


The Catholic University of Eastern Africa

| TITLE | AUTHOR |
|--|------------------------------|
| PROCEDURE FOR ORGANISING SPORTS ACTIVITY (CUEA/DVCADM/DOS/11) | DEAN OF STUDENTS |
| | NO. OF APPENDICES: |
| | One (1) 7.1 – 7.4 |
| AUTHORIZATION This Standard Operating Procedure is issued under the authority of: | |
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| SIGNATURE | |
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0. CONTENTS AND RECORD OF CHANGES

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0.2 Record of Changes

| No. | Date (dd-mm-yy) | Details of Changes | | Authorization |
|-----|--------------------|--------------------|-------------------------------|------------------|
| | | Page | Clause/ subclause | Title |
| 1. | 22.11.2018 | 1- 6 | Review of the Whole Procedure | Dean of Students |
| | | | | |
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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 organizing sports events/tournaments in the University.

2.0 SCOPE

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This procedure applies to organizing all sporting events/activities within The 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 CUEASO: Catholic University of Eastern Africa Students Organization.

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 Tutor shall convene the Sports Committee, coaches, CUEASO representative, DOS 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.

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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 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) | Community benefits | Enhanced visibility of the institution |

7.1.2 Relevant Interested Parties

| | Party | Needs and Expectations |
|-------|-----------------|---|
| (i) | Team Members | More students being involved in the sport |
| (ii) | University | Increased activities |
| (iii) | Local community | Increased awareness |

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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 | Interest surpass expectation | Student needs | 3 | 3 | 9 | High | Budget / Finances |
| 4 | | | | | | | |
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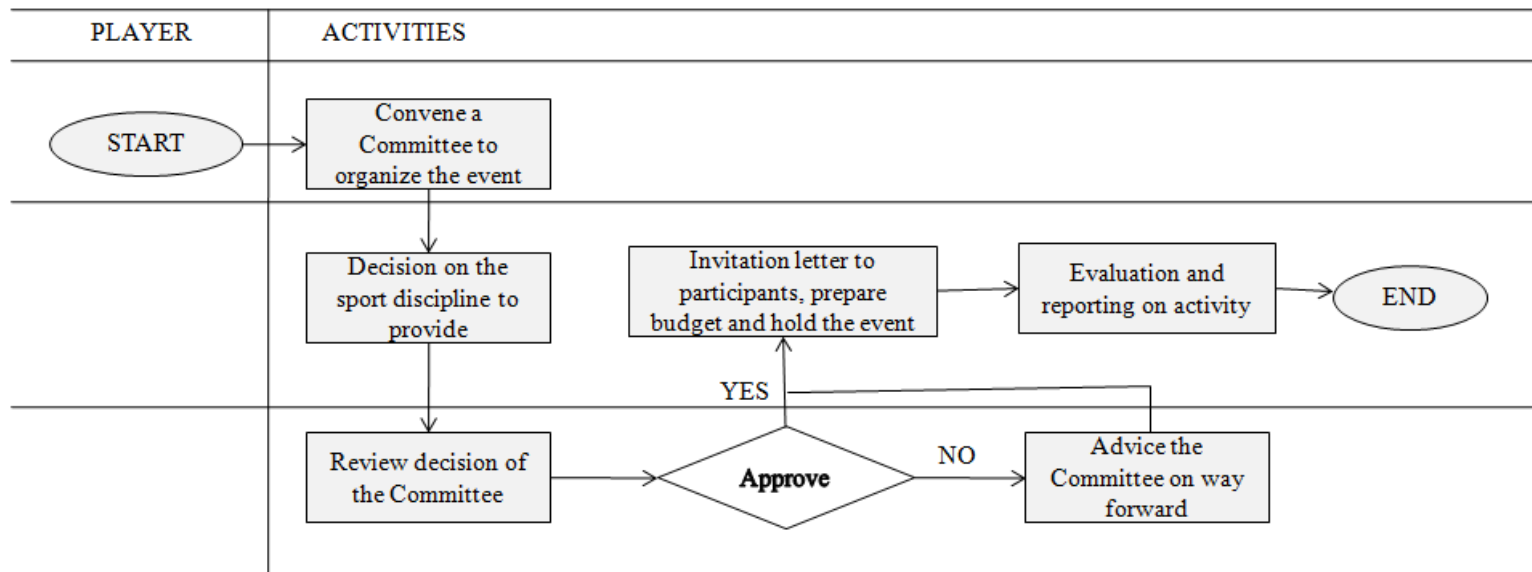
7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Staff shall be able to communicate effectively externally.

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7.4 PROCESS MAP FOR ORGANIZING SPORTS' ACTIVITIES



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