

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR	
PROCEDURE FOR ORGANISING SPORTS	DEAN OF STUDENTS	
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date	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.

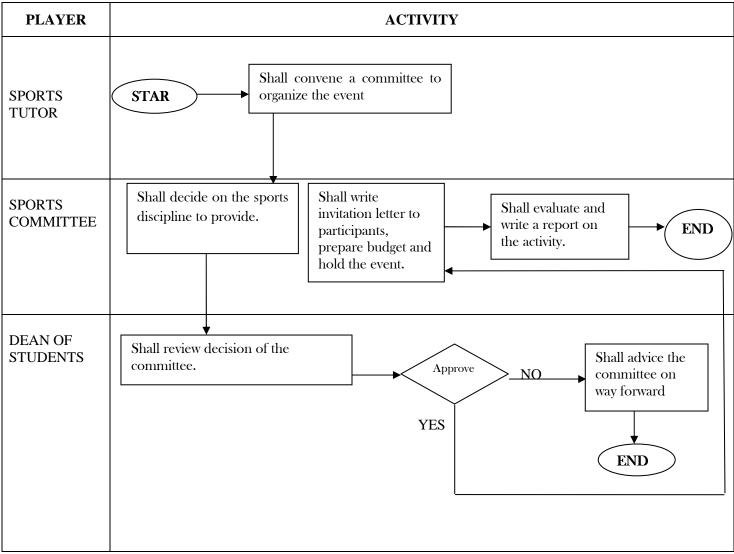
7.0 APPENDICES

7.1 Appendix A: Process Map

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APPENDIX A: PROCESS MAP FOR ORGANIZING SPORTS' ACTIVITIES



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