



Royal Government of Bhutan

TECHNICAL TRAINING INSTITUTE, SAMTHANG -WANGDUE

Department of Workforce Planning and Skills Development

Ministry of Education and Skills Development

Terms of Reference (ToR) For usage of Institute's Archery Range

Location	Technical Training Institute Samthang (Lower campus)
Duration of operation	Till the Institute canteen contract is completed
Mode of operation	<ul style="list-style-type: none"> • After 18:00 hours when the institute is active • As deemed fit during the vacation when the ground is not used by the institute
Monthly rental	Nu. 10.000.00 (Ten thousand only)
Approval reference	TTI/ADM-01/2024-2025/ dated:

1. Background

The usage of sports facilities is essential to ensure the effective and efficient operation of the facilities for sports activities and events. It is imperative to establish clear guidelines and terms of reference for the usage of these facilities to maintain their integrity, safety, and accessibility.

2. Objectives

The primary objective of this terms of reference is to outline the rules and regulations governing the use of the Institute's archery range, including but not limited to scheduling, maintenance, safety protocols, and allocation procedures.

3. Scope

This document applies to the institute canteen's access to the institute's archery range for archery sporting activities.

4. Responsibilities of the institute canteen

✓ **Facility Management:** Responsible for overseeing the allocation process, maintenance schedules, and ensuring adherence to safety standards lies with the Institute canteen.

✓ **Users:** Expected to comply with facility rules & regulations including booking procedures & payment payable to Institute canteen.

✓ **Administrators:** The institute canteen as a sole user will ensure:

- Players show respect towards fellow users at all times.
- Players use only a decent language as the facility is inside the educational hub
- Players avoid harassment, discrimination, or verbal/physical abuse which will not be tolerated.
- Player does not damage or deface any part of the facility, equipment, or property.
- Not modify equipment or facilities without permission from facility management.
- Smoking, consumption and distribution of alcohol/drugs are strictly prohibited within the facility premises.

5. Guidelines

- Booking Procedures:** The user before booking, needs to accept terms and conditions related to usage, cancellation policies, and payment methods as laid by institute canteen.

- b. **Allocation Criteria:** The fees, priority allocation, usage limits and flexibility lie at the discretion of the institute canteen however the institute canteen will NOT charge any fees to the prayer members of TTI Samthang and TTI Khuruthang.
- c. **Safety Protocols:** The institute canteen will ensure a well-stocked first aid kit is readily available within close proximity of the archery range. The institute canteen will brief that the players remain behind the safety guard when a fellow player is shooting. The change of bulbs for evening usage lies with the institute canteen.
- d. **Maintenance Schedule:** The institute canteen will ensure the archery range is maintained properly. The waste is managed. The institute in turn will on every three-monthly basis conduct a major maintenance of the archery range, however minor maintenance will be carried out by the institute canteen.
- I. **Major maintenance**
 - Repair complete wiring system, shelter and safeguard wall
 - II. **Minor maintenance**
 - Replace target and stickers, lighting bulbs (floodlight) and toilet faucet and lights etc.
- e. **Payment Procedures:** The institute canteen will pay a sum of Nu. 10000.00 (Six thousand only) to the institute deposited directly to the **Institute's IDF saving account 215679522** maintained with Bank of Bhutan. The deposit should be done in front of the ADM assistant and the money receipt collected on the same instance. The user charges will be left at the management of the institute canteen as deemed fit.
- f. **Monitoring & Compliance**
Facility managers will monitor compliance with these terms through regular checks and audits while maintaining records regarding facility utilization by different user groups.
6. **Review & Amendments**
These terms will be subject to periodic reviews based on feedback from users /managers in order to address changing needs/requirements in an effective manner.
7. **Reporting Requirements**
Reports on utilization rates, maintenance schedule adherence etc., are required at fixed intervals i.e monthly / quarterly / yearly basis
8. **Conclusion**
A standardized set rules/guidelines ensure equitable access, fair play, safety & maintenance thus contributing positively towards integrated community development
9. **Approval**
These terms are approved by Institute archery committee

Signature of Principal

(Affix Legal stamp)

Date:

Place:

Signature of Institute Canteen

(Affix Legal stamp)

Date:

Place: