



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT: PROCEDURE FOR MANAGEMENT OF SPORTS
ACTIVITIES**

DOC. NO: JOOUST/AA/SPORTS/OP19




**AUTHORIZED BY: DEPUTY VICE-CHANCELLOR SIGNATURE: 
ACADEMIC AFFAIRS**

ISSUED BY : DIRECTOR OF SPORTS SIGNATURE: 

0.1 DOCUMENT DISTRIBUTION

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2.0 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/04/2012	Removed 7.0 (Appendices)	
29/04/2014	Timelines added to 6.2 Procedure reviewed to reflect change of status from BUC to JOOUST	
30/4/2015	Procedure reviewed for adequacy	

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- 1.0 Purpose:** To ensure the effective and efficient management of students’ sports activities interests of students in the University
- 2.0 Scope:** This procedure covers the management of the University students’ sports activities .
- 3.0 References:**
 - 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Service Charter
 - 3.4 JOOUST Statutes
 - 3.5 National Sports Policy
 - 3.6 DEOS Statutes
 - 3.7 JOOUST Students Rules & Regulations
 - 3.8 The Sports Act No. 25 of 2013
 - 3.9 2015 WADA Code

4.0 Terms/Definitions

- 4.0 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology.
- 4.1 QMR:** Quality Management Representative
- 4.2 DVC AA:** Deputy Vice Chancellor Academic Affairs
- 4.3 DOS:** Dean of Students
- 4.4 DSP:** Director of Sports
- 4.5 DEOS :** Directorate of Sports
- 4.6 RC:** Registration Committee
- 4.7 SSRF:** Students’ Sports Registration Form
- 4.8 SSC :** Students’ Sports Council
- 4.9 SDS:** Students’ Director of Sports
- 4.10 SSS:** Students’ Sports Secretary
- 4.11 UMB:** University Management Board
- 4.12 SU:** Students Union

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- 4.13 **SR:** Sports Representatives
- 4.14 **TC:** Team Captain
- 4.15 **GT:** Games Tutor
- 4.16 **Intra-Mural:** Any sporting activities taking place within the university among students, staff, or students and staff
- 4.17 **Inter-Mural:** Any sporting activities taking place within the university with/against invited teams.
- 4.18 **Extra-Mural:** Any sporting activity taking place outside the University
- 4.19 **Facilities:** Refer to all immovable items e.g. fields, pitches, courts, track, gymnasium and swimming pool.
- 4.20 **Equipment:** Includes balls nets, bats, sticks, rackets, shuttle corks, stop watches, whistles, tape measures, hurdles among others
- 4.21 **Uniform:** Playing kits e.g. boots, shoes, socks, spikes, track suits, Goalkeepers gear, skirts, shorts, knee caps and shin pads.
- 4.22 **World Anti-Doping (WADA) Code:** The fundamental and universal document upon which the World Anti-Doping Program in Sports are based.
- 4.23 **The Directorate of Sports Statutes:**
The Document that encompasses the Rules and Regulations governing sports in the University.
- 4.24 **The Directorate of Sports Quality Objectives:**
The targeted Quality Management services to be offered by the Directorate.
- 4.25 **The Directorate of sports Service Charter:** The document that Enumerates how the Directorate shall provide service to its customers.
- 4.26 **Anti-Doping:** the fight against drug and substance abuse in sports.

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5.0 Responsibility

The Director of Sports shall be responsible for the implementation and effective supervision of this procedure.

6.0 Methods

6.1 Registration of JOOUST students for sports activities.

6.1.1 The DEOS shall design, prepare and produce the SSRF at least one week to student Reporting date of new students

6.1.2 The (RC) shall make provision for the issue of the SSRF to the students during the Registration of new students

6.1.3 The DEOS shall receive duly completed SSRF from students.

6.1.4 The DEOS shall guide students on the appropriate option and/ or consider offering the Selected sport depending on the availability of resources

6.1.5 The DEOS shall keep the duly completed SSRF.

6.1.6 The DEOS shall carry out orientation for all students and constitute various teams based on the information.

6.2 Election of Students’ Sports Council (SSC)

6.2.1. The DSP shall declare the vacant posts and announce the election date through an internal memo.

6.2.2 The DSP shall prepare the necessary documents for the elections.

6.2.3 The DSP shall clear those captains and assistant captains willing to vie for in SAJOOUST, position of the Students Director of Sports.

6.2.4 The Returning officer shall ensure election rules apply if there is an appeal, protest or petition.

6.2.5. The students in respective teams shall elect their Team Captain and an Assistant Team Captain (according to the election rules set by the DEOS) who will Form the SSC

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- 6.2.6 Any election complaint shall serve a petition to the DEOS within 24hours after the announcement of the results
- 6.2.7 The DEOS shall submit details of the Students Sports Council to the office of the Dean of Students for record purposes.

6.3 Intra-mural

- 6.3.1 The DEOS shall inform students of the approved semester games activities.
- 6.3.2 The respective TCs shall train and select the teams/ individual from JOOUST for the event.
- 6.3.3 The TC shall fill and submit form JOOUST/DSP/IM/1 at least two weeks before the event if he/she wishes to invite a team.
- 6.3.4 The DSP shall send an invitation letter to the invited team.
- 6.3.5 The DSP shall liaise DIRECTORATE staff to come with a proposed collective budget for each financial year approval.
- 6.3.6 The DSP shall issue uniforms and refreshment to the team through the TC/Captains.
- 6.3.7 The TC/Captains shall collect the uniforms and return to the DEOS at the end of the competition.
- 6.3.8 The DSP shall write a report to the DVC AA on the intra-mural event
- 6.3.9 The DSP shall where possible allow community sportsmen/women to train with the teams on production of clear identification and sanctioned by the DVC AA in the spirit of community outreach.

6.4 Extra-mural

- 6.4.1 The DEOS shall capture all extra-mural activities in the Directorates’ calendar of activities for each Academic Year.
- 6.4.2. The TCs in consultation with the DSP shall select and prepare traveling teams list.
- 6.4.3. The DEOS shall draw an appropriate budget and request for funds from JOOUST’s UMB through the DVC AA.

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- 6.4.4. The DEOS shall fill transport requisition form for travel as per the university s’ transport request procedures
- 6.4.5. The DEOS shall inform the team on the departure time and the pick-up point(s).
- 6.4.6. The DSP shall source and reserve accommodation for the team at a convenient location in regard to the Directorates’ rules and regulations.
- 6.4.7. The DSP/TC shall ensure that meal allowances are paid accordingly.
- 6.4.8. The DEOS shall write a report to the DVC AA.

6.5 Games Training& Practice

- 6.5.1. The Games Tutor shall issue a notice reminding teams to start training/practice
- 6.5.2 The DEOS shall make provision for basic training equipment and facilities.
- 6.5.3. The DEOS shall monitor and evaluate training.
- 6.5.4 DEOS shall consider a build-up competition for adequately trained teams after training for at least three consecutive weeks.
- 6.5.5 The DEOS Statutes shall guide the team rules and statutes.

6.6 Borrowing Sports Kits and Equipment

- 6.6.1 The Captains shall be responsible for borrowing sports kits for their respective teams.
- 6.6.2 Captains shall apply for the use by filling in Equipment borrowing form Uniform and footwear request form (JOOUST/AA/UF/2/SPORTS/S/) available in the Directorate for consideration.
- 6.6.3 The DSP shall allow individual students and staffs to borrow directly from the stores to fill Equipment borrowing form (JOOUST/AA/SPORTS/S/EBF/F4). The captain shall fill E.U&F form (JOOUST/AA/SPORTS/F&E/E/1)
- 6.6.4 The Stores Clerk shall ensure that the rules and regulation that govern borrowing are adhered to.
- 6.6.5 The TC / student shall produce his/her identification card.
- 6.6.6 The Stores Clerk shall enter the TC/ student detail in the Games store borrowing and return register.

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- 6.6.7 The TC/student shall sign for the items after specifying the duration of borrowing.
- 6.6.8 The TC/individual borrowing student/staff shall take responsibility for the condition and safety of the borrowed sportswear.

6.7 Returning borrowed Sportswear

- 6.7.1 The Captain shall ensure that the items are returned in good and good condition.
- 6.7.2 The Stores Clerk shall immediately report on any misused or lost items.
- 6.7.3 The DEOS shall surcharge accordingly any TC/individual borrower for any loss(es) of the borrowed items.

6.8 Procedure for Resource Mobilization

- 6.8.1 The DSP in consultation with the DVC AA shall organize seminars, courses, workshops, and tournaments for education outreach and income generation.
- 6.8.2 The DSP through the DVC AA shall venture into partnership with other donors to Source material or funds.

6.9 Procedure for Anti-Doping (A-D)

- 6.9.1 The DEOS shall initiate the anti-doping process and ensure the realization of quality anti-doping education awareness.
- 6.9.2 The DEOS shall establish the training process of relevant anti-doping personnel to drive the anti-doping agenda to its stakeholders .
- 6.9.3 The DEOS shall put in place anti-doping preventive, detective and deterrence measures to ensure compliance to the code .
- 6.9.4 The DEOS shall produce educational and promotional materials to enhance anti-doping awareness.
- 6.9.5 The DEOS shall maintain Anti-Doping records, documents and reports.

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