

VALLEY UNIVERSITY OF SCIENCE AND TECHNOLOGY

SPORTS SPONSORSHIP POLICY

MARCH 2023

This Sports Sponsorship Policy was approved and adopted by the University Council at its meeting held on

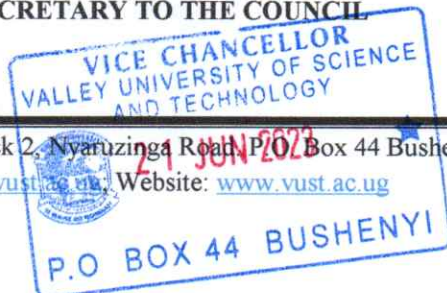
16th June 2023



SECRETARY TO THE COUNCIL



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Document type	Sports Sponsorship Policy
Document number	SSP001/23
Document version	1 st Version
Custodian	Vice Chancellor and Dean of Students
Responsible docket	Dean of Students
Document approval authority	Senate, University Council
Date of Approval	
Date of Amendment / Review	

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PREAMBLE

This manual has been developed by Valley University of Science and Technology as a preliminary set of guidelines for the operations of the Sports program at the University.

INTRODUCTION

The sports department under the supervision of the Dean of Students has a mandate to recruit, organize student athletes into teams, train them in preparation for competitions, and arrange local tournaments and intramurals. The department is also responsible for the development and maintenance of the sports facilities – fields, running track, courts and all playing and competition equipment.

The Sports Department currently manages thirteen sports disciplines that comprise of men and women teams. Some of these teams compete in the national league while others only compete in tournaments/ championships and university games.

One becomes a member of the VUST Sports fraternity as a player, coach and or well-wisher/ supporter. If one wants to be part of a team, they engage with the tutors, and discipline coach. If they are good enough, they automatically become members. However, if the person is not good enough but has potential, they can be given a chance depending on the judgment of the discipline coach and the tutors.

1.0 SPORTSCOMMITTEE.

The Sports Committee is composed of five (5) members. The Committee and chairman are constituted as described below. The Sports Committee plays an advisory role to the Sports Department. The committee helps in planning and resource allocation. This committee shall be responsible for Sports Scholarship management and shall recommend to management those to benefit from the scholarship.

1.1 Composition of the Sports Committee

1. Dean of Student - Chair person
2. The sitting guild Sports Minister
3. One members of staff with great interest in sports (Sports Tutor)
4. The Marketing officer
5. One student with great interest in sports (nominated by the sports minister)

1.2 Responsibilities of the Guild Sports Ministry:

The Guild Sports Ministry will be responsible for taking care of the sports equipment, and ensuring that whoever takes a sports equipment, returns it. The university contributes to the students' welfare during University Games. The scope of the contribution shall be determined from time to time by the university management.

1.3 RECRUITING PROCEDURE:

First and foremost it is important for every team to have qualified players that are competent in specific sport disciplines. It's important for VUST sports scouts to talk to the young people about the benefits of playing for VUST and interest them to join study from VUST.

If a student is needy or if other Universities are vying for the services of the individual we have shown interest in, one may begin to talk about the possibilities of a scholarship with the recruit. No scholarship can be given without the permission of the Sports Scholarship Committee and without the applicant filling out an official "VUST Sports Scholarship Application Form." **Also, no scholarship can be given to a student who doesn't qualify for at least a diploma program.** If a student must complete a certificate before entrance into a diploma program, the student will have to complete this certificate within his/her own time and resources.

1.4 SCHOLARSHIP

Sports Scholarships are given to sports participants who have demonstrated a tremendous proficiency or potential in their respective sport. The committee will sit annually to determine who is eligible; Priority will be given to individuals / teams with good Performance and with need at that point.

A good percentage of tuition fee will be given as scholarship to a qualifying member of any group sport, e.g. football, Netball, volley ball, basketball e.tc.

These scholarships are awarded with the following items in mind;

- 1.4.1** Availability of Funds: The scholarship Budget allocation to sport for the academic/ financial year in question
- 1.4.2** Perceived Need: The perceived need of the individual evaluated in conjunction with the talent level that a student enters with. In other words the Sports Department will definitely identify both talent and need as criteria for scholarship.
- 1.4.3** Character and commitment: When a person applies for scholarship at VUST, the determination of the applicant will consider values, character and integrity very highly. Some may meet other criteria yet fall short in this area and be denied a scholarship.

The sports scholarship committee will to decide how to distribute the money offered in the budget for the growth and development of the university, depending on the need as recommended and approved by management.

Any student on VUST Team invited for National Honors during examination time shall be considered. When a student is invited for national honors they should bring a letter to the Sports Department, for the department to recommend to the Dean of students, Faculty Dean and Academic Registrar.

2.0 APPLICATION PROCESS

The application process may take place in a couple of different ways;

1. A student, unknown to the Sports Department, may apply for a scholarship through a form provided on the VUST platforms. This form must be completely filled out in order to be considered. If a student goes through the process of applying for a scholarship the sports department agrees to set-up an individual trial or team try-out for the individual to perform and display his/her talent. After reviewing the application form and rating the audition the coach and Sports tutors will conclude if an applicant is eligible for a scholarship and has merit to earn one.
2. An athlete may be recommended for a scholarship by the Sports Minister. Normally this takes place as we compete against teams in the national league or university games that indicate to us that they are interested in studying at VUST and they have shown the necessary ability to play at a level worthy of scholarship consideration. Players recommended for scholarship will be contacted and interviewed by both the DOS, to ascertain whether the person is a good fit.

The Sports policy shall apply subject to other governance documents of the University.

A scholarship is a two-way commitment entered into by the student sports player and the University.

Therefore,

- 1) VUST expects students to follow the requirements spelled out in the scholarship letter. Students who live contrary to those requirements might lose their scholarship. Most notably this will be for non-participation, poor academic performance, or poor behavioral choices.
- 2) The university is bound to continue scholarships for any and all student sports players who have shown proper completion of scholarship requirements. Thus, once someone is on scholarship the University may not remove a scholarship due to injury.
- 3) If a player has a major infraction that violates the conditions listed on the scholarship for renewal, e.g. Alcoholism, use of vulgar language and insulting words, fighting, missing practice, dodging classes etc. his/her scholarship may be withdrawn.
- 4) Scholarship withdraw will be decided by a meeting of the Sports Committee, and if necessary a vote by the Committee. A vote of 51% against a player will cause removal of the scholarship in question. The decision will be approved by management.
- 5) Players may be eligible to reapply for a scholarship after stepping out for one academic semester. They must, however, provide proof that whatever caused them to lose their scholarship is a situation that has been remedied. The Sports committee will determine and recommend whether or not the person's re-application is granted.

- 6) In case a student wants to upgrade, e.g. do bachelors after a diploma, the student will have to apply for the scholarship again, and it's upon the sports committee to decide if he/she is worthy it.

To receive a scholarship a player must be willing to play for VUST for the entire season of competition that the scholarship coincides with. Thus if a player's course is to begin in August, the player must join and play with the team from the beginning of the season. At no time may a player leave the VUST team during the course of a running scholarship. In most cases for a 3 year bachelor's program a player will be asked to play for VUST for 3 years in return.

3.0 DISCIPLINE PROCESS FOR STUDENT SPORTS PLAYERS

All incidents will be handled on a case by case basis. Events that will lead to discipline include, but are not limited to the following:

1. Failure to attend the required training sessions within a specific period of time.
2. Missing a game or competition without consent of sports tutors for scholarship players.
3. Behaving in a manner that serves contrary to the success of the team during or after the game.
4. Violation of the Student's Regulations and Guidelines.

Possible sanctions include, but are not limited to the following;

- Monetary fine (money removed from scholarship)
- Loss of scholarship.
- Suspension from the team and/ or the University
- Facing the University disciplinary committee
- The Vice Chancellor may cause disciplinary for a violation of University rules and regulations.

4.0 REQUESTS FOR SPORTS CONTEST

All game or contest requests must be made by the Sports minister / committee at least 7 business days prior to the commencement of the event for home matches and at least 14 business days for away matches, tournaments, etc. Often times a "Request for Funds" sheet will need to be turned in along with the letter asking permission to participate in a potential match, game or tournament. The letter needs to be signed off on by the DOS. Invitations and or accepted invitations by a visiting team must be included in the request.

5.0 REQUESTS FOR FUNDS

The Sports Minister / Committee shall draw up a Work plan of their proposed sports activities for the academic year and present it to Management for approval before the academic year begins.

All requests for funds must be submitted in writing to the DOS for forwarding. Funds should be requested at least 5 business days in advance of its intended use. Adequate paper work must be submitted with fund request. This includes but is not limited to; invoices, invitations, accepted invitations, request budgets, and any other necessary documents as per the procurement policy and procedures.

6.0 ACCOUNTABILITY AND REPORTING.

1. The officer who receives funds for a sports activity **MUST** account for the funds and submit accountability documents to the responsible office in the accounts department, within two (2) weeks after the completion of the activity.
2. The Officer is required to write a detailed report about the activities. This report should be submitted to the immediate supervisor within (2) weeks from the time of completion of the activities.

6.1 Cash Prizes and Gate Receipt Money Received.

Because of the nature of University Sports and the amount of resources invested in sports teams by the university, all cash prizes and gate receipts money (where applicable) received will be handed over to the Valley University of Science and Technology sports department. Gate Receipts will be used to support the sports department budget, whereas prized winnings will be spent on the team responsible for winning the prize or as may be determined by Management. The team will be asked to work closely with the Sports committee to ascertain just how the money is to be used to benefit the winning team. Depending on management advice, money may be given to individuals as “motivation” or as “reward”, otherwise it will not be spent on individuals.

7.0. ACCESSING VUST SPORTS FACILITIES BY STAFF AND STUDENTS

A recognized VUST academic faculty, administrative department, or student association may request use for sports fields by the following means:

1. Write to the University Secretary, through the DOS, through the sports tutor, requesting the use of the university sports facility. The Sports tutor will indicate whether or not the facility is available for the event.
2. Pay a fee for clean-up of the sports facility after the event. This payment can be made To the bank and a receipt brought to the cashier and an acceptance note from the University Secretary’s office brought to the Sports tutors. (*groups may be allowed to provide their own “clean-up” crew)

It is important to know that the sports teams take precedence when it comes to sports facilities. If a group is planning an event it is important that immediately after the event that all tents, equipment, chairs, and the like be removed within 2 hour. It is the event organizers responsibility to make certain that the Estates Department is available to assist if large items (tents, stages, etc.) need to be removed.

7.1 Accessing VUST Sports Facilities by an Outside Groups

As a community University we are more than happy to share with our neighbors.

To gain access to a sports facility, an outside group must submit an application letter to the University Secretary, through the DOS, through the Sports tutors stating in detail the event that will be taking place, the specific date of the event, and the official start and finish time. If there are no sporting activities (training or games) taking place at that time, and if no other group has booked ahead of time, the group will be able to access the facility once a mandatory fee charge for Hiring and maintenance has been paid. A group will not be given permission to bypass the charge in exchange for their own clean-up committee. The university will use its hired help to clean after

the event. The charge shall be determined from time to time by management on the advice of the sports committee.

Lastly, groups that don't identify with the distinctive values of Valley University of Science and Technology may be denied access to university sports grounds. Along with this, any group that is suspected of unruly behavior, including drinking alcohol, fighting, playing of vulgar music, using vulgar language etc. will not be given access to sports facilities.

8.0.MEALS AND ACCOMMODATION

Management on the recommendation of the sports committee and in consideration of the funds availability, will advise on issues relating to meals and accommodation for sports students during trainings and or competitions.

9.0PLAYING FOR OTHER TEAMS THAN VUST DURING THE COURSE OF THE YEAR

Ordinarily VUST sponsored sportsmen/women are barred from playing for other teams. Scholarship athletes are mandated to get Sports tutors' and DOS' approval to play sports for any team other than a VUST team. A scholarship sports person may not play in any tournament, friendly, or any other sort of match without the express permission of the VUST Sports Tutors and DOS. If discovered playing for another team, a scholarship player will, at minimum, be suspended for a number of games and, at maximum, lose his/her scholarship with the university.

A non-scholarship player should also seek permission from the VUST Sports tutor before engaging in a competition with any team other than VUST. If a non-scholarship player competes with another team, he/she must make certain that it doesn't interfere with a scheduled VUST training session or game. If a non-scholarship player is found competing with another team which causes interference with his/her VUST team training or game schedule, this individual will be suspended from the team for a number of games and/or be removed from the team.

10.0. TRAVEL.

Student sports players will have all official travel accommodated for by the University. If a player misses a bus to a game or other sporting event and comes on their own, they will not be reimbursed unless this travel had been planned for with the sports tutors in advance and in agreement with the university administration. All student and non-student sports players are responsible for travel to and from home or family members' houses. The University accepts no responsibility to transport players to and from home.

12.0 INJURY MANAGEMENT.

Players who get injured during games will be attended to by the first aid Team. In case they need to be taken to a hospital, the sports tutor will handle the situation appropriately. The university together with the athlete's family will ensure the wellbeing of the student.

Any player who needs more specialist attention to their injury will be referred through the VUST clinic. If a player chooses to take him/ herself to a specialist/ clinic without the recommendation of the VUST clinic, and the approval of the Sports tutor, they are responsible for all the costs that accrue.

13.0 SOURCE OF FUNDS

- i. Sports grounds hiring
- ii. University funds on Sports Vote
- iii. Income from University Sports Clubs

14.0 RESPONSIBILITY FOR IMPLEMENTATION

Vice Chancellor: Dean of Students and the sports committee.

15.0 FINANCIAL IMPLICATIONS

Implementation of the policy will require some actions that may involve changing existing procedures, while others will require financial support that would come from reallocating existing budgets or increasing them.

16.0 MONITORING AND EVALUATION

Monitoring will be cardinal to the effective and efficient implementation of this Community engagement Policy. This entails the collection, analysis and use of the data and information to determine the progress of implementation.

17.0 REVIEW OF POLICY

This Community engagement Policy will be reviewed every (3) three years to take into account emerging issues and trends. It shall be the responsibility of the Academic Registrar to review this procedure as appropriate and avail the same for approval to the responsible authorities.

NOTE: Any part or whole of this policy that violates the National laws is null and void. National Laws take precedence.

**VALLEY UNIVERSITY OF SCIENCE AND TECHNOLOGY
DEAN OF STUDENTS
DEPARTMENT**

SPORTS SCHOLARSHIP FORM

To be completed by the identified sports talented students

One will qualify for the scholarship after a number of trials and approval by the university sports and scholarship committee.

1. PERSONAL DETAILS OF THE ATHLETE (COMPLETE THIS PART BY FILLING IN OR TICKING WHERE APPLICABLE)

1.1 Athlete's bio data

Surname _____ First name _____ other name _____

Gender Male _____ Female _____

Date of birth _____ Marital status _____

1.2 Athlete's contact information

Personal mobile number _____

email _____

1.3 Athlete's home address

District _____ County _____ Sub county _____

Parish/Ward _____ Village/ LC 1 _____

Emergency contact person Contact _____ Relationship _____

Father's names _____ Father's mobile number _____

Mother's names _____ Mother's mobile number _____

1.5 Athlete's educational background information (attach documents)

Year	Institution/ school	Qualification

1.6 Fees history

Parents Guardian Sports Scholarship_ Self _____

2 ATHLETE’S SPORT(S) OF INTEREST

SN	SPORT	TICK	Position which you play	How long have you been playing the sport
1	Netball			
2	Football			
3	Volleyball			
4	Athletics			
5				
6				

2.1.1 If applicable, which club/ league do you play for/ belong in? _____

3. Recommendations

Person names (please put and signature)	Recommendation	Official stamp and contact
Local council 1 (Home LC 1)		
District/ municipal officer		

TERMS AND CONDITIONS

A scholarship is a two-way commitment entered into by the student sports player and the University. Therefore, the following will be the terms and conditions that will govern the operation of the sports scholarship policy:

- 1) VUST expects students to follow the requirements spelled out in the scholarship letter. Students who live contrary to those requirements might lose their scholarship. Most notably this will be for non-participation, poor academic performance, or poor behavioral choices.
- 2) The university is bound to continue scholarships for any and all student sports players who have shown proper completion of scholarship requirements. Thus, once someone is on scholarship the University may not remove a scholarship due to injury.

- 3) If a player has a major issue that violates the conditions listed on the scholarship for renewal, e.g. Alcoholism, use of vulgar language and insulting words, fighting, missing practice, dodging classes etc. His/her scholarship may be withdrawn.
- 4) Scholarship withdraw will be decided by a meeting of the Sports Committee, and if necessary a vote by the Committee. A vote of 51% against a player will cause removal of the scholarship in question. The decision of the committee shall be ratified by University top management.
- 5) Players may be eligible to reapply for a scholarship after stepping out for one academic semester. They must, however, provide proof that whatever caused them to lose their scholarship is a situation that has been remedied. The Sports tutor and DOS will determine and recommend whether or not the person's re-application is granted.
- 6) In case a student wants to upgrade, e.g. do bachelors after a diploma, the student will have to apply for the scholarship again, and it's upon the sports committee to decide if he/she is worthy it.

To receive a scholarship a player must be willing to play for VUST for the entire season of competition that the scholarship coincides with. Thus if a player's course is to begin in August, the player must join and play with the team from the beginning of the season. At no time may a player leave the VUST team during the course of a running scholarship. In most cases for a 3 year bachelor's program a player will be asked to play for VUST for 3 years in return.

DECLARATION

I _____ hereby declare that the above information is true about me and that making false statements on this form will lead to disqualification. I also declare that I will abide by the terms and conditions of the sports scholarship policy and values of the university at large.

Signature Date.....

Telephone contact Email.....

OFFICIAL USE ONLY

Person names (please put and signature)	Recommendation	Official stamp and contact
Sports Tutor		
Dean of Students		
University Finance Officer		

Academic Registrar		
Vice Chancellor		