





# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

<b>TITLE</b>	<b>AUTHOR</b>
<b>PROCEDURE FOR ORGANISING SPORTS ACTIVITY (CUEA/DVC ADM/DOS/11)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>1 (ONE) (A)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DVC ADMINISTRATION</b>
<b>SIGNATURE</b>	
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and the Dean of Students' office	

## 0. CONTENTS AND RECORD OF CHANGES

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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 at relevant functions for authorized users.

**1.0 PURPOSE**

This procedure describes the methodology of organizing sports event/tournaments in the university.

**2.0 SCOPE**

This procedure applies to all sporting events/activities within the Catholic University of Eastern Africa.


**3.0 REFERENCES**

1.1 CUEA Quality Management Manual

**4.0 TERMS AND DEFINITIONS**

CUEASO – Catholic University of Eastern Africa Students Organization.

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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 Tutor shall convene a committee of sports captains, coaches, CUEASO representative, Dean of Students representative and himself to organize the event.

6.2 The committee shall decide on the sports discipline to provide and the participants to be invited.

6.3 The Dean of Students shall review and approve the decision made by the committee in consultation with the Sports Tutor and ask them to send invitation letters.

6.3.1 If the Dean of Students does not approve, he/she shall refer it back to the committee.

6.4 The committee shall send invitation letters and follow up on confirmation of attendance by participants.


6.5 The committee shall prepare a budget to facilitate the provision of all the equipment/facilities on the day of the event and forward it to the Dean of Students.

6.6 The Committee shall meet to evaluate the activity and write a report on the same.

## **7.0 APPENDICES**

7.1 Appendix A: Process Map

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**APPENDIX A: PROCESS MAP FOR ORGANIZING SPORTS' ACTIVITIES**

