



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

DOCUMENT : PROCEDURE FOR MANAGEMENT OF SPORTS ACTIVITIES

DOC. NO : JOOUST/AA/DOS/SPORTS/OP19

AUTHORIZED BY: DEPUTY VICE CHANCELLOR **SIGNATURE:** 
ACADEMIC STUDENT AFFAIRS AND RESEARCH

ISSUED BY : SENIOR GAMES TUTOR **SIGNATURE:** 

0.1 DOCUMENT DISTRIBUTION

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1.0 DOCUMENT CHANGES

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1.0 Purpose This Procedure provides effective and efficient management of students’ sports activities welfare in Jaramogi Oginga Odinga University of Science and Technology.

2.0 Scope This procedure comprehensively covers the management of students’ sports activities in the University.

3.0 Reference

- 3.1 ISO 9001:2015 Standards
- 3.2 JOOUST Quality Manual
- 3.3 JOOUST work Plan
- 3.4 JOOUST Statutes
- 3.5 National Sports Policy
- 3.6 JOOUST Students Rules & Regulations
- 3.7 Sports Act No. 25 of 2013
- 3.8 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 ASAR:** Deputy Vice Chancellor Academic Student Affairs and Research
- 4.3 DOS:** Dean of Students
- 4.4 SGT:** Senior Games Tutor
- 4.5 SS :** Sports Section
- 4.6 RC:** Registration Committee
- 4.7 SSRF:** Students’ Sports Registration Form
- 4.8 SSC :** Students’ Sports Council
- 4.9 SDC:** Students’ Director Co-curricular
- 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: Include balls nets, bats, sticks, rackets, shuttle corks, Stop watches, whistles, tape measures, hurdles etc.

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 Sports Section Statutes: The Document that encompasses the Rules and Regulations governing sports in the University.

4.24 The Sports Section Quality Objectives: The targeted Quality Management services to be offered by the Directorate.

4.25 The Sports Service Charter: The document that enumerates how the sports section shall provide services to its customers

4.26 Anti-Doping: the fight against drug and substance abuse in sports

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5.0 Responsibility

The Senior Games Tutor shall be responsible for the implementation and effective supervision of these procedures.

6.0 Methods

6.1.0 Registration of JOOUST students for sports activities.

- 6.1.1 The SGT shall design, prepare and produce the SSRF at least one week to students
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 SGT shall receive duly completed SSRF from students.
- 6.1.4 The SGT shall guide students on the appropriate option and/ or consider offering the
Selected sport depending on the availability of resources
- 6.1.5 The SGT shall keep the duly completed SSRF.
- 6.1.6 The SGT 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 SGT shall declare the vacant posts and announce the election date through an internal memo.
- 6.2.2 The SGT shall prepare the necessary documents for the elections.
- 6.2.3 The Returning officer shall ensure JOOUST election rules apply.

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- 6.2.4.** The students shall elect a Team Captain and an Assistant Team Captain (according to the election rules set by the SS) who will Form the SSC
- 6.2.5** Any election complainant shall serve a petition to the SGT within 24hours after the announcement of the results
- 6.2.6** The SGT shall submit details of students’ sports council to the office of the Dean of Students for record purposes.

6.3 Intra-mural

- 6.3.1** The SGT shall inform students of the approved semester games activities.
- 6.3.2** The respective TCs shall liaise with the SGT/coaches and assist in the selection of the teams/ individual from JOOUST for the event.
- 6.3.3** The TC shall fill form JOOUST/ASAR/DOS/SS/IM/1(Intra-mural form) at least one weeks before the event if he/she wishes to invite a team.
- 6.3.4** The TC shall send an invitation letter to the invited team upon approval by the DVC ASAR through the DOS.
- 6.3.5** The SGT shall liaise with the SS staff to come up with a proposed collective budget for each financial year for approval.
- 6.3.6** The stores clerk/SGT shall issue uniforms and allowances to the team through the TC
- 6.3.7** The TC shall collect the uniforms and return to the stores clerk at the end of the competition.
- 6.3.8** The SGT shall write a report to the DVC ASAR through Dean of Students on the intra-mural event
- 6.3.9** The SGT shall where possible allow community sportsmen/women to train with the teams on Production of clear identification card as sanctioned by the DOS in consultation with DVC ASAR in the spirit of community outreach.

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6.4 Extra-mural

- 6.4.1 The SGT shall capture all extra-mural activities in the Sports' Section calendar of activities for each Academic Year.
- 6.4.2. TC in consultation with the SGT/coaches shall select and prepare traveling teams list.
- 6.4.3. The SGT shall draw an appropriate budget and request in consultation with DOS for funds.
- 6.4.4. The SGT shall fill transport requisition form for travel as per the University's transport request procedures
- 6.4.5. The SGT shall inform the team on the departure time and the pick-up point.
- 6.4.6. The SGT shall source and reserve accommodation for the team at a convenient location in regard to the Sports' section rules and regulations.
- 6.4.7. The SGT/TC shall ensure that student allowances are paid as approved.
- 6.4.8. The SGT shall then write a report to the DVC ASAR through the DOS

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 SGT shall make provision for basic training equipment and facilities.
- 6.5.3. The SGT shall monitor and evaluate training.
- 6.5.4. SGT shall consider a build-up competition for adequately trained teams after training for at least two consecutive weeks.
- 6.5.5 The SS statutes shall guide the team rules and regulations.

6.6.0 Borrowing Sports Kits

- 6.6.1 The Storekeeper shall ensure that the rules and regulation that govern borrowing are adhered to.
- 6.6.2 The Captains shall be responsible for borrowing sports kits for their respective teams.
- 6.6.3 Captains shall apply for the use by filling in equipment borrowing form, Uniform and footwear request form available in the Sports Section for consideration.

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6.6.4 The stores clerk shall allow individual students and staffs to borrow directly from the stores by filling equipment borrowing and returning book.

6.6.5 The storekeeper shall enter the TC/ student detail in the equipment borrowing and return book.

6.6.6 The TC/student shall sign for the items after specifying the duration of borrowing.

6.6.7 The TC/individual borrowing shall take responsibility for the condition and safety of the borrowed sportswear/equipment

6.7.0 Returning borrowed Sportswear

6.7.1 The stores clerk shall ensure that the items are returned in good and clean condition.

6.7.2 The Stores Clerk shall immediately report on any misused or lost items to the SGT.

6.7.3 The SGT shall surcharge accordingly any TC/individual borrower for any loss(es) or damage of the borrowed items.

6.8.0 Procedure for Resource Mobilization

6.8.1 The SGT in consultation with the DOS and DVC ASA R shall organize seminars, courses, workshops, and tournaments for education, outreach and income generation

6.8.2 The SGT in consultation with DOS and DVC ASAR shall venture into partnership with other donors to source for materials or funds.

6.9.0 Procedure for Anti-Doping (A-D)

6.9.1 The SGT shall initiate the anti-doping process and ensure the realization of quality anti-doping education awareness.

6.9.2 The SGT shall establish the training process of relevant anti-doping personnel to drive the anti-doping agenda to its stakeholders.

6.9.3 The SGT shall put in place anti-doping preventive, detective and deterrence measures to ensure compliance to the code.

6.9.4 The SGT shall produce educational and promotional materials to enhance anti-doping awareness.

6.9.5 The SGT shall maintain Anti-Doping records, documents and reports.

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