



ADMINISTRATION OF PHYSICAL EDUCATION AND SPORT PROGRAMS, FIFTH EDITION

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Textbook details

Administration of Physical Education and Sport Programs, Fifth Edition

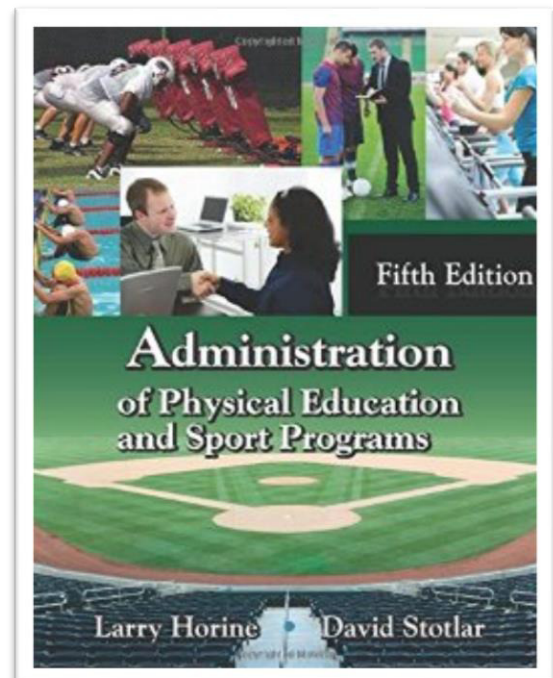
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ISBN-10: 1-4786-0650-9

ISBN-13: 978-1-4786-0650-5

Publisher: Waveland Press, Inc.

Date Published: May 29, 2013



Abstract:

Administration of Physical Education and Sport Programs, Fifth Edition offers an overview of the theoretical and practical methods and techniques of the administration of physical education and sport programs in an easy-to-read, easy-to-use presentation. With a strong background in history, Administration of Physical Education and Sport Programs, Fifth Edition encompasses actual themes and developments in management and administration while investigating the future of athletic administration. Special emphasis is placed on diversity, ethics, standards, conflict resolution, and transparency needs in all organizations. Each chapter begins with a case study and contains attractive end-of-chapter workouts. Critical thinking scenarios strengthen key terms and theories. From the basics of management and administration to more topic-specific chapters

discussing public relations, communications, law, and financial planning and budget restrictions, the text covers everything students need for administration courses.

Keywords: physical education, sport programs, sport management and administration

The book offers numerous theoretical and practical approaches for teachers as well as administrators, the book focuses on the following:

- the nature and importance of administration;
- management of personnel;
- student leaders in physical education;
- office management;
- educational objectives;
- the school program, including health education, intramural/recreational programs, and interschool athletics;
- the physical education facilities and equipment;
- budget making and finance;
- legal liability for injury;
- public relations in physical education;
- performance evaluation.

Administrative theory and management, program organization, and administrative responsibility are the main topics of this text on administration of physical education. Appendices provide additional information on methods of organizing competition, athletic field and court layouts, and duties of a physical education administrator.

Table of Contents

1. The Nature of Administration and Management in Sport and Physical Education
Importance of Administration / Leadership and Administration / Why Study Administration? / What Are the Pros and Cons of Becoming an Administrator? / Philosophy and Administration / Qualities and Skills Required for Leadership / Preparation for Administration in Sport and Physical Education
2. Management Functions in Physical Education and Sport
Organization / Organizational Theory / Organizational Systems / Total Quality Management (TQM) / Power / Leadership / Diversity, Empowerment, and Vision in Leadership
3. Communication and Motivation in Sport Management and Physical Education

Communication / Motivation

4. Human Resources in Sport Management and Physical Education
Affirmative Action and Equal Employment Opportunity / Personnel Services / Stress and Burnout
5. Public Relations, Partnerships, Marketing, and Promotion in Sport Management and Physical Education
Elements of Public Relations / Public Relations: Scope and Importance / Principles and Guidelines for Public Relations / Marketing Sport and Physical Education / Partnerships and Fund-Raising / Public Relations Examples in Physical Education / Public Relations Examples in Sport / Public Relations Examples in Recreation, Wellness, and Fitness Centers / Newsletters, Sport Brochures, and Programs / Media
6. Financial Management in Physical Education and Sport
Common Financial Terms / Strategic Management / Fiscal Management / Accounting / Budgeting / Types of Budgets / Traditional Budgeting Process / Financial Exigencies / Budgeting in Practice / Financing
7. Purchasing, Maintenance, and Security Management in Sport and Physical Education
Purchasing / The Purchasing Process / Direct and Bid Purchasing / Specifications / Testing, Receiving, and Storing / Special Equipment Purchasing / Maintenance / Security
8. Law and Physical Education and Sport
Definitions / Legal Trends in Physical Education and Sport / Sport and the Law / Gender Issues in Sport
9. Risk Management in Sport and Physical Education
Risk Management / Transportation / Transferring Risks and Insurance / Exculpatory Agreements and Parental Consent Forms / Sports Medicine / Safety
10. Facility and Equipment Planning, Designing, and Management in Physical Education and Sport
Needs / Planning Facilities / Financing Facility Development / Facilities and Energy / Indoor Facilities / Outdoor Facilities / Aquatic Centers / Facility Management / Playgrounds
11. Evaluation in Physical Education and Sport Administration
Evaluation / Performance Evaluation
12. Data Processing and Office Management in Sport and Physical Education Administration
Common Office Management, Computer, and Data Processing Terms / Computers / Administrative Computer Applications in Physical Education and Recreation /

Administrative Computer Applications in Sport and Athletics / Office Organization and Management / Word Processing / Other Common Office Technology

13. Administrative Issues Specific to Physical Education and Campus Recreation Reform and Change in Physical Education / Program Planning / Unique Areas of Concern for Physical Education Administrators / Administrative Concerns / Physical Education for Special Populations / Intramurals and Recreation Sports

14. Administrative Issues Specific to Athletics and Health-Fitness Centers Athletics / Coaching as a Professional Career / Special Athletic Management Concerns / Youth Sport Management / The Fitness Industry

15. The Future in Physical Education Administration and Sport Management Predicting the Future / Other Sport Administration Initiatives / The Future of Sport Management/Sport Administration / Gender and Sport

Appendix A: Selected Sport Products and Services Suppliers

Appendix B: Sample Student Athlete Physical Form

Administration of Physical Education and Sport Programs, Fifth Edition includes a wide area of possible interconnected administrative issues, beginning with general topics covering the basics of management and administration and finishing with topics specific chapters discussing public relations, communications and law, social and cultural aspects, national and international institutions and regulations.

References:

1. Larry Horine, David Stotlar, Administration of Physical Education and Sport Programs, Fifth Edition, Waveland Press, Inc.
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3. National Library of Australia, <http://trove.nla.gov.au/work/6840150>
4. Waveland Press, <https://www.waveland.com/browse.php?t=617&r=a|802>

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