



**UGANDA SECONDARY SCHOOLS SPORTS ASSOCIATION**

GNS Plaza, 2nd floor, Old Kampala Road

P.O Box 114052 - Kampala, Uganda

**usssaonline.com | Email: usssa2002@gmail.com**

**Tel: +256 393 256 054**

**September 09, 2025**

**HEADTEACHERS,**

**ALL REGIONAL/ZONAL CHAIRPERSONS/SECRETARIES**

**ALL SECONDARY SCHOOLS**

Dear Sir/Madam,

**RE: INVITATION FOR BIDDING TO HOST/CO-HOST UGANDA  
SECONDARY SCHOOLS NATIONAL CHAMPIONSHIPS 2026**

In reference to the above subject,

The Ministry of education and sports (MoES) in collaboration with Association of Secondary School Headteachers of Uganda (ASSHU) and Uganda Secondary Schools Sports Association (USSSA) cordly invites Secondary Schools interested in hosting / Co-hosting Secondary School National Championships (USSSA) 2026 i.e:-

1. National Ball Games I
2. Secondary School Football Boys Championship
3. Secondary School Swimming Gala
4. Ball Games II/Athletics Championship

**Note:**

**Schools intending to host any of the events named above should read the Checklist carefully and fill the form accordingly. Return already filled forms to the *Chief Executive Officer (CEO)* of Uganda Secondary Schools Sports Association**



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**(USSSA) based at GNS Plaza opposite Gaddaffi Mosque OR. Send scanned copies on Email [usssa2002@gmail.com](mailto:usssa2002@gmail.com) by 30<sup>th</sup> September, 2025 BEFORE 5:00pm**

The Local District Authorities **SHOULD** be made aware of your intention to host (RDC, CAO, DEO, DSO) and ensure their endorsement to your Bidding

**Yours faithfully,**



Mugisha Christopher Banage

**Chief Executive Officer (CEO)**

**C.C. Minister of Education and sports (Sports)**

*Permanent Secretary Ministry of Education and Sports*

*Commissioner Physical Education and Sports*

*Chairman ASSHU*

*USSSA Regional/Zonal Chairpersons*



# GUIDELINES FOR BIDDING TO HOST SECONDARY SCHOOL NATIONAL GAMES EVENTS FOR THE YEAR 2025

## EVENTS TO BE BIDED FOR:-

- 1) National Ball Games I
- 2) Secondary School Football Boys Championship
- 3) Secondary School Swimming Gala
- 4) Ball Games II/Athletics Championship

## DESCRIPTION OF EVENTS

### NATIONAL BALL GAMES I - 2026

NO	ACTIVITY	GENDER	NO.TEAMS EXPECTED	NO. OFFICIALS	NO. ATHLETES	TOTAL NO. PEOPLE	REQUIRED VENUES	TIMING
1	FOOTBALL	GIRLS	32	2	20	704	8 Football Pitch	FIRST TERM HOLIDAY
2	BASKETBALL	BOYS	24	2	12	336	2 Courts	
		GIRLS	24	2	12	336	2 Courts	
3	HOCKEY	BOYS	12	2	20	264	3 Football Pitch	
		GIRLS	12	2	20	264		
4	RUGBY 15’S	BOYS	12	2	25	324	1 Pitch	
		GIRLS	12	2	25	324		
5	TENNIS	BOYS	12	2	4	72	2 Courts	
		GIRLS	12	2	4	72		
6	TABLE TENNIS	BOYS	12	2	4	72	4 Tables (Indoor)	
		GIRLS	12	2	4	72		
7	BADMINTON	BOYS	12	2	4	72	3 Courts (Indoor)	
		GIRLS	12	2	4	72	Raised Roof	
8	BASKETBALL U16	BOYS	12	2	14	168	2 Courts	
		GIRLS	12	2	14	168		
9	VOLLEYBALL U16	BOYS	12	2	14	168	2 Courts	
		GIRLS	12	2	14	168		
10	NETBALLU16	GIRLS	12	2	14	168	2 Courts	
11	HANDBALLU16	BOYS	12	2	14	168	2 Courts	
		GIRLS	12	2	14	168		



<b>TOTAL</b>		210			6984		
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#### **TOTAL NUMBERS EXPECTED**

<b>1</b>	<b>NUMBER OF BOYS</b>	<b>1972</b>
<b>2</b>	<b>NUMBER OF GIRLS</b>	<b>1612</b>
<b>3</b>	<b>NUMBER OF FEMALE OFFICIAL</b>	<b>632</b>
<b>4</b>	<b>NUMBER OF MALE OFFICIALS</b>	<b>568</b>
	<b>TOTAL</b>	<b>6984</b>

### **NATIONAL SECONDARY SCHOOL FOOTBALL BOYS CHAMPIONSHIP 2026**

NO	ACTIVITY	GENDER	NO OF TEAMS EXPECTED	NO. OFFICIALS	NO. ATHLETES	TOTAL NO OF PEOPLE	REQUIRED VENUES	TIMING
1	Football	BOYS	64	2	20	1408	12 Pitches	FIRST TERM HOLIDAY 2024
		<b>TOTAL</b>	<b>64</b>		<b>20</b>	<b>1408</b>		
			NUMBER OF BOYS			1280		
			NUMBER OF MALE OFFICIAL			128		
			<b>TOTAL</b>			<b>1408</b>		

***Minimum of 12 football grounds not more than 5km  
from the Centre***

### **SECONDARY SCHOOL SWIMMING GALA 2026**

NO	ACTIVITY	GENDER	No of Teams Expected	No of Participants Per Team	Total No of People	REQUIRED VENUES	TIMING
1	SWIMMING	BOYS	Open	150	150	8 lane Standard Swimming Pool Length 25m	<b>IN THE COURSE OF TERM II 2024</b>
		GIRLS	Open	150	150		
<b>TOTAL</b>					<b>400</b>		



## BALL GAMES II 2026

NO	ACTIVITY	GENDER	NO TEAMS EXPECTED	NO. OFFICIALS	NO. ATHLETES	TOTAL NO OF PEOPLE	REQUIRED VENUES	TIMING
1	FOOTBALL U16	Boys	32	2	20	704	10 Football Pitches	IN THE COURSE OF TERM II 2024
		Girls	32	2	20	704		
2	BASKETBALL 3X3	Boys	24	2	4	144	2 Courts	
		Girls	24	2	4	144		
3	VOLLEYBALL	Boys	40	2	14	640	10 Courts	
		Girls	40	2	14	640		
4	RUGBY 7’S	Boys	12	2	12	168	2 Pitch	
		Girls	12	2	12	168		
5	HANDBALL	Boys	20	2	14	320	4 Courts	
		Girls	20	2	14	320		
6	NETBALL	Girls	70	2	14	1120	10 Courts)	
7	ATHLETICS	Boys	35	2	20	770	8 Lane Track, Long Jump Pit, Throw Area	
		Girls	35	2	20	770		
8	WOODBALL	Boys	12	2	6	96	2 Fields	
		Girls	12	2	6	96		
9	DANCESPORT	Boys	12	2	6	96	2 Courts	
		Girls	12	2	6	96		
10	BEACH SOCCER	Boys	12	2	4	72	2 Fields Sand Based	
		Girls	12	2	4	72		
11	BEACH VOLLEY	Boys	12	2	4	72	2 Courts Sand Based	
		Girls	12	2	4	72		
12	BASEBALL	Boys	12	2	4	72	2 Fields	
		Girls	12	2	4	72		
13	CRICKET	Boys	12	2	4	72	2 Fields	
		Girls	12	2	4	72		
TOTAL						12284		



**The Minimum Sports Requirement provides an overview of the organizational structure and areas of responsibility of each sport**

## **GENERAL OVERVIEW OF FUNCTIONAL AREA**

### **ACCOMMODATION**

1. There will be separate accommodation for males and females
2. The females (girls) should be accommodated away from male accommodation
3. All accommodation should be well light, enough space, well aerated, with freely passable corridors
4. Where applicable dormitories should have doors which are well lockable
5. Windows with shutters
6. All working allays if done should have enough lights
7. All beds should well arranged with enough space in between

### **FEEDING**

1. It is in the interest of the organizers that participants are feed well
2. The organizers and the host will work out an appropriate menu
3. There should be enough drinking water at all feeding places
4. Enough man power to prepare and save food to a large number of participants with in pacified time
5. The organizers and the host will agree on appropriate time table for meals.
6. Sanitation, cleanliness of the entire school environment is very important
7. Athletes should be provided with the best environment for competition, feeding and sleeping.

### **We would like to draw near your attention to the following**

1. Ensures that there are enough toilet facilities and should be cleaned every time, detergent should be used





2. There should be enough lights in all toilet facilities. Where water born toilets are used toilet papers should be provided.
3. In the girls accommodation there should be insecticides and where possible buckets should be in place
4. All drainage system should be free from debris
5. Littering by the participants should be avoided

### **Medical**

1. Each accommodation site should have a sick bay with a fulltime nurse in attendance.
2. The organizers in conjunction with i.e. doctors/ nurse shall provide essential drugs.
3. Presence of Red Cross to provide medical services and first aid.

### **Ceremonies (opening and closing)**

1. The host will organize the opening and closing ceremonies.
2. Preferably the opening and closing ceremonies will take place in a stadium; where there is no stadium:
3. The host will provide tents and chairs to accommodate all guests and students
4. Cultural entertainment is important as students should know the culture of the other
5. Public address system large enough to communicate to a large group of participants
6. Good power supply for the public address system.
7. Tables and table clothes for the high table
8. Western style toilets (adequate for the number of participants)
9. Agree on the chief guest (s) with the organizers

### **Accreditation**

1. Have one location for the main accreditation center.



2. An easily accessible large room shall be dedicated to accreditation considering space, planning queuing system, computer work stations, walking areas and signage
3. The room should have power supply, sockets, strong doors and windows all able to be locked for security purposes;
4. Internet connections; the organizers through its accreditation team will consult the host on any other requirements

### **Security**

1. The host in liaison with security organization will provide security to all participants and officials
2. At the accommodation and feeding venues; it's mandatory that there are security personnel during the day and night, number of security personnel needed will depend on the magnitude of the place

### **Minimum Sports Requirements**

1. The NATIONAL BALL GAMES II - (FDSSG) have the following disciplines
2. U20 Football, Basketball 5\*5, Field Hockey, Rugby 15s Tennis, Table Tennis and Badminton
3. The host will provide standard competition venues which are marked and have goalposts were applicable
4. The surface should be well maintained in case of outdoor courts and fields, the grass surface should be well maintained, all potholes, anthills, gullies and debris removed.

### **In principle all competition venues will require the following**

1. Results facility ,changing rooms were applicable
2. Access to toilets and urinary shelters, desk & table for technical officials.





3. In case of rugby an ambulance with emergence facilities to be present one hour before competition and remain until all athletes have left the venue site.
4. Source of water supply
5. Presence of first aiders
6. Presence of security personnel
7. Barriers to control spectator

## FOOTBALL

### FOOTBALL – REQUIRMENTS

<b>1. Competition venue</b>	• Outdoor football pitch	Marked and in fit condition
<b>2. Venue number</b>	• 8 pitches	
<b>3. Top size</b>	• 64-75mwide and100 – 110m	
<b>4. Venue surface</b>	• Natural grass pitches with high quality finishing	

## BASKETBALL

### BASKET BALL – REQUIRMENTS

<ul style="list-style-type: none"> <li>• Outdoor</li> <li>• venues type</li> <li>• Venue number</li> <li>• Warm up</li> <li>• Surface</li> <li>• Security control</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor courts</li> <li>• Basketball courts</li> <li>• 4 Basketball courts</li> <li>• Warm up will take place on the competition court</li> <li>• Tar/cement</li> <li>• Barriers to keep spectators off the court</li> </ul>	<ul style="list-style-type: none"> <li>• Marked and in fine state</li> <li>• Fine finishing</li> </ul>
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## HOCKEY

### HOCKEY – REQUIRMENTS

<ul style="list-style-type: none"> <li>• Outdoor</li> <li>• Venue Surface</li> <li>• Venue Number</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor Fields Hockey Pitch</li> <li>• Natural Grass Pitch</li> <li>• 2 Hockey Pitches</li> </ul>	<ul style="list-style-type: none"> <li>• Marked and in fit state</li> </ul>
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## RUGBY

### RUGBY 15 – REQUIRMENTS

<ul style="list-style-type: none"> <li>Indoor/outdoor</li> <li>Venue type</li> <li>Venue surface</li> <li>Venue number</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor</li> <li>Outdoor rugby pitches</li> <li>Natural grass soft ground</li> <li>1 pitch</li> </ul>	Marked and in fit state
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## BADMINTON

### BADMINTON – REQUIRMENTS

<ul style="list-style-type: none"> <li>Indoor/outdoor</li> <li>Venue type</li> <li>Venue number</li> <li>Top size</li> <li>Surface</li> <li>ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Indoor</li> <li>Sports hall/ hall</li> <li>4</li> <li>1 court:15*7.10m</li> <li>Smooth surface</li> <li>Enough ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Marked and fit</li> <li>Hall should have raised roof(9m)</li> <li>There must be 2m corridor in-between the different courts</li> <li>Air turbulence must not affect the flight of the shuttle</li> </ul>
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## TABLE TENNIS

### TABLE TENNIS – REQUIRMENTS

<ul style="list-style-type: none"> <li>Indoor/outdoor</li> <li>Venue type</li> <li>Top size</li> <li>Ventilation</li> <li>Height of hall</li> </ul>	<ul style="list-style-type: none"> <li>Indoor</li> <li>Sports hall/warm up</li> <li>1 table 14m*1m*5m</li> <li>Good</li> <li>At least 5m</li> </ul>	<ul style="list-style-type: none"> <li>There must a 1m corridor in between</li> <li>Playing area be enclosed by surrounding about 75cm high</li> <li>Temperature must between 20-25degrees</li> </ul>
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## TENNIS

### TENNIS – REQUIRMENTS

<ul style="list-style-type: none"> <li>Indoor/outdoor</li> <li>Venue type</li> <li>Venue number</li> <li>Court number</li> <li>surface</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor</li> <li>Open air tennis Court</li> <li>2 Venues</li> <li>2 Courts</li> <li>Clay/Fine Marrum Court</li> </ul>	<ul style="list-style-type: none"> <li>Indoor only if necessary</li> </ul>
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# APPLICATION FORM

## FOR BIDDING TO HOST/CO-HOST – EVENTS FOR THE YEAR

### **PREAMBLE;**

For a school bidding to host **2026** Games, it must be located in any of the following **USSSA** Zones

*There must be a Minimum of 2 Host schools; the Main Host and the Co-Host; 1 for Girls, 1 for Boys. The schools should be separated by a Minimum of 1km and a Maximum of 5km.*

*To be filled and attached to the Application Letter*

DESCRIPTION			
<b>NAME OF THE HOST SCHOOL</b>			
<b>HEAD TEACHER'S NAME (HOST)</b>		<b>CONTACT</b>	
<b>NAME OF THE CO - HOST</b>			
<b>HEAD TEACHER'S NAME (CO-HOST)</b>		<b>CONTACT</b>	
<b>TOWN/ COUNCIL</b>			
<b>DISTRICT</b>		<b>REGION</b>	
<b>ADDRESS / P.O BOX</b>		<b>EMAIL</b>	



# NATIONAL BALL GAMES I

## ACTIVITY/COMPETITION/EVENT FACILITIES

**EVENT(S)  
BIDDING FOR:**

*(Mention the Event, List down the Sport Activities involved)*

**PLAY GROUNDS** *(Indicate Availability, State and Ownership)*

Feel free to give details of each Playground/ *Estimate the Distance between Venues (3-5km) in accordance to Accommodation Premises/Host Area*

SPORT	NUMBER OF FIELDS	DESCRIPTION <i>State of the Playground/Field and Make Recommendations</i>
FOOTBALL		
BASKETBALL		
HOCKEY		
RUGBY 15s		
TABLE TENNIS		
BADMINTON		
TENNIS		
U16 BASKETBALL		
U16 NETBALL		
U16 VOLLEYBALL		



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## SECONDARY SCHOOL FOOTBALL BOYS FINAL

### ACTIVITY/COMPETITION/EVENT FACILITIES

<b>EVENT(S)</b> <b>BIDDING FOR:</b> <i>(Mention the Event, List down the Sport Activities involved)</i>		
<b>PLAY GROUNDS</b> <i>(Indicate Availability, State and Ownership)</i> <b>Feel free to give details of each Playground/ Estimate the Distance between Venues (3-5km) in accordance to Accommodation Premises/Host Area</b>		
<b>SPORT</b>	<b>NUMBER OF FIELDS</b>	<b>DESCRIPTION</b> <i>State of the Playground/Field and Make Recommendations</i>
<b>FOOTBALL</b>		
<b>TRAINING GROUNDS</b>		

## SECONDARY SCHOOL SWIMMING GALA

### ACTIVITY/COMPETITION/EVENT FACILITIES

<b>EVENT(S)</b> <b>BIDDING FOR:</b> <i>(Mention the Event, List down the Sport Activities involved)</i>		
<b>PLAY GROUNDS</b> <i>(Indicate Availability, State and Ownership)</i> <b>Feel free to give details of each Playground/ Estimate the Distance between Venues (3-5km) in accordance to Accommodation Premises/Host Area</b>		
<b>SPORT</b>	<b>NUMBER OF FIELDS</b>	<b>DESCRIPTION</b> <i>State of the Playground/Field and Make Recommendations</i>
<b>SWIMMING POOL</b>		



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## SECONDARY SCHOOL BALL GAMES II

### ACTIVITY/COMPETITION/EVENT FACILITIES

**EVENT(S)  
BIDDING FOR**

**PLAY GROUNDS** *(Indicate Availability, State and Ownership)*

Feel free to give details of each Playground/ *Estimate the Distance between Venues (3-5km) in accordance to Accommodation Premises/Host Area*

SPORT	NUMBER OF FIELDS	DESCRIPTION <i>State of the Playground/Field and Make Recommendations</i>
FOOTBALL		
BASKETBALL 3X3		
NETBALL		
RUGBY 7s		
VOLLEYBALL		
HANDBALL		
ATHLETICS		
DANCE SPORT		
WOODBALL		
BEACH GAMES		

### PERIMTER WALLS/FENCEAROUND THE SCHOOL

SECURITY		
LIGHTING <i>(Power source and reliability)</i>		
CANTEEN/RATES		

*Note: Distance between boys and girls dormitories (Not less than 1km), Distance from competition fields (3km-5km)*

## MEETING / CONFERENCES / SECRETARIAT

ROOMS	DESCRIPTION <i>(Availability, Conditions, Secure and make Recommendations/ make Suggestions)</i>
MEETING VENUE	



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## General security of the area

## FEEDING/MEALS/BREAKFAST

PARTICULARS	DESCRIPTION
Dinning capacity	
Serving Points and time	
Serving system	
Serving utensils and plates	
Man power for preparation and cleaning	

## MEDICAL/FIRST AID TREATMENT/MEDICATION

PARTICULARS	DESCRIPTION
Availability of Sick Bay	
Availability of standby Nurses	
Scouts / Red cross	
Referral Hospital	

## FUNCTIONS/CEREMONIES

PARTICULARS	DESCRIPTION
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## OPENING, CLOSING AND OTHER CEREMONIES

Venue	
Tents	
Chairs and tables	
Cultural Entertainment	
Public Address	
Area of Convenience	
Decoration	
Ushering Team	
Hall capacity	

# SECRETARIAT

Space	
Power Source	
Lighting equipment	
Means and availability	



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# ENDORSEMENT AND CONSENT FORM FOR BIDDING

HOST HEAD TEACHER

CO-HOST HEAD TEACHER

.....  
Signature

.....  
Signature

.....  
Name  
(Must be stamped and dated)

.....  
Name  
(Must be stamped and dated)

## AUTHORITIES/CLEARANCES/AWARENESS AND INVOLVEMENT

*(Endorsement and Recommendation by Local District/ Regional Authorities will give your bid more weight for confirmation)*

### RESIDENT DISTRICT COMMISSIONER (RDC)

COMMENT:

.....  
.....

NAME:

.....

SIGNATURE: ..... DATE: .....

### CHIEF ADMINISTRATIVE OFFICER

COMMENT:

.....  
.....

NAME:

.....

SIGNATURE: ..... DATE: .....

Return already filled Forms to the **Chief Executive Officer** of Uganda Secondary Schools Sports Association (**USSSA**) based at **GNS Plaza opposite Gadhafi Mosque** OR Send scanned Copies on Email: [Usssa2002@gmail.com](mailto:Usssa2002@gmail.com) / [cbkbanage@gmail.com](mailto:cbkbanage@gmail.com) By **30<sup>th</sup> September, 2025 BEFORE 5:00pm**



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