





THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR INTRODUCING A NEW SPORT (CUEA/DVC ADM/DOS/10)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	1 (ONE) (A)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and Dean of Students' offices. 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00	Date	18 - JAN 2011
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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization
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0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.

1.0 PURPOSE

This procedure describes the methodology of introducing a new sport activity in CUEA.

2.0 SCOPE

This procedure applies to all new sporting activities in the Catholic University of Eastern Africa.


3.0 REFERENCES

3.1 CUEA Quality management manual

4.0 TERMS AND DEFINITIONS

4.1 DOS: Dean of Students

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5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and is effectively applied.

6.0 METHOD

6.1 The Sports Chairperson shall inform the Sports Tutor of the sports he/she wishes to introduce after putting a full team in place.

6.2 The Sports Tutor shall form a committee consisting of sports captains, coaches and himself/herself to do a feasibility study of the proposed sport.

6.2.1 If the committee approves the sport, the Sports Tutor shall consult the Dean of students.

6.2.2 If the committee disapproves/rejects the proposal, the Sports Tutor shall communicate to the Sports Chairperson.

6.3 The Dean of Students shall review and approve the requested/proposed sport

6.3.1 If the Dean does not approve the new sport, he/she shall advise on the way forward.

6.4 The Sports Tutor shall requisition the necessary equipment/facility to start the new sport.

7.0 APPENDICES

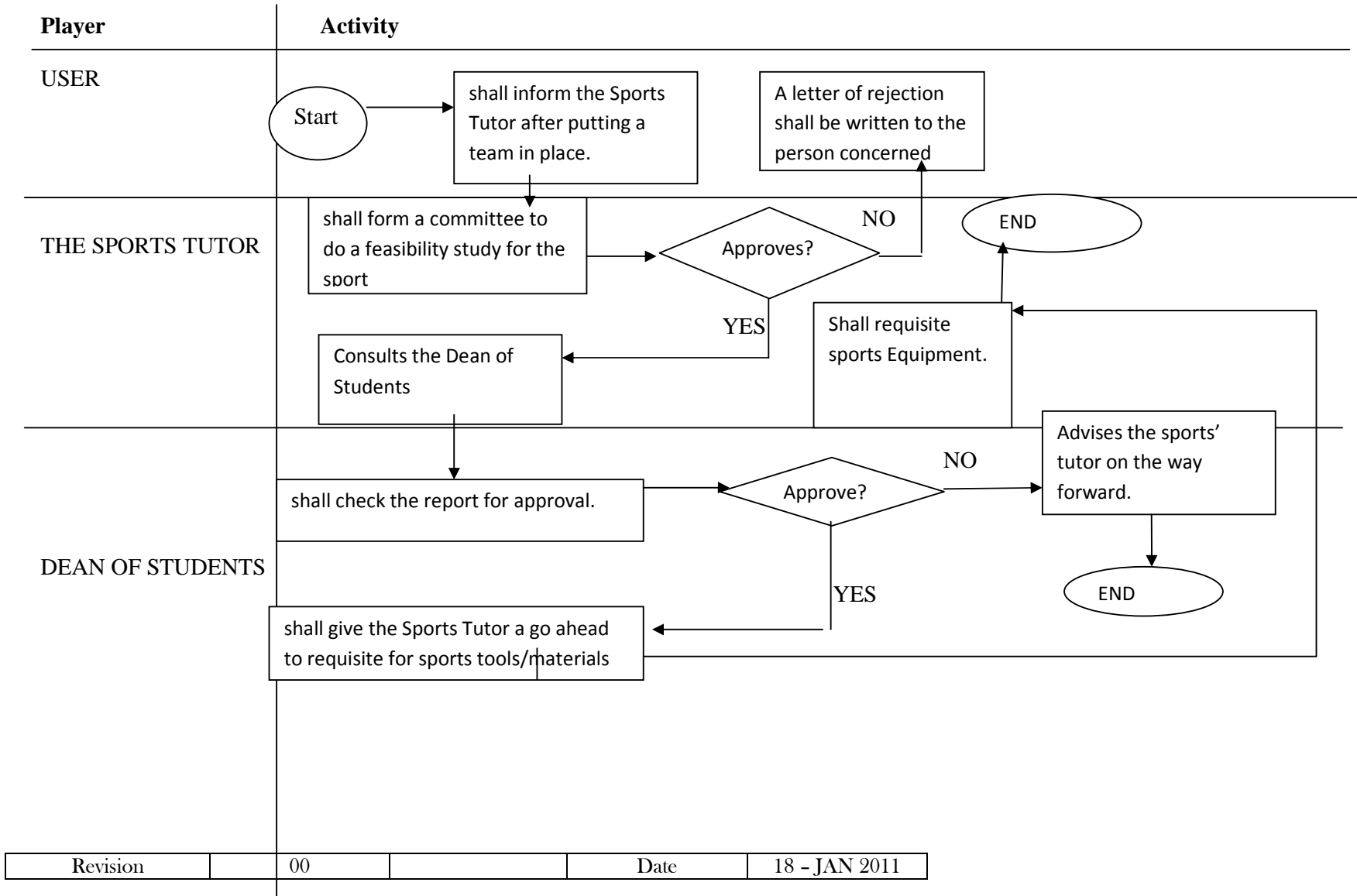
7.1. Process Map

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APPENDIX A: PROCESS MAP



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