



COURSE SYLLABUS

SOUTHEAST MISSOURI STATE UNIVERSITY

Department of Physical Education
Course Title: Sport Administration I

Course No. PE 460
New: Fall 1992



“The Teacher as Professional Educator”

COURSE SYLLABUS

Department Approved: December 3, 1992

College council Approved: April 15, 1993

I. Catalog Description and Credit Hours of Course:

Organization and administration of sport at various levels. The principles, policies, and procedures of sport administration with school emphasis. (3)

II. Prerequisite:

None

III. Course Objectives:

The student will be able to demonstrate an understanding of:

- A. The role of the athletic director.
 - 1. Supervising of athletic programs.
 - 2. Providing support and assistance to members of athletic department.
 - 3. Securing compliance with conference, state, and national agencies
 - 4. Developing a professional staff
 - 5. Meeting the goals of the local system, building, school, and community
- B. The staffing of the system with coaches
 - 1. Certification requirements for coaches
 - 2. Selection process of staff
 - 3. Assigning responsibilities to staff
 - 4. Retention, evaluation, and development of staff
- C. The budget and financial responsibilities of the athletic director
 - 1. Development of variety of budgets
 - 2. Accounting procedures in sport
 - 3. Raising of additional funds
 - 4. Selection and purchasing of equipment
- D. The development of competitive schedules
 - 1. Development of criteria for competition
 - 2. Types of competition available
 - 3. Determination of levels of competition
 - 4. Competition beyond local events

- E. Scheduling and contracting officials for competitive events
 - 1. Selecting officials
 - 2. Contracting officials
 - 3. Responsibilities for developing officials
 - 4. Evaluation of officials
 - 5. Hospitality for officials at events

- F. Contest management
 - 1. Court, field, or other site preparation
 - 2. Press accommodations
 - 3. Arrangements for visiting team (s)
 - 4. Personnel needs for contest
 - 5. Promotional events for contest
 - 6. Security for contests

- G. Admissions for contests for various publics
 - 1. Student tickets and policies of admission
 - 2. Season tickets and passes
 - 3. Visiting team (s) and their fans
 - 4. Ticket pricing, policies, and accounting

- H. Booster clubs and their role
 - 1. The booster club organization
 - 2. Responsibilities and obligations of booster clubs
 - 3. Communication with booster clubs
 - 4. Rights and privileges of booster club members

- I. Development and operations of concessions
 - 1. Setting policies for concession stands
 - 2. Determination as to who is involved
 - 3. Pricing and profit determinations.
 - 4. Location and extent of concession stands
 - 5. Personnel requirements of concession stands

- J. Transportation requirements for sport teams
 - 1. Development of team travel needs
 - 2. Selection of transportation carrier
 - 3. Publication of transportation schedules
 - 4. Providing safe and reliable transportation
 - 5. Insuring team travel

- K. Development of good public relations
 - 1. Involvement of groups in sport program
 - 2. Recognition of assistance provided
 - 3. Developing good publicity outlets
 - 4. Relations with news media personnel
 - 5. Providing the public with positive image of the program

- L. Medical and athletic training needs of the program
 - 1. Securing medical assistance for contests
 - 2. Providing physicals for teams
 - 3. Developing and maintaining training staff
 - 4. Insurance coverage for program
 - 5. Record keeping requirements
- M. Securing and caring for equipment in the sport program
 - 1. Establishing policies and procedures for purchasing equipment
 - 2. Detailing procedures for inventory control
 - 3. Repair and replacement procedures
 - 4. Selection of equipment providers using the bid process as opposed to local retail

IV. Expectations of the Students:

The student will be expected to:

- A. Attend and participate regularly in class activities
- B. Complete satisfactorily, and on schedule, all assignments
- C. Achieve satisfactory scores on all examinations
- D. Keep a notebook containing all of the plans, charts, and sample records developed within the class

V. Course Outline:	Hours	(Cumulative)
A. Introduction	1	(1)
B. Role of the athletic director <ul style="list-style-type: none"> 1. Supervisory responsibility 2. Techniques and styles of supervision 3. Management techniques and styles 4. Relationship with administration 	4	(5)
C. Affiliations with athletic agencies <ul style="list-style-type: none"> 1. Conference ties and responsibilities 2. MSHSAA, IHSA, etc. 3. National Federation of High Schools 4. NCAA, NAIA, etc. 	2	(7)
D. Determining the direction of the program <ul style="list-style-type: none"> 1. Goals within a building 2. Relating these goals to the goals and objectives of the sport/school 3. Uniting the goals of the program with the goals and desires of the community 	2	(9)
E. Staffing responsibilities and practices <ul style="list-style-type: none"> 1. Obtaining candidates for positions 2. Selection process and criteria 3. Contracts for coaching positions 4. Retention/dismissal of coaches 5. Certification requirements for coaches 	3	(12)

F.	Financial responsibilities	3	(15)
	1. Variety of budgets		
	2. Accounting procedures in sport		
	3. Development of policies and procedures		
	4. Fund raising from outside sources		
	5. Determining per sport allocations in budget		
G.	Scheduling	3	(18)
	1. Criteria for scheduling contests		
	2. Development of contracts		
	3. Level of competition and budgetary support		
	4. Competition outside conference		
	5. Out of school competition		
	6. Students facing rigors of competition		
H.	Officials	2	(20)
	1. Selection and contracting		
	2. Shortage of quality officials		
	3. Program for developing officials		
	4. Evaluation of officials at end of season		
I.	Contest management	5	(25)
	1. Preparation of site for contest		
	2. Checklist and routines		
	3. Hospitality for visiting teams		
	4. Security needs at contest site		
	5. Promotion of contest		
	6. Personnel needed for various stations		
J.	Ticket sales and accounting for revenue	3	(28)
	1. Personnel needed for sales		
	2. Who will purchase ticket-publics		
	3. Groups sales and promotions		
	4. Development of admission policies		
K.	Role of booster clubs and parent groups	2	(30)
	1. Role of the booster clubs		
	2. Advantages of booster clubs		
	3. Problems and disadvantages of booster clubs		
	4. Limitations needed on booster clubs		
L.	Concession sales at events	2	(32)
	1. Items usually available at events		
	2. Personnel needed to operate stands		
	3. Profit motive		
	4. Outside agencies involved		

M.	Team travel for contests	2	(34)
	1. Determining means of transportation		
	2. Scheduling travel		
	3. Meals, lodging, etc. – when travel merits		
	4. School operated vehicles		
	5. Students providing transportation		
N.	Public relations and promotions	3	(37)
	1. Promotion of events		
	2. Media assistance-print and broadcast		
	3. Developing a public image		
	4. Publics to attract: parents, students, etc.		
O.	Medical concerns, insurance, and trainers	4	(41)
	1. Physicals and record keeping		
	2. Medical staff at contests		
	3. Athletic trainers		
	4. Insurance for participants		
	5. Liability insurance		
P.	Equipment responsibilities	4	(45)
	1. Purchase procedures for equipment		
	2. Care of equipment		
	3. Repair and replacement of equipment		
	4. Local retail versus bid process		
	5. Pool purchasing		
	6. Construction of some types of equipment		

TOTAL 45

VI. Textbook:

To be selected

VII. Basis for Student Evaluation;

- A. Mid term examination
- B. Final examination
- C. Notebook
- D. Projects