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STANDARD OPERATING PROCEDURES



**SPORTS COMMITTEE MANUAL
SMVMCH**

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1. PURPOSE:

To motivate & promote student to participate at local, district, state and national level sports competitions and develop an interpersonal skill through indoor and outdoor sports.

2. SPORTS CORE COMMITTEE

This committee constitutes the Chairman, Director, Dean & MS. This committee will select the members of all other functional committees. They will also have power to

- 2.1. Elect the Sports Officials Committee.
- 2.2. Recommend sites of tournaments and execution plan
- 2.3. Act on rule change proposal
- 2.4. Any committee action that involves finances has to go through core committee
- 2.5. They also have power to elect the officials for Tournament Management Committee


3. DUTIES & POWERS OF GAME & SPORTS COMMITTEE

This committee constituent 8 members from various departments. The committee contains chairman, vice chairman and secretary with other 4 as members and student sports secretary. The term of the Committee will normally be two year

- 3.1. This committee will arrange, monitor and execute the sports events in campus.
- 3.2. They will select **tournament directors** for smooth functioning of events held in campus
- 3.3 They will also go through the financial requirement and recommend the sports events

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- 3.4 Selection of the **sports equipment purchase committee** members
- 3.5 Fix the date and venue of tournament held in campus
- 3.6. Attend all regular meetings and any subcommittee meetings
- 3.7. Keep all members of committee up to date with sport happening
- 3.8. Arrange physical fitness programmes
- 3.9. Arrange competitive sports programmes
- 3.10. Raise and administer funds for the above purpose
- 3.11. Prepare sports schedule for the year
- 3.12. Escort college sports achievers to sports meet outside the college
- 3.13. Arrange for regular use of multigym cum fitness centre for student

4. DUTIES & POWERS OF SPORTS ORGANIZING COMMITTEE

The sports committee members will select the members of organizing committee and tournament directors for different sports events. The tournament director (physical education teacher) should work with student sports secretary. The role and responsibilities of tournament directors is as follows

- 4.1. The tournament director should ensure the timely and smooth function of the sports
- 4.2. Shall be responsible for proper conduct of sports, selection of teams participation in the Meet and their accounts and report

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- 4.3. To carry on correspondence on behalf of the committee with the outside colleges and universities.
- 4.4. To issue notices of all meetings, to record the minutes thereof, and to get the decisions implemented.
- 4.5. To prepare requirements of sports material.
- 4.6. To maintain the stock of all sports material and other items purchased.
- 4.7. To represent the Institute as member on different sports associations of District/State.
- 4.8. He should take care of availability and safety of all sports equipment during sports events
- 4.9. He should ensure the student safety during the sports event
- 4.10. He should be able to intervene in case of undemocratic event happening during sports
- 4.11. He should report to executive committee about such incidence happened during sports.
- 4.12. He should recommend the student names to disciplinary committee for proper action.

5. DUTIES & POWERS OF SPORTS FINANCE COMMITTEE

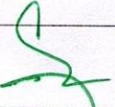
The sports finance committee constitutes of 4 members, Director, Dean, physical director and student sports secretary. The role and responsibilities of committee is as follows

- 5.1. Student sports secretary with the help of Physical director will prepare the list of equipment require for sports events
- 5.2. After preparation of list they will put this requirement in front of finance committee

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- 5.3. Finance committee will go through the requirement and recommend it for further approval of sports committee.
- 5.4. After the approval of sports committee and finance committee it will be forwarded to the finance department.
- 5.5. the sports equipment purchase account will be maintained by finance committee as well as student sports secretary
- 5.6. At the end of sports events the student sports secretary should submit the sports events report to finance committee, sports committee and core committee

	Designation	Signature
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Approved by	Dr.R.N.Kagne Dean	
Issued by	Dr.D.Rajagovindan Director	

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