



SPORTS DEVELOPMENT PROGRAM

D.6 POLICIES ON THE SELECTION OF ATHLETES



UNIVERSITY OF SOUTHERN MINDANAO

VARSITY SELECTION AND RETENTION PROCEDURE

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EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
April 4, 2025	3	Partial	1. Revision on some of the Definition of Terms, 2. Revision Article 5.0 Responsibility and Authority, Section 5.1 and 5.2, 3. Revision on the Procedural Details of the Article 6.1, 6.2, 6.3, 4. Revision on the FORMS and RECORDS of the Article 8.1,	ALL	MARLON MANCERA A. p
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February 15, 2018	1	Partial	Inclusion of the PDCA cycle to 5.0 Procedure details	2	MALONY MARTINEZ F.
August 23, 2016	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	MALONY MARTINEZ F.

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1.0 PURPOSE

This procedure establishes standardized process for selecting and retaining varsity players at the University.

2.0 SCOPE

This procedure applies to all coaches of different teams, aspiring varsity, and existing members of a specific team.

3.0 DEFINITION OF TERMS

- 3.1 **Selection** refers to the process of determining deserving varsities from the aspirants who have undergone training.
- 3.2 **Evaluation** refers to the assessment of the trainees based on their performance.
- 3.3 **Monitoring** refers to checking commitment to scheduled practices and development programs.
- 3.4 **Retention** refers to the process of determining whether the athlete qualifies for the privilege after satisfactorily complying with all the requirements
- 3.5 **varsity players** refers to a student officially enrolled and selected to represent the varsity in competitive sports

4.0 REFERENCES

- 4.1 USM ispear@yahoo.com.ph - ISPEAR website
- 4.2 USM Code
- 4.3 USM students Manual
- 4.4 SCUAA Scheme
- 4.5 USM Quality Management System Manual (USM-QMS-002-Rev.8.2024.09.02)
- 4.6 CHED, DBM and SUCs – Joint Memorandum Circular No. 2017-1 S. 20 April 2017.

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 Trainers/coaches are designated/appointed persons who will conduct the recruitment interview, selection, training, monitoring and evaluation of the applicants.
- 5.2 University Sports Development Program Chairperson
 - 5.2.1 The person who will monitor the applicants' selection, training and evaluation.
 - 5.2.2 The person who will ensure the compliance of trainers/coaches with university policies and guidelines.

6.0 PROCEDURAL DETAILS

6.1 Recruitment

- 6.1.1 To invite prospective varsity players, the schedule of try-outs shall be posted by the respective coaches in conspicuous areas within the University and on social media platforms.
- 6.1.2 The applicant shall submit the filled-up registration for listing.
- 6.1.3 The applicant shall present her/himself to the coach for the tryouts based on the schedule.
- 6.1.4 They must perform prepared tryout drills and skills required for a particular sport.

6.2 Training

- 6.2.1 Qualified candidates from the tryouts shall undergo a probationary training period under the supervision of the respective coaches
- 6.2.2 Training schedules, attendance requirements, and performance expectations shall be communicated clearly to all candidates.

6.3 Selection

- 6.3.1 The final selection shall be based on:
 - 6.3.1.1 Performance in tryouts and training
 - 6.3.1.2 Attitude, discipline, and teamwork
 - 6.3.1.3 Physical fitness and skill level
 - 6.3.1.4 Academic standing, ensuring compliance with university policies
- 6.3.2 The coach will inform all candidates of their acceptance status.
- 6.3.3 The coach shall submit the final list of varsities to the Office of the Sports Development Program.



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6.4 Retention

- 6.4.1 Attendances at trainings and practices is mandatory and will be considered an important factor as determined by the team coach.
- 6.4.2 The varsity shall be able to get good ratings from his coach's Performance Evaluation (at least 50% passing score).
- 6.4.3 The varsity athletes must maintain the SCUAA and MASTS scheme:
 - 6.4.3.1 12 units and below academic load 100 % Passed
 - 6.4.3.2 13 – 18 units academic load 70 % Passed
 - 6.4.3.3 19 – above units academic load 60 % Passed
- 6.4.4 The athlete shall secure Registration Form (USM-SPO-F04-Rev.0.2025.04.04) and Performance Evaluation Form (USM-SPO-F03-Rev.1.2022.11.28).

6.5 Monitoring

- 6.5.1 Varsity Athletes shall submit a copy of the report grade from the registrar every end of semester.
- 6.5.2 The Sport Chairperson shall assess the obtained grades and evaluate if he/she still qualifies as a varsity athlete following the SCUAA and MASTs scheme.

6.6 Termination of Scholarship Privilege

- 6.6.1 Varsity athletes who failed to meet the SCUAA and MASTs grade scheme shall mean forfeiture of the grant.
- 6.6.2 Sports privileges, allowances, and other related benefits shall be automatically revoked and prohibited as a consequence of the termination of an athlete's status or eligibility.

7.0 RECORDS RETENTION AND DISPOSAL

- 7.1 Records of this procedure shall be retained for three (3) years for possible review and recall.
- 7.2 Disposal shall be done through shredding with the permission and authorization of the MR.

8.0 FORMS and RECORDS

- 8.1 Registration Form (USM-SPO-F04-Rev.0.2025.04.04)
- 8.2 Performance Evaluation (USM-SPO-F03-Rev.1.2022.11.28)

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