2 First Session, Batting Team's Fault

Scenario: During the first session of play, the umpires determine that the team batting first (Team A) is at fault and prevented Team B in completing the required number of overs by the scheduled completion of innings.

- The umpires at the scheduled (or agreed upon) close of innings will note down the number of overs completed by the team B and inform either the captain's or their representatives of the same.
- The innings of Team A will come to an end at the completion of over beyond the scheduled close.
- Extra 10 minutes is NOT provided and NO Penalty runs are going to be added to Team A's score.
- Team B will get to bat full quota of their overs to score their runs.

Example: On a perfect day, in a 35 overs match which started on time, Team B could bowl only, let's say, 32 overs by scheduled close of innings and Team A has, let's say, scored 140 runs losing 5 wickets, this is what will happen;

- At the scheduled close of innings Team B is short by 2 overs. The umpires shall inform both the captains or their representatives that the innings of Team A is now complete even though Team B has bowled 2 overs short.
- The umpire(s) shall NOT extend the innings to facilitate Team B to complete their quota of overs.
- NO penalty runs will be added to team A's score.
- Team B will get to bat all their 35 overs to score their runs.

5.3.3 Second Session, Bowling Team's Fault

Scenario: During the second session of play, the umpires determine that the team bowling second (Team A) is at fault in completing the required number of overs by the scheduled completion of innings and when the innings of the team batting second (Team B) is not complete, the penalty is as follows;

- The umpires at the scheduled (or agreed upon) close of innings will note down the number of overs completed by the Team A and inform either the captain's or their representatives of the same.
- Continue the play for a maximum period of 10 minutes beyond the scheduled cessation of innings to facilitate Team A to complete their full quota of overs or till the Team B is all out or till the victory is achieved, whichever happens earlier within, the extra 10 minutes provided.
- In spite of the 10 minutes extension, if Team A fails to complete their quota of overs while Team B is NOT all out or the victory is not achieved, the umpires will stop the innings at that stage, note down the number of overs completed by Team A by the close of the extended time of 10 minutes, calculate the penalty runs for the number of overs short as per the formulae above, add those penalty runs per over short, to the Team B's score to give their final score for the innings.
- The decision as to who wins the game will be based on the comparison of final score of Team A and final score of Team B (inclusive of any penalties) and decide who the winner is.

Example: On a perfect day, in a 35 overs match which started on time, Team A bowls only, let's say, 32 overs by scheduled close of innings out of the allotted number of 35 overs, and Team B has, let's say, scored 135 runs losing 7 wickets, chasing 140 runs to win, this is what will happen;

- At the scheduled close of innings Team A is short by 2 overs. The umpire will inform either the captains or their representatives that Team A has bowled 2 overs short.
- The umpire(s) shall extend the game for a maximum of 10 minutes to facilitate Team A to complete their quota of overs or a result achieved within that time, whichever happens early. If Team A completes their quota of 35 overs before the extended time of 10 minutes or Team B becomes all out within that time, or victory is achieved whichever happens earlier.
- The final score is noted and NO penalty runs will be added to team B's score. Result will be based on comparing actual Team B's score and their target score.
- In spite of the play being extended by 10 minutes, the Team A could only bowl 34 overs (provided Team B is not all out or victory not achieved by any team) and let's say Team B's score was 132 losing 8 wickets, penalty runs are added for Team B's score (as below) and this will be their final score.

Number of overs bowled by Team A, by the scheduled close of play + extension = **O** = **34** overs

Number of overs bowled short by the close of extended close of play = **N** = $35 - 34 = 1$

Number of runs scored by Team B in 34 overs = **R** = **132**

Run rate of the team batting first = **RR** = $132 / 34 = 3.88$

Penalty for bowling 2 overs short = **P** = $1 \times N \times RR = 1 \times 3.88 = 4$

Revised Total of the team batting second = T = $132 + 4 = 136$

Round down to the nearest whole number = 136

Since Team B did not passed their target score of 140, Team A wins the game.

5.3.4 Second Session, Batting Team's Fault:

Scenario: During the second session of play, the umpires determine that the team batting second (Team B) is at fault in completing the required number of overs by the scheduled completion of innings and when the innings of the team batting second (Team B) is not complete or victory not achieved, the penalty is as follows;

- The umpires at the scheduled (or agreed upon) close of innings will note down the number of overs completed by the Team A and inform either the captain's or their representatives of the same.
- The innings of Team B will come to an end at the completion of over beyond the scheduled close.
- Extra 10 minutes is NOT provided and NO Penalty runs are going to be added to Team B's score.
- The result of the game will be decided based on comparison of actual score of Team B with its target score.

5.3.5 Either Session, No Team's Fault:

Scenario: During the first or second session of play, the umpires determine that neither of the teams are at fault in completing the required number of overs by the scheduled completion of innings and the delay was entirely due to factors that were beyond any team, this is what would happen;

- The umpires at the scheduled (or agreed upon) close of innings will note down the number of overs completed by the team bowling and inform either the captain's or their representatives of the same.
- Continue the play for a maximum period of 10 minutes beyond the scheduled cessation of innings to facilitate Team bowling to complete their full quota of overs or till the Team batting is all out, or a victory is achieved as the case maybe, whichever happens earlier within, the extra 10 minutes provided.
- In spite of the 10 minutes extension, if Team bowling fails to complete their quota of overs while Team batting is NOT all out or victory is not achieved, the umpires will stop the innings at that stage, note down the number of overs completed by Team bowling by the close of the extended time of 10 minutes.
- No penalty runs are added to either of the team
- The game is restricted to the same number of overs. Actual runs scored by the teams are considered for comparing the victorious team.

5.4 Umpire(s) role / responsibility in accessing penalties

- 1) The umpire shall be the sole person in assessing the reason for the shortage in number of overs and the team responsible for the shortage before penalizing the teams. Umpires decision will be final and will be binding on both the teams.
- 2) If in the opinion of the umpire, the shortage in number of overs was as a result of delay due the batting side rather than the bowling side, in other words, the batting side was deliberately wasting

time; only the batting side will be penalized. The bowling side will not be penalized.

- 3) If in the opinion of the umpire, the shortage in number of overs was as a result of delay due the bowling side rather than the batting side, in other words, the bowling side was deliberately wasting time, only the bowling side will be penalized. The batting side will not be penalized.
- 4) If there were delays or time lost due to legitimate cricketing reasons like lost ball, or ball losing shape, or a player or umpire getting injured, or the stumps or bails being broken and needed replacement or any other purely cricketing reasons, the umpires shall take note of the time lost and no penalty will be imposed on either or both the teams for such time lost. Umpire's assessment of the situation and decision, is final and binding on both the teams.
- 5) The umpires shall keep an account of the actual number of over bowled as opposed to the agreed number of overs (at the rate of 4.5 min per over) and inform the batting side and the fielding side of the same after every 5 overs, while giving a stern warning of imposing penalty to the offending side if the scheduled number of overs are not completed within the scheduled cessation of play.
- 6) The case of number of overs bowled short becomes more "critical" in the second session of the game, since the batting side (or the bowling side) would usually need to have an idea if any penalty runs would be imposed and how it would be imposed.
- 7) The above logic will be applicable in penalizing the teams and arriving at a target score, when the number of overs was rescheduled for any legitimate reasons (like bad light or rain or late start, etc).

In such cases, the penalty runs, the number of overs and the final score, will be in addition to the target score as per the DUCKWORTH LEWIS calculations.

6 Innings / Drinks Break

- 1) There shall be Innings break of max 25 minutes at the end of first session. If the innings of the side batting first comes to an end prematurely the second innings will continue after a mandatory innings break.
- 2) There shall be 2 drinks break under normal circumstances. Depending on the weather conditions and with the prior agreements of the captains and the umpires, there can be a drinks break for 5 minutes after 10 Overs of each session.

7 Pitch, Ground, Weather, Light Conditions

- 1) The Umpires shall be the sole judges of the pitch, ground, weather and light conditions.
- 2) When there are obstructions within the field of play like a goal post or boundary markings over lapping or trees or any such obstructions that cannot be removed or is not allowed to be removed by the ground authorities, the Umpire(s) will contact the captains (or their representative) of both the sides before the beginning of the game, and will instruct them on how runs will be scored in case the ball hits any obstruction within the field of play. Umpire's decision is binding on both the sides and will be final. (Either or both the teams shall not be allowed to keep or be responsible for keeping any obstructing things within the field of play).

8 Number of Overs Per Bowler

In a normal 35 overs match, each bowler is restricted to a maximum of 7 overs. 5 bowlers must be bowled in a match. If the numbers of overs are rescheduled for each side at the beginning of the innings, the maximum number of overs to be bowled by each bowler should not exceed one fifth of the total numbers of overs allocated for each team. Fractions in such cases need to be ignored.

Example: If the play was restricted to 18 over each side, only 3 bowlers may bowl a maximum of 4 overs each, while the remaining bowlers may not bowl more than 3 overs each.

10 Fielding Restrictions

- 1) Follow MCC rules, however NATA cricket executive committee has an authority to modify the rule
at any time if needed.

11 Clothing and Footwear

- 1) All teams must wear cricketing Whites/t-shirts.
- 2) All teams must wear full cricket Gear, Leg pads, chest Guard, Helmet, arm guard, Guard etc.
- 3) On turf or matting wickets, use of spiked shoes or any kind of shoes by the bowlers and the batsman, that in the opinion of the umpire, is likely to damage or cause damage to the pitch are **not** permitted. The umpires on such occasion shall inform the captain of the respective side, to have the footwear of the infringing player, changed. If the player does not agree to change the footwear upon umpire's insistence, the umpire has the right to not let the player continue further with the game till such changes are made. In such cases no substitutes are permitted

12 Balls

- 1) All teams must use league provided balls. (43/4 red ball)

13 New Ball

There shall be no provision for a second new ball in an innings in this League.

14 Inspection of Ball

When a ball is dead, the ball will be handed over to the umpire who will inspect the condition of the ball before the commencement of the over. In addition, the umpires shall make further frequent and irregular inspections of the condition of the ball and the ball shall remain in the possession of the umpire at the fall of the wicket and each drinks interval or any break or interruption in play.

15 No Ball

In addition to MCC rule 24, a No ball shall be called in the following situations;

- 1) **Mode of Delivery;**
 - a. The umpire shall ascertain whether the bowler intends to bowl right handed or left handed, over or round the wicket, and shall so inform the striker. It is unfair if the bowler fails to notify the umpire of a change in his mode of delivery. In this case the umpire shall call and signal

No ball. It is not necessary to inform the mode of delivery, if the bowler continues in

the same end without any break.

- b. Underarm bowling shall not be permitted except by special agreement before the match.

2) Fair delivery – the arm;

- a. For a delivery to be fair in respect of the arm, the ball must not be thrown. Although it is the primary responsibility of the striker's end umpire to ensure the fairness of a delivery in this respect, there is nothing in this Law to debar the bowler's end umpire from calling and signaling No ball if he considers that the ball has been thrown.

3) Fair delivery – the feet (Foot Fault): For a delivery to be fair in respect of the feet, in the delivery stride;

- a. The bowler's back foot must land within and not touching the return crease.
- b. The bowler's front foot must land with some part of the foot, whether grounded or raised, behind the popping crease
- c. If the umpire at the bowler's end is not satisfied that both these conditions have been met, he shall call and signal No ball.

4) High Full Pitches;

- a. If a full pitched delivery regardless of its pace passes or would have past above the waist height of the striker standing upright at his crease, the umpire at the bowler's end shall call and signal the "no ball". This may be in consultation with the umpire at the striker's end but the final call rests with the umpire at the bowlers end.
- b. If the umpire at the bowlers end further judges that a high full-pitched delivery is fast he shall adopt the procedure of warning, final warning and removal of bowler as prescribed in Law 42.7 of the Laws of Cricket
- c. If the umpire judges that a high full pitched delivery is being bowled deliberately at the striker, he shall ask the captain to remove the bowler immediately without adopting the procedure above.

5) Short pitched Bowling;

- a. If a short pitched delivery regardless of its pace passes or would have past above the shoulder height of the striker standing upright at his crease, the umpire at the bowler's end shall call and signal the "no ball". This may be in consultation with the umpire at the striker's end but the final call rests with the umpire at the bowlers end.
- b. If the umpire at the bowlers end further judges that a short-pitched delivery has been bowled deliberately he shall adopt the procedure of warning, final warning and removal of bowler as prescribed in Law 42.7 of the Laws of Cricket. However the relative skill of the batsman shall be taken into account.
- c. If the umpire at the bowler's end is not satisfied that both these conditions have been met, he shall call and signal No ball.

- 6) **Restriction of placement of fielders;** violation of fielding restrictions.
- 7) **Free Hit after a foot-fault no ball;**
 - a. The delivery following a no ball called for a foot fault shall be a free hit for whichever batsman is facing it.
 - b. If the delivery for the free hit is not a legitimate delivery (any kind of no ball or a wide ball), then the next delivery will become a free hit for whichever batsman is facing it.
 - c. For any free hit, the striker can be dismissed only under the circumstances that apply for a no ball, even if the delivery for the free hit is called wide ball.
 - d. Field changes are not permitted for free hit deliveries unless there is a change of striker.

16 Wide Balls

Wide delivery will be awarded 1 run but each over will be limited to maximum 8 balls to ensure games are completed in a timely fashion*

17 Declaration

Declaration shall not apply in this competition. The Captain of the batting team may not declare his innings closed at any time during the course of the match.

18 Forfeiture

The following situations can result in a forfeit

- 1) **Insufficient players:** If there are less than 8 players present by 35 minutes from the schedule start of play, the offending team shall forfeit the match. All points from the game will be awarded to the opposing team.
- 2) **No Show:** If a team does not show up for a scheduled league match without notifying the Fixtures Secretary, or the umpires concerned or a member of the EC of its inability to field a team by no later than 6pm of the day before the scheduled match all points will be awarded to the opposing team. The team shall be liable for the umpiring fees that would have been levied for the game
- 3) **Removal from the League:** If a team fails to show up for a scheduled league match or has insufficient players they will be removed from the League.

19 Lost Ball/Dead Ball

- 1) **Lost Ball:** 6 runs unless more have been run by the time it is declared Lost. The ball to be replaced should be approved by the umpire and it shall be of same make and similar wear and tear as the ball lost.

2) **Dead Ball:**

- c. The ball is considered dead when it finally rests in the hands of the wicket keeper. If the keeper tries to run the batsman out instead of giving the ball to the bowler, the ball is still considered live. The ball is live again once the bowler starts his run up.
- d. The ball is considered dead, when the ball pitches twice before it reaches the batsman's crease after the bowler has delivered the ball. Umpires will be responsible for deciding if the ball pitched twice or if the ball had kept low.

20 Abandonment

- 1) If a match is abandoned before the side batting second has faced its required quota of overs and it has not been all out nor has it passed its opponents score, the result shall be decided using the Duckworth Lewis method, providing that the team batting second has faced at least 35 overs.
- 2) If a result cannot be achieved as stated above the match shall be considered a washout and the teams shall be awarded one point each.

21 Interruptions for Unfit Ground Weather or Light

- 1) Play will be interrupted for bad light unfit ground or weather as prescribed in the Laws of Cricket Law
3 Sections 8-10.
- 2) The captains and the umpires must be in agreement for these interruptions to occur. Umpires will have the final say in case the captains are not in an agreement.
- 3) A match should not be abandoned until interruptions for unfit conditions have totaled 2 hours and a minimum of 5 overs is not possible.
- 4) Where there are interruptions the umpire and captains shall use the Duckworth Lewis method to recalculate the runs required. The league shall explain this ruling to all team representatives and shall provide them with an extrapolation chart to use in the calculations. In addition, penalty for any overs bowled short as per clause 3 above will also be applicable

22 Substitutions

- 1) For players injured in the game the umpire may allow a substitution. For other circumstances a player may only be substituted with the consent of the opposing. The Substitute is allowed to field and may not bowl wicket-keep or bat.
- 2) Runner If a player is injured they may request a runner, where possible the runner must have already batted and must be wearing the same equipment as the batsman.
- 3) A player sitting out a whole fielding innings cannot bat before 5 wickets are down. If the

player field for at least one ball he may bat at any number.

23 Player Disability

- 1) A player who suffers an external injury (e.g. an external cut as opposed to a internal injury, pulled muscle, hamstring, cramp) that requires he leaves the field for medical attention shall be permitted to bowl immediately upon his return to the field, regardless of the length he has been absent.
- 2) All other injuries the player will have to wait one over for every 5 minutes they are off.

24 Incoming Batsmen

- 1) A batsman shall be considered to have commenced his innings once he has stepped into the field of play. There shall be not more than three minutes for each new batsman to reach the wicket, so that, **the incoming batsman must pass the outgoing batsman on the field of play.**
- 2) If the incoming batsman's allotted time to get to the wicket has expired, the Umpire shall call him timed out if there is an appeal from the fielding team. If the team refuses to play, after the umpire reaches his decision, it shall lose the match.
- 3) Incoming batsman must be in position to take guard or for his partner to be ready to receive the next ball within 2 minutes of the fall of the previous wicket.

25 Obstructing Umpire's View

- 1) If a bowler on his bowling follow through comes either deliberately or by accident, directly in line of sight of the umpire and the striker, thereby obstructing umpire's clear view and making it difficult for the umpires to make any judgment to give decisions, an unofficial warning will be given to the offending bowler and the captain of the bowling team will be informed.
 - 2) If the bowler continues to interfere in umpire's line of sight on his bowling follow through, the umpire will give a first official warning to the bowler and inform the captains or representatives of both sides.
-
- 3) If any bowler from the team continues to interfere in umpire's line of sight on his bowling follow through, the umpire will give a second official warning to the bowler and inform the captains or representatives of both sides. That bowler cannot further bowl in the game.
 - 4) Benefit of doubt for all decisions in such cases will go to the batsman.

26 Results

- 1) A completed match will either be a win for one side (by runs or wickets) or a No Result. **There is no provision for a tie.** The team that scores the most runs (this applies to the Duckworth Lewis in the event of a reduced overs match) wins the match.
- 2) An incomplete match where fewer than **5 overs** were bowled in the second innings is considered a No Result. This includes games not played at all because of unfitness of ground or weather. In the event of a washout the NATA will reschedule the games.
- 3) An incomplete match in which **5 overs** or more are bowled will be decided using the Duckworth Lewis method of calculation.
- 4) **Tie Breaking Procedures;**
 - a. A Match is considered a Tie when both teams end up with same runs at the end of their allotted overs or at the on a Duckworth Lewis Calculation.
 - b. One Over Per Side (**Super Over**) Eliminator will be adopted in a match that ends up in a Tie.
 - c. Subject to weather conditions the Super Over eliminator will take place on the scheduled day of the match at a time to be determined by the Umpire. In normal circumstances it shall commence 5 minutes after the conclusion of the match.
 - d. If the Super Over eliminator cannot be started before the scheduled or rescheduled cut-off time for the completion of the match, it shall not be played. For the avoidance of doubt, the cut-off time for starting the eliminator will include any previously unused extra time remaining at the end of the match.
 - e. Prior to the commencement of the Super Over eliminator each team ~~ends three~~ **batsmen and one bowler**. The nominated players should be given in writing to the Umpire.
 - f. The umpire(s) shall choose which end to bowl and both teams will bowl from the same end.
 - g. Each team's over is played with the same fielding restrictions applicable for a non-Powerplay over (i.e. Only 4 fielders inside 35 yard circle restrictions will apply.)
 - h. The team batting second in the match will bat first in the super over eliminator.
 - i. The same ball (or a ball of a similar age if the original ball is out of shape or lost) as used at the end of the team's innings shall be used for the super over.
 - j. The loss of two wickets in the over ends the team's one over innings.
 - k. In the event of the teams having the same score after the Super Over eliminator has been completed, the team that hit the most number of boundary sixes combined from its two innings in both the main match and the Super Over eliminator shall be the winner.
 - l. If the number of boundary sixes hit by both teams is equal, the team whose batsmen score the most number of boundaries from its two innings in both the main match and

the Super Over eliminator shall be the winner.

- m. If the number of boundaries from the two innings in both the main match and the Super Over eliminator are equal, the team which took the most number of wickets combined in both the main match and the one over per side eliminator shall be the winner.
- n. If still equal, a count-back from the final ball of the one over eliminator shall be conducted.

The team with the higher scoring delivery shall be the winner. If a team loses two wickets during its over, then any unbowled deliveries will be counted as dot balls. Note that for this purpose, the runs scored from a delivery is defined as the total team runs scored since the completion of the previous legitimate ball, i.e. including any runs resulting from wides, no ball or penalty runs.

Example:

Runs Scored From	Team 1	Team 2
Ball 6	1	1
Ball 5	4	4
Ball 4	2	1
Ball 3	6	2
Ball 2	0	1
Ball 1	2	6

In this example both teams scored an equal number of runs from the 6th and 5th ball of their innings. However team 1 scored 2 runs from its 4th ball while team 2 scored a single so team 1 is the winner

27 Scorecards

- 1) Both Captains and the umpires shall sign the NATA scorecard at the end of the match. NATA scorecards must be filled in legibly and completely.
- 2) **It is the winning team's responsibility to submit the scorecard on the website. Should a match end in a No Result the responsibility will fall on the home team.**
- 3) Match result should be submitted by Monday 8 PM for that weekends match. Offending team shall be deducted .25 points.
- 4) Full scorecard of the match should be submitted by Wednesday 8 PM. Offending team shall be deducted .50 points.
- 5) Teams cannot appeal to waive their deducted points unless it was a technical issue and was communicated with EC / BOD.

28 Player's Conduct & Discipline

- 1) The captains are responsible at all times for ensuring that the game is played within the Spirit of the Game. Captains must be aware that they are responsible for their own actions and for those of their teammates and their officials or anyone associated with their team. Dissent shown to the Umpires by the captains or the batsman or fielding side or any member of either of teams, including officials of the teams, will not be tolerated by NATA.
- 2) Players and Team officials including the captains, shall not at any time engage in conduct which could bring them or the game to disrepute.
- 3) While captains may on occasion find it necessary to discuss matters of concern with the umpire during play, they should ensure that other members of the side do not, except as allowed by the Laws or the regulations herein.
- 4) Sledging and cursing in any language not acceptable and can result in the removal from the game.

This is up to the discretion of the umpire.

- 5) Entering the field of play by the players and officials, arguing with the umpires on and off the field and abusing the umpires by the players, captains and officials either on or off the field, before or during or after the match, will be treated as misconduct.
- 6) **Penalty for the Player's Conduct & Discipline;** The Umpire(s) will at all times during and after the match, watch the behavior for any player(s) or captain(s) or team official(s) or any individual(s) associated with the team(s).
 - a. **First Warning:** If in the opinion of the umpire(s) there has been a violation of discipline by any member(s) of the either team, the umpire(s) at the first instance will issue the **First Warning** to the captain(s) of the offending side(s) to control this team and continue with the game after taking necessary action.
 - b. **Second or Final Warning:** If in the opinion of the umpire(s) there has been further violation(s) by the team (not necessarily the same offender as before), the umpire(s) at the instance will issue a **Second and Final Warning** and inform the captain(s) of the offending side(s) of awarding the match to the opposite side.
- 7) If the violation is by a bowler, the umpire shall suspend the bowler from further bowling in that innings, and allow another bowler to complete the over at the same end, provided this bowler shall not bowl two overs or part thereof consecutively in that innings. No substitute shall be allowed in his absence.
- 8) If the violation is by a fielder, the umpire shall suspend the offending team member from direct the captain of the fielding side to send the concerned fielder out of the field for that session and no substitute shall be allowed in his absence.
- 9) If the violation is by a member of batting team at the wicket, the umpire shall suspend the

offending batsman from further batting in that innings and direct the batting side captain or his deputy to send in other team member to bat, provided this batsman shall not have batted previously. No substitute shall be allowed in his absence.

- 10) In addition, the umpire(s) shall report the occurrence to the captain concerned and to the BOD/EC/ Umpiring coordinator, who shall then take appropriate action against the report.
- 11) In spite of the **second and final warning** as above, if the captain does not comply with the decision of the umpire(s) to send the player/players off the field or discipline his team members or any individuals associated with his team, the umpire(s) will report to the BOD/EC/DC for appropriate action.
- 12) Any disciplinary issue must be brought before the EC/BOD within 48 hours of the incident.
- 13) In the Event NATA – other partnered Disciplinary committee slaps a Level 2 penalty or above, the team shall not be allowed to continue in the rest of the League.

29 League Format

If two teams are tied at the same points, NRR will come into consideration to decide the finalist.

30 Partner with other Sports organizations

NATA Cricket League committee as authority to make partner with other sports origination to make successful event

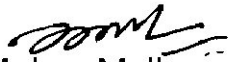
31 Recognition Disciplinary Committee

EC / Disciplinary Committee will be the final authority of all cricketing matters within the NATA. All team members having read these rules agree to be bound by them and recognize the BOD/EC as the final arbitrator in all cricketing matters that pertains to the league and all sanctioned NATA activities.


The NATA Cricket League Committee has an authority to make any final decision regarding the league rules if needed.

These Rules and Regulations were presented by Bylaws committee, discussed and approved by Board Of Directors in their meeting held in Princeton, NJ on May 9th, 2015.

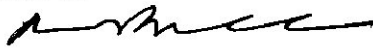
President
Signature:


Name: Mohan Mallam
Date: 05/09/2015

Secretary
Signature:


Name: Girish Ramireddy
Date: 5/9/15

Bylaws Committee Chair
Signature:


Name: Rajeswar Reddy Gangasani
Date: 05/09/2015

*****THE END*****