

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR INTRODUCING A NEW SPORT (CUEA/DVC AA/DOS/10)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	Four (4) 7.1 – 7.4
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMICS
SIGNATURE	
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NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students office	

0. CONTENTS AND RECORD OF CHANGES

Revision	02		Date	22 Nov 2018
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Standard Operating Procedure

**CUEA/DVC
AA/DOS/10**

Title

Procedure for Introducing A New Sport

Page 2 of 7

0.1 Table of Contents

0.	Contents and Record of Changes	1
1.0	Purpose	2
2.0	Scope	2
3.0	References	3
4.0	Definition of Terms	3
5.0	Principal Responsibilities	3
6.0	Method	3
7.0	Appendices	5
7.1	Context	5
7.1.1	External / Internal Factors	5
7.1.2	Relevant Interested Parties	5
7.2	Risk Analysis And Control	6
7.3	Required Organizational Knowledge	6
7.4	Flow Map	7

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1	22-12-2018	1	Review of Procedure	Dean of Students

0.3 Distribution / Circulation


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

1.0 PURPOSE

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

2.0 SCOPE

Revision	02		Date	22 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC AA/DOS/10
Title	Procedure for Introducing A New Sport	Page 3 of 7

This procedure applies to introduction of all new sports teams in Catholic University of Eastern Africa

3.0 REFERENCES

3.1 CUEA Quality Management Manual

4.0 DEFINITION OF TERMS

4.1 Abbreviations and Acronyms

4.1.1 DOS: Dean of Students.

4.2 Definition of Terms Used

4.2.1 Sports Committee: The committee made of elected chairperson, secretary and treasurer and includes all team captains who meet regularly to assist the sports office meet its sports obligations to the students.

5.0 PRINCIPAL RESPONSIBILITIES

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

Revision	02		Date	22 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC AA/DOS/10
Title	Procedure for Introducing A New Sport	Page 4 of 7

- 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.

Revision	02		Date	22 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC AA/DOS/10
Title	Procedure for Introducing A New Sport	Page 5 of 7

7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Stakeholders Sensitization	Risk & Opportunity to support
(ii)	University Uptake	Financial and player involvement
(iii)	Finding sponsorship	Risk & Opportunity to support
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Marketing	Inter-departmental communication
(ii)	Students benefit	Opportunity for excelling
(iii)		

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Team Members	Students taking up the sport
(ii)	University	Increased activities
(iii)		Increased awareness

Revision	02		Date	22 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC AA/DOS/10
Title	Procedure for Introducing A New Sport	Page 6 of 7

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	Not getting enough student interest	Availability	2	3	6	Medium	Raise hype to the students
2	University uptake	Financial allocation from university budget	3	2	6	Medium	Budget / Finances
3	University Policy	Accommodation of new team	1	3	3	Low	Engage the Administration
4	Interest surpass expectation	Student needs	3	3	9	High	Budgetary projection

7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Staff shall be conversant with external sporting body's rules and regulations.

Revision	02		Date	22 Nov 2018
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Standard Operating Procedure

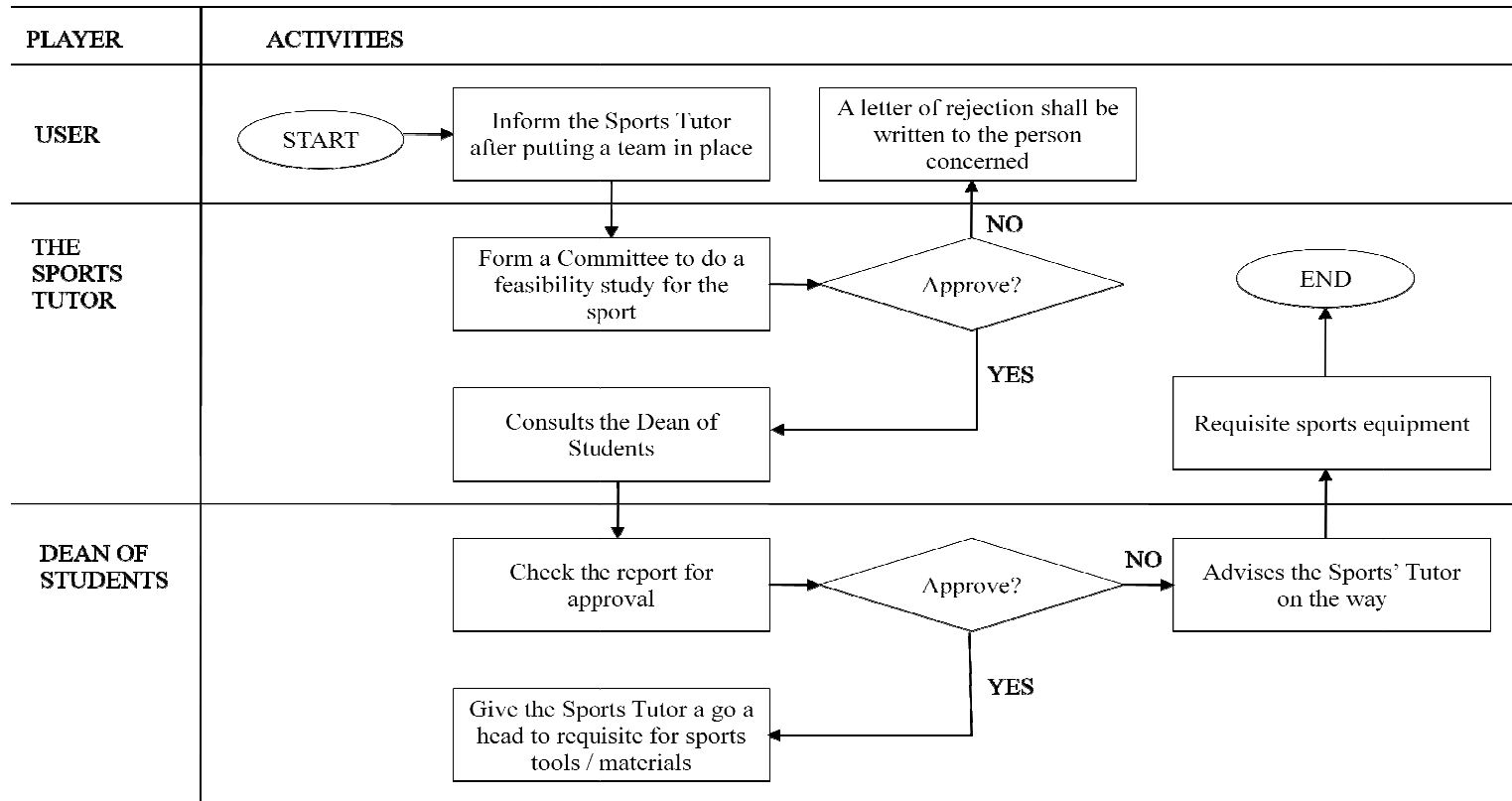
**CUEA/DVC
AA/DOS/10**

Title

Procedure for Introducing A New Sport

Page 7 of 7

7.4 FLOW MAP



Revision	02		Date	22 Nov 2018
----------	----	--	------	-------------