

## Table of Contents

List of Abbreviations .....	ii
Foreword .....	iii
Acknowledgements .....	iv
1.0 INTRODUCTION .....	5
1.1 BACKGROUND .....	5
1.2 THE RATIONALE OF OUT SPORTS POLICY.....	6
1.3 DEFINITION OF TERMS.....	7
1.4 PHILOSOPHY.....	7
1.5 OBJECTIVE .....	8
1.5.1 SPECIFIC OBJECTIVE .....	8
2.0 ADMINISTRATION OF SPORTS PROGRAMMES AT THE UNIVERSITY .....	8
2.1 SPORTS TUTOR.....	8
3.0 POLICY STATEMENTS AND OPERATIONAL PROCEDURES FOR SPORTS .....	9
3.1 FACILITIES AND EQUIPMENT.....	9
3.2 HEALTH AND SAFETY RISK MANAGEMENT .....	10
3.3 GENDER EQUITY IN SPORTS.....	11
3.4 SPORTS FOR STAFF AND STUDENTS WITH SPECIAL NEEDS.....	12
3.5 FINANCE AND SPONSORSHIP .....	13
3.6 HIV/ AIDS .....	14
3.7 AWARDS .....	15
4.0 MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY.....	16
4.1 INTRODUCTION .....	16
4.2 IMPLEMENTATION OF THE POLICY.....	16
4.3 EVALUATION OF THE POLICY .....	16
BIBLIOGRAPHY.....	17

## **List of Abbreviations**

DRC	Director of Regional Centre
DSA	Directorate of Students Affairs
EAUSF	East Africa University Sports Federation
EAUG	East African University Games
OUT	The Open University of Tanzania
OUTSO	The Open University of Tanzania Students Organization
RC	Regional Centre
RSP	Rolling Strategic Plan
SHIMMUTA	Shirikisho la Michezo la Mashirika ya Umma na Makampuni Binafsi Tanzania
TUSA	Tanzanian University Sports Association

## Foreword

*Mens sana encorpore sana.* This Latin saying translates a sound mind in a good health. The role of the university is to provide education to the generation to enable it manage its environments and achieve development. Managing environment and realize development cannot be realized by the ill and unfit populations



Prof. T. S. A. Mbwette

It is for this reason that the sports philosophy of the Open University of Tanzania (OUT) wants to ensure its community is physically fit to realize developments and general well being of its community. While for staff sport is said to build the sense of increasing productivity at work, for the students the sound mind is developed.

For some years now, OUT has been using general administrative principles to decide on the sports issues. Hence some administrative hitches have been experienced by the management. For example, some students have been lamenting that they are not fully involved in sport activities. In the current university sports policy and operational procedures, a range of issues have been addressed and articulated. They cover, the qualification of the sports tutor, sport facilities, equipment, insurance for sports as well as cost sharing policy. Well stated statements and their operational procedures in this policy are expected to guide the Open University to decide professionally on sports matters than it used to do in the past.

**Prof. Tolly S.A Mbwette**

The Vice Chancellor,  
The Open University of Tanzania,  
Dar es Salaam.  
TANZANIA.

## **Acknowledgements**

The preparation and accomplishment of the Sports Policy rests largely on a team work which through its dedication came up with this policy which I'm sure will be a stepping stone on improving the sports for all theme here at the Open University and thus help in the promotion of fitness and a sound mind in a healthy body which in return will help in meeting OUT's vision and mission.

The Deputy Vice Chancellor Resource Management (DVC (RM) ) takes this opportunity to thank the Sports Policy Committee which tirelessly sought out ideas on how to present the needed approach for running OUT staff and students sports activities. These ideas are suggestions and solutions derived from the actual situations which present themselves when sports activities are taking place. Furthermore I'd to thank all OUT staff and other sports stake holders who took the trouble of going through the drafts and provided some ideas for improvement, with their help the committee which was chaired by Ms Consolata Mwendabantu was able to cover most of the areas which needed clarification on their operation in regards to sports.

My office extends its appreciation to the Vice Chancellor Prof. T.S A Mbwette for facilitating the entire policy development process and lastly I appeal to all staff, students and sports stakeholders of OUT particularly the Director of Regional Centres (DRCs) and the Open University of Tanzania Students' Organisation (OUTSO) sports ministers to extend their full support to the Directorate of Students Affair (DSA) in implementing this policy and ensuring its success.

## **1.0 INTRODUCTION**

### **1.1 BACKGROUND**

The Open University of Tanzania was established by an Act of Parliament in 1992 and later re-accredited under the University Act No. 7 of 2005. It became operational on 1<sup>st</sup> May 1993 and is currently operating from its temporary headquarters situated in Dar es Salaam (Kinondoni Municipality) along Kawawa road. It is an institution offering certificates, diplomas, degrees and postgraduate courses through distance and open learning systems and uses means of communication such as telecasting, correspondence courses, seminars, contact programmes etc.

The Open University conducts its operations through a network of regional centres and study centres which have direct contact with students. Regional centres are headed by the Regional Directors who offer various services to students on behalf of OUT. Currently there are 27 regional centres. OUT also coordinates other study centers in Kenya, Rwanda and Namibia.

The main goal of the Open University of Tanzania is to provide quality open and distance education, research and public services for sustainable and equitable socio-economic development of our nation. Nowadays, physical activity is an essential element of general education and should complement in a harmonious and healthy way the curricular activities associated with teaching and research in a perspective mainly cultural and social that accommodates the development of citizen's strengths

Since its establishment in 1992, the Open University of Tanzania (OUT) has been able to offer students and staff the opportunities to participate in sports and games programs. Recently we have seen an increase in the number of staff recruited and students' enrolment, hence the need for sports, games and recreational activities becomes inevitable as a sound mind in a healthy body can only be developed through sports.

## **1.2 THE RATIONALE OF OUT SPORTS POLICY**

Regular involvement in sports and physical activity are fundamental for good health and wellness at all stages of life. Sports provide an important environment for the education and socialization of all citizens as well as valuable opportunities for personal enjoyment, social contacts and integration. It contributes fundamentally to the development and maintenance of democratic societies with active and productive citizens. It can also play a major role in the economy and offers potential for economic development; therefore, due to its importance sports should be given the recognition and resources that it deserves in order to facilitate its contribution to the energizing of the society as a whole.

Both Students Affair Policy, Rolling Strategic Plan and OUT Charter recognize the value of the development of physical skills, the need to interact with others and fostering recreational needs of staff and students in promoting good health, well being and good fellowship. In recognition of the same they have arranged for Sport Bonanza which is yearly conducted, participation of students in TUSA, EAUG and other interfaculty sports competition together with participation of staff in SHIMMUTA.

Worldwide Sport is generally and widely accepted as a veritable instrument for social cohesion, and personal growth and development. As a unifying and potent force, sport has the capacity to galvanize societies as well as motivate athletes, both amateur and professionals to maximize their potentials and to be the very best that they can be. Bearing that in mind, the Open University of Tanzania has, therefore decided to facilitate in the formulation of the sports and games policy which will be a guide in promoting a variety of recreational and competitive sports, and encourage its students and staff to participate in these activities at large.

The main aim of the OUT Sports and Games policy is to guide decision making with regard to the developments of sport, it will be subject to modification and refinement in response to changing social realities therefore it should be seen more as a process rather than a final product. As an overview the OUT Sports Policy will address the meaning of sport, the rationale and the sports policy. Furthermore, it will cover the notion of sports for all OUT members; and clear delineation of the strategies and operational procedures for sports and management of sports equipment.

### 1.3 DEFINITION OF TERMS

<b>TERM</b>	<b>DEFINITION</b>
<b>SPORTS</b>	all forms of physical activities which through casual or organized participation aim at improving physical fitness and mental well being, forming social relationships or obtaining results in competition at all levels
<b>GAMES</b>	A competitive activity or sport in which players contend with each other according to rules agreed upon by all participant
<b>BONANZA</b>	Is an organized sports activity for staff where students are invited. The Sport Bonanza also covers staff and students welfare such as giving awards and recognizing retirees and graduands
<b>ATTIRE</b>	Are clothes designed typically for being worn during sports activities or during exercises. Example <u>shorts</u> , <u>tracksuits</u> , <u>T-shirts</u> , <u>tennis shirts</u> , protective gear and sport shoes.
<b>EQUIPMENT</b>	Is a general term used to describe objects used to participate in <u>sports</u> or <u>exercises</u> . Example nets, ball, goals and racket
<b>FACILITY</b>	Is a building or place that provides a particular service or is used for a particular activity. Examples basketball court, swimming pool and football pitch
<b>SPORTS TUTOR</b>	Is an officer of a college responsible for the training and care of a number of staff and students in sports disciplines
<b>PHYSICAL EDUCATION</b>	Is an <u>educational process that uses physical activities as a means to help people acquire skills, fitness, attitude and knowledge for their optimal development and well-being.</u>

### 1.4 PHILOSOPHY

The OUT philosophy is based on the recognition of the vital importance of sports in the holistic development of the individual, the community and the nation

## **1.5 OBJECTIVE**

The concept of mass sport or sports for all strategy is borne out of the desire to encourage all persons to be engaged in sport, as sport is recognized as a basic human right aimed at the promotion of fitness and a sound mind in a healthy body (Mens sana encorpe sana).

### **1.5.1 SPECIFIC OBJECTIVE**

- (i) To create and encourage lifelong habits among OUT students and staff through regular sports, games, performing arts and recreational activities.
- (ii) To develop cardiovascular and respiratory body function intending to bring the desired health/ fitness to all OUT staff and students so that OUT mission and vision can be realized effectively.
- (iii) To increase participation of students and staff regardless of gender and physical disability to get involved in sports activities at all regional centres.
- (iv) To encourage, reflect and promote the highest possible standard of excellence in sports among members of staff and students.
- (v) To promote and develop talents at OUT so that students can represent the country in various local and international sports and games events.
- (vi) To instill values of cooperation, discipline, fair play, love and identity among members of the OUT community.
- (vii) To use sports to develop a functional and vibrant learning institutions and community life.
- (viii) To ensure easy accessibility of sporting facilities and equipment.
- (ix) To disseminate information on sports and games to all OUT regional centres/ coordinating centres.

## **2.0 ADMINISTRATION OF SPORTS PROGRAMMES AT THE UNIVERSITY**

### **2.1 SPORTS TUTOR**

All sports, games and recreational activities will be administered under the Director of Students Affairs through a Sports Tutor. The Sports Tutor will be in charge of teaching, guiding, organizing, coaching and supervising all sports activities at the OUT. The University Sports Tutor will be assisted by the DRCs and OUTSO sports ministers in all regional centres. To be



appointed as a Sports tutor one must have obtained a masters degree or post graduate diploma in physical education with a relevant working experience of not less than five years. The duties of Sports tutor are as pointed out below but not limited to;

- Perform games and sport coaching to staff and students.
- Organize sports, games and recreational activities within the university.
- Advice estate department on development of infrastructure and facilities for sports and games.
- Plan for sports and games programme at the university.
- Assist in preparation of sports and games progress reports

### **3.0 POLICY STATEMENTS AND OPERATIONAL PROCEDURES FOR SPORTS**

#### **3.1 FACILITIES AND EQUIPMENT**

The provision of adequate physical resources including facilities and equipment can help in influencing attitudes, commitments and facilitating programme success. With its diversity nature, OUT cannot afford to establish these facilities in all of its regional centres. However, OUT has facilities in some centres like Dodoma and Bungo whereas the equipments are kept by the Sports Tutor. The centers which do not have courts and pitches normally hire them from nearby institutes/ organization.

##### **3.1.1 Policy Statement**

The Open University of Tanzania shall:

- (i) Facilitate the Directorate of Students Affair to hire sports facilities and buy sports equipment using OUTSO and OUT funds.
- (ii) Plan expansion of lands and assets of the regional centers parallel to sports facilities.
- (iii) Have a ledger for sports attire and equipments which will be kept by the sports tutor.

##### **3.1.2 Operational Procedures**

The Open University of Tanzania will:

- (i) Allocate some funds to the Directorate of Students Affairs that will enable the sports tutor to hire sports facilities from nearby learning institutions for the centres which do not own such facilities where necessary or else make use of the available courts which are for free.

- (ii) Provide equipment such as sport attires, balls and other relevant materials required by the Regional centres for the promotion sports, games and recreational activities.
- (iii) Purchase sport equipment and facilities for unique groups (students and staff with special needs).
- (iv) Prioritize availability of sports facilities in all acquired OUT plots in the regional centres.
- (v) Build new facilities which will be designed in a multipurpose manner in order to accommodate as many disciplines as may be practical.
- (vi) Have changing rooms and washing rooms for players which will be used before and after training sessions or after a game.
- (vii) Ensure that participants who are provided with sports attire and other equipments shall return them at the end of their use. Sanction (s) shall be imposed to anyone who misuses or loses the sports equipment. These may include payments.
- (viii) Make use of a ledger book where sports and games participant will commit themselves in taking care of the equipment and ensuring their safe return. The ledger book will be kept by the Sports Tutor.

### **3.2 HEALTH AND SAFETY RISK MANAGEMENT**

The issue of physical safety in sport is in relation to equipment, sport facilities or the conduct of sporting activity that is when either or both staff and students are playing. All these form an integral component of the thrust to develop sports, therefore every possible means should be made to protect the health and safety of the participants.

#### **3.2.1 Policy Statements**

The Open University of Tanzania shall;

- (i) Establish criteria for selecting of players through the Sports Tutor.
- (ii) Hire a physician (s) to serve the players in time of major sports event. In other events a first aid kit shall be made available.
- (iii) Ensure that staff and students have health insurance when they get involved in sports due to the nature of the university.
- (iv) Use services from hospital of its selection to treat injured players where necessary.

### **3.2.2 Operational Procedures**

The Open University of Tanzania will;

- (i) Have a medical expert present at all major events that involves OUT staff or students.
- (ii) Ensure injured players are examined by a physician and acquire proper treatment.
- (iii) Have a physician present at all times of playing games and practices especially in the strenuous contact sports.
- (iv) Encourage students and staff to use their own health insurance to cover injuries sustained during sports, games and recreational activities.
- (v) Provide admission forms that include a section for applicant's medical history.
- (vi) Purchase and utilize equipments that are fully certified as offering the best protection for the staff and students.
- (vii) Ensure courts and pitches are kept clean and safe during the sports events.

### **3.3 GENDER EQUITY IN SPORTS**

OUT aspires to have a community which is none gendered in all matter pertaining to the student's welfare and academics. This aspiration is stipulated in the OUT charter, part VII section 82 that emphasizes on the gender equity principles as well as in the OUT RSP of 2011/2012 strategic objective no. 9 on Improved Gender Balance and Mainstreaming. This can also be seen in the OUT Students Affair Policy (2009) on the Gender Equity operational procedures page 16.

#### **3.3.1 Policy statement**

The Open University of Tanzania shall:

- (i) Promote provision of equal opportunities to male and female staff and students in enrolment of sports activities.
- (ii) Ensure all sports, games and recreational programmes are gender mainstreamed.
- (iii) Facilitate equal participation of males and female staff and students in sports events.
- (iv) Ensure female students and staffs participate fully in sports and games and other recreational activities.

### **3.3.2 Operational Procedures**

The Open University of Tanzania will:

- (i) Encourage all female students and staff to participate in sports, games and recreational activities in a safe and supportive environment which preserves their rights, dignity and respect.
- (ii) Ensure that planning, designing and management of sports facilities meets the particular needs of female staff and students in university sports
- (iii) Sensitize female leadership in sports especially among students who in return help in increasing the number of women sports participants and integrate them within sports associations such as TUSA.
- (iv) Encourage women to take an active interest in sports and sports related activities, and to promote their participation fully in all major sports.

### **3.4 SPORTS FOR STAFF AND STUDENTS WITH SPECIAL NEEDS**

While sport has value in everyone's life, it is even more important in the life of a person with a disability. This is because, sports help communities change what they think and feel about persons with disabilities and also changes what people with disabilities think and feel about themselves. Furthermore, sport teaches both, independence and teamwork spirit.

#### **3.4.1 Policy Statements**

The Open University of Tanzania shall:

- (i) Ensure that staff and students with special needs receive the same sport related benefits as their counter parts non-disabled.
- (ii) Ensure that staff and students with special needs are involved in decision making related to sports activities and administration.
- (iii) Increase awareness campaigns designed to overcome negative attitudes and prejudices concerning persons with special needs in sports.

### **3.4.2 Operational Procedures**

The Open University of Tanzania will:

- (i) Provide facilities to staff and students with special needs so that they have equal opportunities and access to sport and recreation facilities.
- (ii) Organize sports championships for staff and students with special needs.
- (iii) Where necessary involve staff and students with special needs in various sports and games related committees.
- (iv) Develop and implement an efficient system that will involve the students' organization and staff at large in the efficient delivery of sports education and other related social services to persons with disabilities.
- (v) Plan and design appropriate and adequate facilities, equipment and supplies that will cater for the needs of individual with disabilities within the University.

### **3.5 FINANCE AND SPONSORSHIP**

The Open University of Tanzania like other universities has been receiving government subvention to run her businesses, sports inclusive. As funds from the government decline equally the items or activities expected to be supported by such funds suffer. In recent years the funds for staff and students sport activities has been inadequate and the costs are expected to increase as the university grows faster. Given the scattered nature of our students and staff it becomes difficult to coordinate sport for both students and staff unless the staff and students share the cost related to sports.

#### **3.5.1 Policy Statement**

The Open University of Tanzania shall:

- (i) Ensure effective facilitations of sports, games and recreational activities by having students share the cost related to sports at the university.

- (ii) Use the available source of funds from OUT budget, OUTSO and other sponsors. It may also allow fundraisings which will be aimed at increasing funds to be used for sports, games and recreational programme.

### **3.5.2 Operational procedures**

The Open University of Tanzania will:

- (i) Share the cost related to running sports, games and recreational activities with students; by having every OUT student contribute the agreed figure annually.
- (ii) Realize effective collections of the sport fees by having the sports fees tied with the students registration system for the examinations.
- (iii) Ensure that OUTSO is obligated to sponsor all sports related activities whenever their ministers and/or any students are involved in sports events such as meetings or sports event.
- (iv) From time to time organize fund raising activities which will be held in collaboration of the Directorate of Students Affair and OUTSO to get resources which will be used to support sports and games programme for staff and students.
- (v) The Sports Tutor shall be responsible for all sports imprest.
- (vi) Pay in time all its fees towards congregation which OUT has signed agreement with in sports activities such as TUSA, EAUSF and SHIMMUTA and also facilitate all conferences, seminars, meeting that the Sport tutor has to attend.

### **3.6 HIV/ AIDS**

Since HIV AIDS fight and awareness campaign is a national issue, whenever OUT community gets opportunity to gather in sports bonanza they'll have an opportunity to spearhead the awareness campaign against HIV/AIDS. Therefore this policy recognizes the importance of ...to

#### **3.6.1 Policy Statement**

The Open University of Tanzania shall:

- (i) Facilitate sports bonanza parallel with HIV/ AIDS campaign

- (ii) Have the duty to invite any organization to create awareness on HIV/ AIDS to the OUT community

### **3.6.2 Operational Procedures**

The Open University of Tanzania will:

- (iii) Invite individuals and/ or organizations that deal with HIV/ AIDS to take part in the sports bonanza by educating and creating awareness of HIV/ AIDS.
- (iv) Organize and coordinate HIV testing, counseling and awareness creation to the OUT community at large.
- (v) Invite companies with products that related to HIV/ AIDS to market their products to the OUT community and help create awareness.
- (vi) Invite people or group of people living with HIV/ AIDS to share their experience with the OUT community.

## **3.7 AWARDS**

The value of sports awards and honour provided to sports participant is sometimes questioned especially when it is being compared to other areas where awards have been provided. However, if the provision of programme is properly managed and kept in perspective; awarding becomes a meaningful part of the university culture. Certificates, plaques, and medals should be modest.

### **3.7.1 Policy Statements**

The Open University of Tanzania shall:

- (i) Award staff and students (individual or team) who perform well in local or international competitions.
- (ii) Awards provided to OUT shall be used to develop sports.

### **3.7.2 Operational Procedures**

The Open University of Tanzania will:

- (vii) Award individuals and teams which have performed well in different competitions accordingly such as with certificates, monetary and sponsorship.

- (viii) Use any form of awards provided to OUT to purchase sports equipment, sports gear, develop facilities or be used for training.

#### **4.0 MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY.**

##### **4.1 INTRODUCTION**

Monitoring and evaluation of the implementation of the Sports Policy will involve the different stakeholders playing their role in the realization of set policy objectives. The stakeholders include individuals in the various organs of the OUT. These include the management, staff and students.

##### **4.2 IMPLEMENTATION OF THE POLICY**

For successful implementation of this policy, each office and/ or persons with defined roles and tasks in the policy has to play their role as expected. The OUT Organizational structure is a useful guide for the chain of command during policy implementation.

##### **4.3 EVALUATION OF THE POLICY**

The evaluation of this policy is crucial in order to assess the realization of the set policy objectives using both formative and summative evaluation. The different organs that are involved in the policy implementation have to be consistently monitored in order to assess progress in addressing the various aspects of the policy. The findings from the evaluation have to be reported to the relevant organs for remedial purposes in order to improve the implementation of the policy. The evaluation exercises will in long run provide input for revision of the policy. The revision of the policy will be done after three years.



## **BIBLIOGRAPHY**

Byaruhanga, K. M. A., (2004). *The Role of a Sports Tutor in an East African University*. A paper presented in the East African University Games Pre-Scientific conference on Sports and Physical Education for greater cooperation in Eastern Africa held at Kenyatta University from 18<sup>th</sup> – 19<sup>th</sup> November 2004, Nairobi-Kenya.

National Disability policy (2004)

OUT Prospectus (2012/2013)

OUT Charter and Rules (2007)

OUT Rolling Strategic Plan (2009): KIUTA, Dar es Salaam.

OUT Students Affairs Policy (2009)

Sera ya Maendeleo ya michezo ya Taifa (1995)

TUSA, *A Proposal for Sports Policy for Tanzania Universities: A paper presented in Joint Students Affairs Committee, May 26, 2004-OUT, DSM-Tanzania.*

Wits University Sports Administration (2000). Retrieved on February 02, 2005 from World Wide Web: <http://www.wits.ac.za/depts/sportadmn/spadmin/policy.htm>