



# THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the Board of Control for Cricket in India)

## **Expression of Interest (EOI) – Engagement of Consultant/Firm for Governance Reforms & SOP Framework**

The Hyderabad Cricket Association (HCA) invites Expressions of Interest (EOI) from reputed consultancy firms/independent consultants for designing and implementing a Standard Operating Procedure (SOP)–based Governance Framework covering all key areas of Association functioning including administration, finance, HR, Compliance, Technology, Procurement, and Sports Operations.

### **Background**

The Union Cabinet has approved the National Sports Policy (NSP) 2025 / Khelo Bharat Niti 2025, replacing the 2001 Policy. NSP 2025 emphasizes:

- Transparent and democratic functioning of sports bodies,
- Accountability in finance and administration,
- Professionalization of staffing and operations,
- Technology-enabled systems,
- Integrity and player-centric governance.

In this context, it is imperative that the State Cricket Association undertakes a comprehensive governance reform exercise to align with NSP 2025, ensure compliance with BCCI reforms, and safeguard credibility and autonomy.

### **Objective**

To engage an independent Consultant/Firm to design and implement a Standard Operating Procedure (SOP)–based governance framework covering all core areas of Association functioning — Administration, Finance, Accounting, Purchases, Staffing, Legal/Compliance, Technology, Integrity, and Sports Operations.

### **Scope of Work**

The Consultant shall cover the following areas:

#### **A. Administration & Governance**

- Review existing framework and identify gaps.
- Draft SOPs for meetings, elections, member services, record-keeping.
- Develop Code of Ethics, Conflict of Interest disclosure norms, and oversight mechanisms.



Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039, Telangana State.

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## **B. Finance & Accounting**

- Standardise accounting practices across Association and clubs.
- SOPs for budgeting, fund disbursement, Utilisation Certificates.
- Introduce digital accounting/reporting platforms.
- Ensure Income Tax, GST, and CSR compliance.

## **C. Procurement & Purchases**

- Transparent purchase policy with e-tendering and vendor empanelment.
- Comparative quotation process with approval hierarchy.
- Rotation and anti-cartel safeguards.

## **D. Staffing & Human Resources**

- Review current staffing and contracts.
- Develop HR Policy: recruitment, qualifications, pay scales, evaluation.
- Transparent selection via advertisement and interview committee.
- Service Rules: duties, conduct, leave, discipline.
- Training and capacity building for staff.

## **E. Sports Operations**

- Transparent player registration (digital, biometric).
- SOP for selections with conflict-of-interest safeguards.
- Ticket distribution guidelines.
- Framework for age-group, women's, and grassroots cricket.

## **F. Legal & Compliance**

- Compliance calendar for Society/Trust Act, Income Tax, GST, labour laws.
- SOP for handling disputes, disciplinary cases, arbitrations.
- Documentation standards for government/BCCI reporting.

## **G. IT & Digital Systems**

- Digital player registration and MIS.
- E-tendering and e-procurement platform.
- Online ticket distribution with category-wise allocation.
- Website-based disclosure of minutes, reports, finances.

## **H. Integrity & Anti-Corruption**

- Anti-corruption code of conduct for officials, players, and staff.
- Whistle-blower policy and protection.
- Ticket black-marketing prevention measures.
- Annual conflict-of-interest declarations.



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## I. Grievance Redressal & Ethics

- Complaint-handling SOP for players, staff, and members.
- Transparent reporting and time-bound resolution.

## J. Strategic Planning for Cricket Development

5-year Strategic Plan for:

- Grassroots programs,
- Women's cricket,
- Talent scouting,
- Infrastructure upgrades,
- Partnerships with schools and academies.

## K. Monitoring & Evaluation (M&E)

- Define Key Performance Indicators (KPIs) for administration, finance, and cricket operations.
- Annual Governance Scorecard published with AGM notice.
- External review of governance compliance every 2–3 years.

## Deliverables

- Diagnostic Report on current governance.
- Draft Governance, Finance, HR, and Compliance Manuals with SOPs.
- Templates for UCs, procurement approvals, staffing service rules, and ticket registers.
- Digital transformation roadmap.
- Training workshops for office-bearers, staff, and member clubs.
- Final Implementation Report with roadmap and monitoring framework.

## Duration

6 months (with possible extension for handholding).

## Phases:

- ✓ Month 1: Diagnostic and consultations.
- ✓ Months 2-4: Drafting SOPs/manuals.
- ✓ Months 5-6: Pilot, training, rollout.

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## Eligibility Criteria

### 1. Legal Status

- The applicant must be a registered consultancy firm/company/LLP or an independent consultant with valid GST registration and PAN.
- The firm/consultant should not be blacklisted or debarred by any government body, PSU, sports federation, or reputed institution.

### 2. Experience

- Minimum 5 years of consultancy experience in governance, compliance, finance, HR, or sports administration.
- Proven track record of at least 3 similar assignments (SOP development, governance reforms, organizational audits, compliance frameworks, etc.) with government bodies, federations, or large associations.
- Prior experience with BCCI, State Cricket Associations, Sports Federations, or comparable institutions will carry preference.

### 3. Domain Expertise

Demonstrated expertise in at least three of the following areas:

- Sports governance & administration,
- Finance, audit & compliance,
- HR & staffing frameworks,
- IT/digital transformation (MIS, e-procurement, ticketing),
- Legal & regulatory compliance in sports.

### 4. Human Resources / Team Strength

The firm should have qualified professionals on its team, such as:

- Chartered Accountants (CA),
- Company Secretaries (CS),
- HR experts,
- IT/digital specialists,
- Legal professionals with knowledge of sports law.

**For Independent consultants:** Demonstrable multi-domain expertise or access to a professional support team is required.

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## 5. Financial Strength (for firms)

- Average annual turnover of at least ₹50 lakhs in the last 3 years.
- Audited financial statements must be provided. (For individual consultants, proof of professional fee income/IT returns may be accepted.)

## 6. Technical Proposal

Must submit an approach & methodology note, proposed work plan, and team composition for the assignment.

## 7. Conflict of Interest

The firm/consultant must declare that there is no conflict of interest with HCA, BCCI, or affiliated clubs.

**Timeline:** Kindly submit your proposals by 4<sup>th</sup> October 2025.

**Mode of submission:** One copy of the proposal along with required attachments as per eligibility at Inward Section of HCA, RGICS Uppal and/or one copy of the same along with required attachments as per eligibility at email: [hydcaupdates@gmail.com](mailto:hydcaupdates@gmail.com)

For and on behalf of Hyderabad Cricket Association

Imtiaz Khan  
Interim CEO

