



# SAGE University, Bhopal

## Standard Operating Procedure

### Sports Facilities



Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

20/07/2022

SOP No.: 26

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#### 1. Sport

**Sport** is an activity involving physical action and ability in which an individual or team competes against another. The basic purpose of developing sports facilities in the University is to encourage students to play sports in order to improve their physical fitness and to inspire them to participate in sports competitions organized at different levels.

#### 2. Constitution of Sports Committee

- Professor I/C Sports (Chairperson)
- Two faculty members nominated by Vice Chancellor
- President and Secretary of Sports Club
- Sports officer (Member Secretary)
- Any 4 members will form the quorum. The committee should meet at least 4 times in a year.

#### 3. Major Sports Facility at the University

Outdoor Sports	Indoor Sports
a) Cricket	a) Badminton
b) Football	b) Table Tennis
c) Volleyball	c) Chess
d) Kho-Kho	d) Carrom
e) Kabaddi	



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#### 4. Use of Sports facilities

- Sports committee of the University is responsible for developing and maintaining the sports facilities. This committee also organizes various Sports tournaments which are of Intra University and Inter University in nature.
- Sports committee is headed by a Faculty I/C nominated by the Vice-Chancellor
- Each user/group must follow the instructions of the sports committee.
- Only the equipment provided or permitted by the sports committee may be used in the University premises and the sports committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse any students /group for using the sports facilities.
- Sports committee has right to recommend disciplinary action against and person/ student misbehaving in a way that may cause danger or annoyance to other students.
- Individuals will be held responsible for any damage caused to the University property during the play/game.
- University is not responsible for any personal injury or loss of personal property during the play/game.
- No food or drinks are permitted in the sports area or in the changing rooms.
- The students/user shall not use the facilities for any purposes other than that specified.
- Only sports committee have right to permit any outsider to use the facilities.
- The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the use.
- The students/user shall ensure that they must follow the rules and regulation for the safety of all members of the University and all other users of the sports centre.



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#### 5. Responsibilities of Sports Committee

- Committee will usually be available from 8:30AM - 04:30PM for assuring the smooth conduction of all the facilities.
- Before leaving for the day, sports committee will ensure that sports kits are returned to appropriate storage points.
- Ensure the safe opening and closure of the various Sports facilities.
- Respond to any emergencies in accordance to University procedures.
- Any damage or deficiency must be reported to the Faculty I/C Sports.
- Appropriate care must be taken when setting up or setting down of equipment, to reduce the risk of injuries.
- Ensure that students must wear appropriate kit during sports.
- Ensure safe movement of equipments from and to the storage area
- Ensure that the safety procedures are followed when setting up equipment,
- Ensure that equipment is set up correctly and all safety measures are followed.
- Ensure that students must enter the receiving list of equipment's in the authorized register.
- Ensure that equipment has been left in the correct position and in good working order
- Ensure the availability of First Aid Kit box in the sports room.
- No child under the age of 16 years shall be permitted to remain on the sports premises unless accompanied by an adult member.
- Ensure that no outdoor footwear shall be worn in the sports.
- Anyone abusing the facilities or causing malicious or unnecessary disturbance shall be asked to leave and will be excluded from the centre.