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No.	Date	Remarks	Revision No.	Approved by
1	10/07/24	Establishment	00	Director, SDSC
2	14/10/24	Review on the description	01	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the management to send students to participate in sports events runs smoothly and in accordance with the rules that have been set by the organizers.

2.0 SCOPE

This scope of this SOP applies to UTS students.

3.0 REFERENCES

Nil.

4.0 DEFINITIONS / ABBREVIATIONS

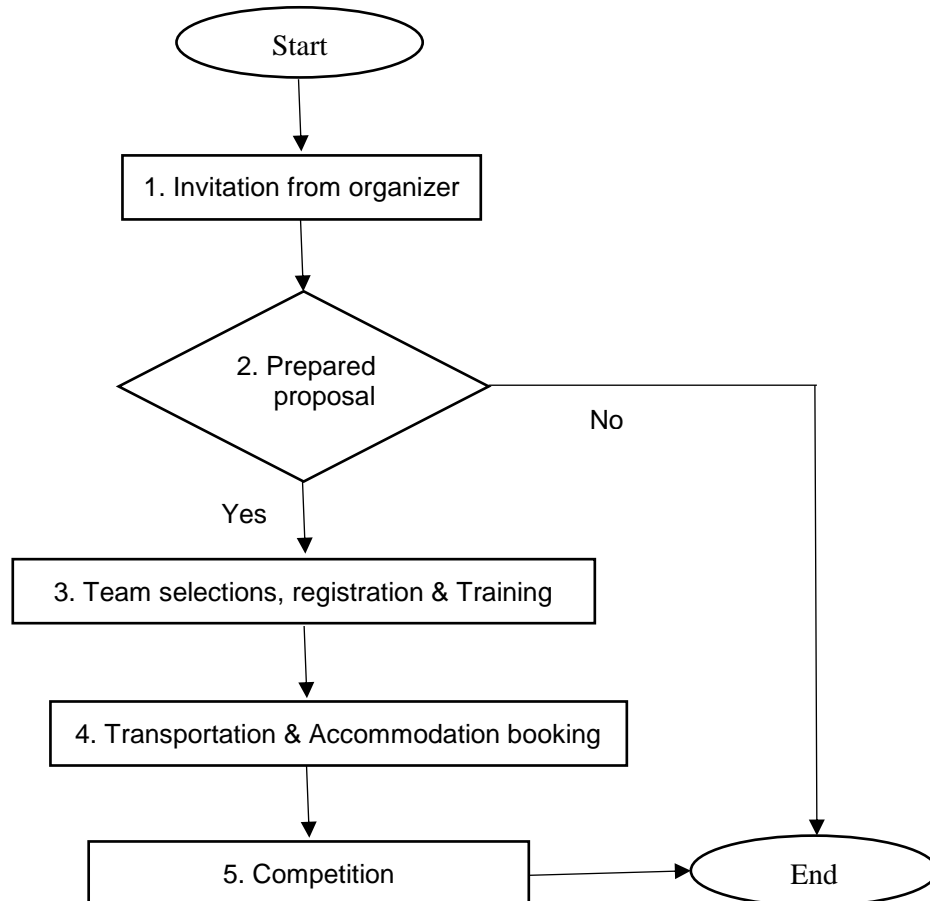
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre, UTS
SOP	:	Standard Operating Procedure
MASISWA	:	Majlis Sukan Institusi Swasta
SUKIPT	:	Sukan Institusi Pendidikan Tinggi

5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 SDSC Staff is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Invitation from organizer 1.1 The organizers or sports bodies such as MASISWA and SUKIPT will send invitation letters to participate in the sports carnival to related institutions.	SDSC Staff	Invitation Letter
2	Prepared proposal 2.1 The staff in charge need to prepare proposal related to the number of students, liaison officer/staff/coach/advisor and the budget of expenses. 2.2 The proposal will be checked by the SDSC Director and Bursar, recommended by the Deputy Vice Chancellor, and approved by the Vice Chancellor. 2.3 If the proposal has been approved/rejected by the Vice Chancellor: If approved – proceed to no. 3 If rejected – end.	SDSC Staff	Proposal
3	Team selections, registration & Training 3.1 The selection of players to represent the university is held and will be selected by the coaches/advisors and monitored by staff in charge. 3.2 The players who have been selected will be registered according to the sport and category that has been determined by the staff in charge. 3.3 The players who have been selected must undergo training that will be held by the coach/advisor and will be monitored by the staff in charge.	SDSC Staff/Coach /advisor	Registration form

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4	Transportation & Accommodation booking 4.1 The officer in charge will arrange the transportation and accommodation booking for the players and coaches/advisors/liaison officers according to the approved budget.	SDSC Staff	- Transportation booking form. (UTS-HCAD-P30-TBF) - Quotation for accommodation.
5	Competition 5.1 All the staff involved are responsible for ensuring the welfare and safety of the students throughout the competition. 5.2 All students representing university need to fill in and submit a consent form before the competition starts.	SDSC Staff	- Appointment letter - Consent Letter

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Proposal	Department	3 years
2	Transportation booking form. (UTS-HCAD-P30-TBF)	Department	3 years
3	Appointment Letter	Department	3 years
4	Consent Letter	Department	3 years