

Document:	PROCEDURE FOR PROVISION OF SPORTS AND GAMES SERVICES	
College:	CORPORATE	Doc No: UON/OP/63
Rev No:	05	



UNIVERSITY OF NAIROBI

Document: PROCEDURE FOR PROVISION OF SPORTS AND GAMES SERVICES	
College: CORPORATE	Doc. No: UON/OP/63
Date of Issue: August 31, 2016	Rev No: 07
Issued By: VICE-CHANCELLOR	Authorized By: UNIVERSITY MANAGEMENT BOARD

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0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15,2008		VC
July 29,2009		VC
October 14,2009	0.1 – Document changes	VC
March 21,2011	0.2 Added DVC (SA) 4 Deleted acronyms viii - xi Removed University calendar and Service Charter as part of 6.3 Replaced DVC (AA) with DVC (SA)	VC
June 30, 2013	0.1 – Document changes	VC
	2 Added objectives	
	4 iv changed dated of strategic plan 2080-2012 to 2013 -2018	
	5 Added table for terms and acronyms	
March 31, 2015	2. Modified the objective to read” To identify, expose, train and link sportsmen/women to the corporate world annually” 4. IV deleted East African and replaced with “Eastern Africa”	VC
August 31, 2016	Header- Changed Issuing authority from MR to Vice Chancellor and Approval from VC to UMB 0.1 – Document changes, new row created and UMB added in the last column of new row. Document distribution- entire section removed 4- references policy document added –safety plan 8- Title changed from Records to documented information	UMB

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1. PURPOSE

The purpose of this procedure is to promote mass participation in sports and games for wellness and recreation. It also identifies gifted players for elite performance.

2. OBJECTIVE

To identify, expose, train and link sportsmen/women to the corporate world annually

3. SCOPE

This procedure applies to all university students.

4. REFERENCE

- i). QMS Manual (UON/QMS/QM)
- ii). The international rules & regulations for the individual sports.
- iii). Recreation set rules
- iv). University Strategic plan 2013-2018
- v). Eastern Africa Sports Federation
- vi). National Federations
- vii). Safety Plan

5. DEFINITION OF TERMS AND ACRONYMS

TERMS	ACRONYMS	DEFINITION
Individual Sports		Swimming, Track and Field events
Team Sports		Soccer, Rugby, Basketball, Volleyball, Netball, Hockey and Handball
Racquet/Bat Sports		Tennis, Badminton, Table Tennis, Squash, Cricket
Board Games		Chess, Scrabble, Pool, Darts
Combat Games		Karate, Tae - Kwondo.
Recreation Sports		This is done for leisure and wellness
Elite Sports		Refers to the competitive sport at high levels

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6. RESPONSIBILITY

The Director of Sports and Games will ensure the processes for the provision of sports and games services are fully implemented.

7. METHOD

7.1 College Based Sports Activities

Beginning every financial year, the Games Tutors prepares a sports programme. Reference is made to the departmental working manual.

7.2 Inter Campus Sports Activities

The Games Tutors, in consultation with Director, Sports and Games, and College Principals draws a sports schedule beginning every financial year. Reference is made to the departmental working manual.

7.3 National Leagues and Tournament

The office of the Director, Sports and Games draws an annual sports programme and budget at the beginning of every financial year for approval by the DVC (SA) and DVC (A&F) respectively. Reference is made to both departmental working manual and the National Federation Calendar of events.

7.4 Inter-University Games

After every two calendar years, the office of the Director, Sports and Games draws a sports programme in consultation with the office of the Vice-Chancellor. Reference is made to both departmental working manual and the East Africa Sport Federations calendar of events.

7.5 East Africa University Games

After every two calendar years, the Director Sports and Games draws a sport programme and budget in consultation with the Vice-Chancellor. Reference is made to the East Africa University Sports Federation.

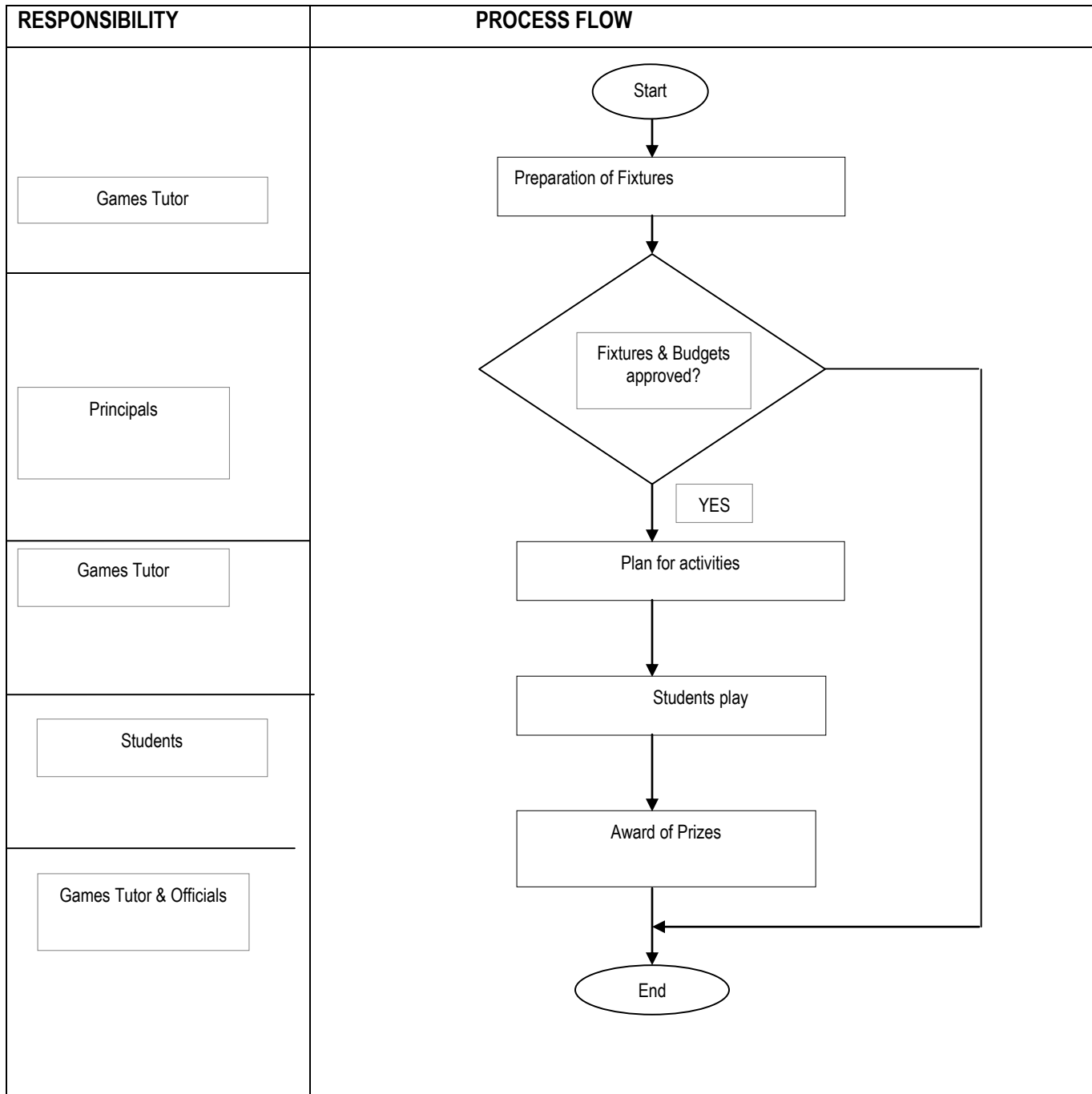
8. DOCUMENTED INFORMATION

Relevant documented information shall be maintained

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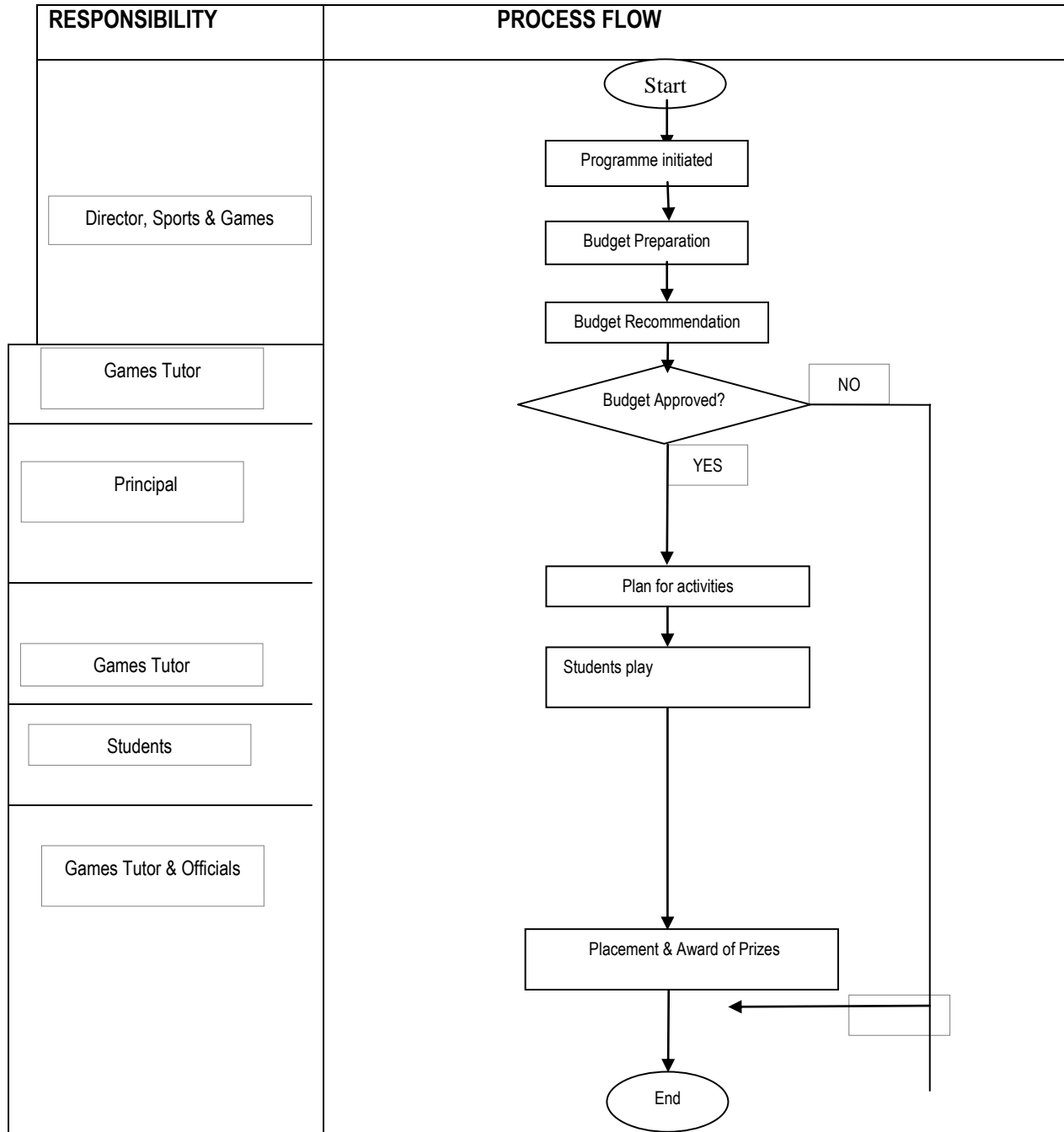
9. APPENDICES

9.1. PROCEDURE FLOW FOR COLLEGE BASED SPORTS ACTIVITIES



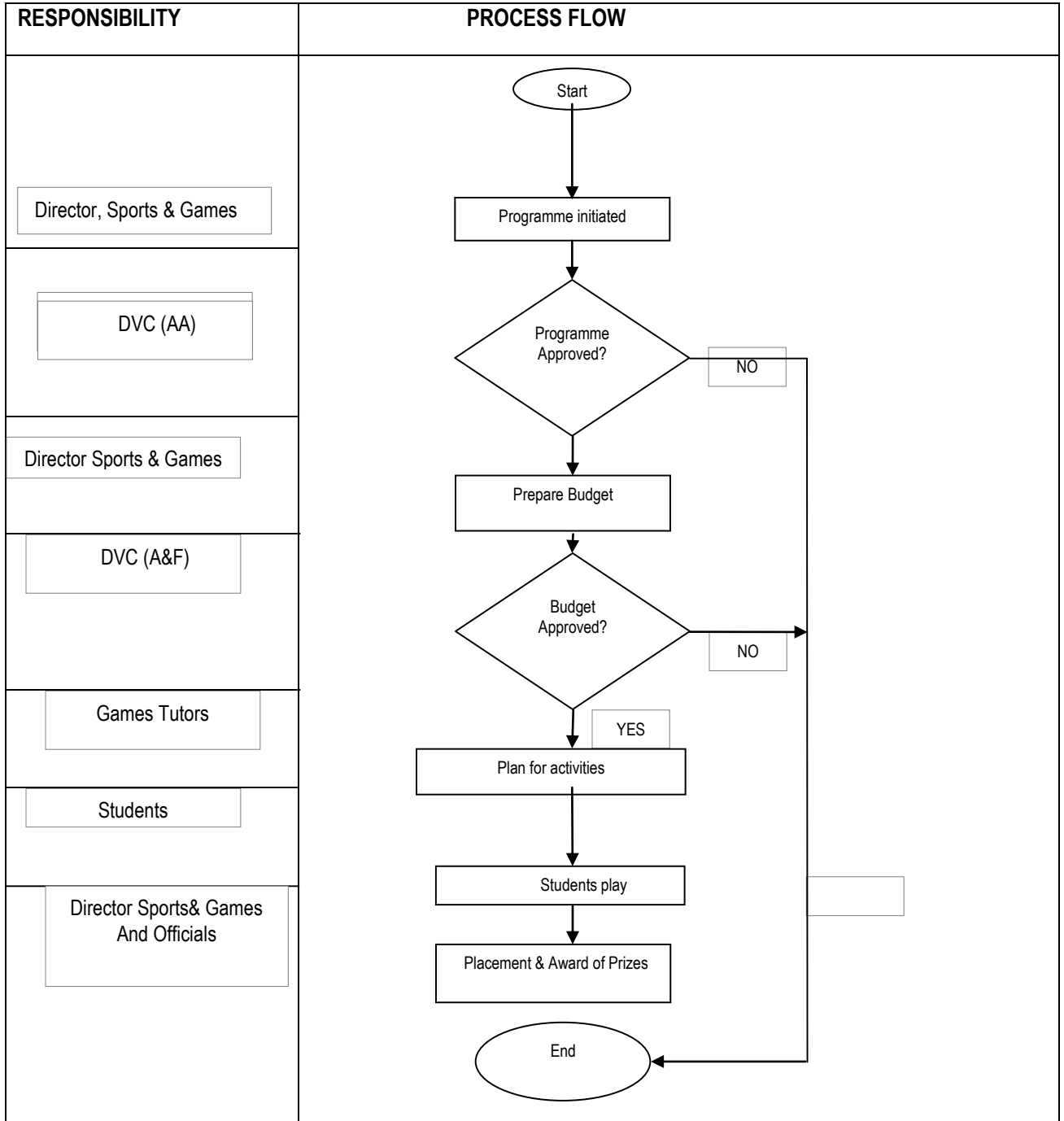
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9.2. PROCEDURE FLOW FOR INTER-CAMPUS SPORTS ACTIVITIES



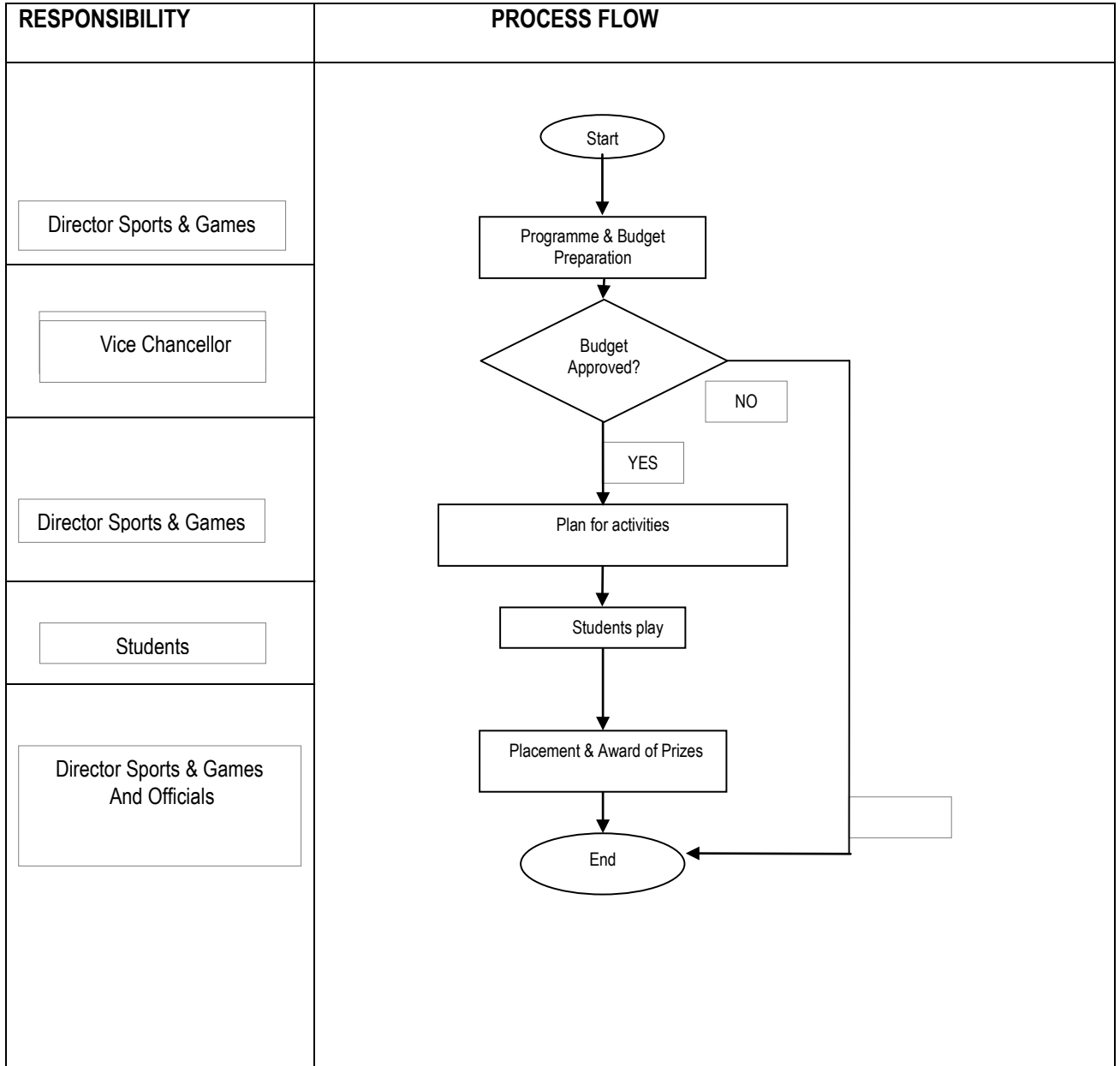
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9.3. PROCEDURE FLOW FOR NATIONAL LEAGUES & TOURNAMENTS



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9.4. PROCEDURE FLOW FOR INTER UNIVERSITY GAMES



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9.5. PROCEDURE FLOW FOR EAST AFRICA UNIVERSITY GAMES

