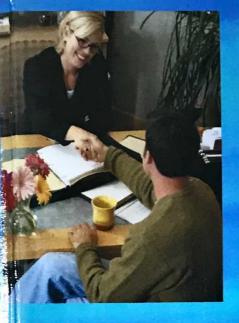
fifth edition







Administration

of Physical Education and Sport Program



LARRY HORINE

DAVID STOTLAR

ADMINISTRATION OF PHYSICAL EDUCATION AND SPORT PROGRAMS

Fifth Edition



Appalachian State University

David Stotlar

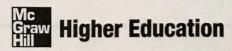
University of Northern Colorado





Boston Burr Ridge, IL Dubuque, IA Madison, WI New York San Francisco St. Louis Bangkok Bogotá Caracas Kuala Lumpur Lisbon London Madrid Mexico City Milan Montreal New Delhi Santiago Seoul Singapore Sydney Taipei Toronto

The McGraw-Hill Companies



ADMINISTRATION OF PHYSICAL EDUCATION AND SPORT PROGRAMS, FIFTH EDITION

Published by McGraw-Hill, a business unit of The McGraw-Hill Companies, Inc., 1221 Avenue of the Americas, New York, NY 10020. Copyright 2004, 1999, 1995 by The McGraw-Hill Companies, Inc. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of The McGraw-Hill Companies, Inc., including, but not limited to, in any network or other electronic storage or transmission, or broadcast for distance learning.

Some ancillaries, including electronic and print components, may not be available to customers outside the United States.

This book is printed on acid-free paper.

567890 DOC/DOC 0987

ISBN: 978-0-07-255716-9 MHID: 0-07-255716-8

Vice president and editor-in-chief: Thalia Dorwick

Publisher: Jane E. Karpacz Executive editor: Vicki Malinee Developmental editor: Gary O'Brien

Senior marketing manager: Pamela S. Cooper Senior project manager: Marilyn Rothenberger Production supervisor: Enboge Chong Media technology producer: Lance Gerhart

Designer: Cassandra Chu

Cover/interior designer: Laurie Anderson/Detta Penna

Cover image: Jules Frazier/PhotoDisc, Ryan McVay/PhotoDisc, Karl Weatherly/PhotoDisc

Associate art editor: Cristin Yancey
Compositor: Carlisle Communications, Ltd.

Typeface: 10/12 Palatino

Printer: R. R. Donnelley/Crawfordsville, IN

Library of Congress Cataloging-in-Publication Data

Horine, Larry.

Administration of physical education and sport programs / Larry Horine, David Stotlar.-5th ed.

p. cm.

Includes bibliographical references and index.

ISBN 0-07-255716-8 (alk. paper)

1. Sports administration-United States. 2. School sports—United States-

Management. 3. Physical education and training—United States—Management I. Stotlar,

David Kent, 1952- II. Title.

GV713.H67 2004 796'.06'0973-dc21

2003044551

This text was based on the most up-to-date research and suggestions made by individuals knowledgeable in the field of athletic training. The authors and publisher disclaim any responsibility for any adverse effects or consequences from the misapplication or injudicious use of information contained within this text. It is also accepted as judicious that the coach and/or athletic trainer performing his or her duties is, at all times, working under the guidance of a licensed physician.

Dedication



This edition is dedicated to the memory of Dr. L. Sherwood Horine, a true Renaissance man who was killed in a mountain bike accident at a race site on July 18, 1998. Sherwood was an emergency room physician, husband, father of two boys, and an active sportsman, and he led a life that would be a model for any student reading this text to emulate.

Dr. Horine grew up playing sports and honing skills in outdoor activities. He was on his high school teams in football, basketball, tennis, and swimming, and he became a paid professional ski patroller at 16 years of age. He earned his way through college by cutting, splitting, and selling firewood and working as a ski patroller in NC, VT, CO, and WV. During this time he became an outstanding competitor in kayaking, snowboarding, and mountain bike racing. Later, he added hang gliding to his outdoor pursuits.

During his medical school training he qualified for a rotation in Alaska, where he took time to trek through the Denali National Park. For an adventure vacation, he and his wife Joni pedaled through Europe on a tandem bike. Sherwood led expeditions down the Amazon and Colorado Rivers, and in 1995 he was the medical director and safety kayak leader in an expedition down the Brahmaputra River in India.

Brief Contents

1	The Nature of Administration and Management in Sport and Physical Education 1
2	Management Functions in Physical Education and Sport 16
3	Communication and Motivation in Sport Management and Physical Education 40
4	Human Resources in Physical Education and Sport Management 57
5	Public Relations, Partnerships, Marketing, and Promotion in Sport Management and Physical Education 75
6	Financial Management in Physical Education and Sport 101
7	Purchasing Maintenance and Security Management in Sport and Physical Education 126
8	Law and Physical Education and Sport 154
9	Risk Management in Sport and Physical Education 185
10	Facility and Equipment Planning, Designing, and Management in Physical Education and Sport 207
11	Evaluation in Physical Education and Sport Administration 243
12	Data Processing and Office Management in Sport Administration and Physical Education Administration 260
13	Administrative Issues Specific to Physical Education and Campus Recreation 278
14	Administrative Issues Specific to Athletics and Health–Fitness Centers 308
15	The Future in Physical Education Administration and Sport Management 328
Ap	ppendix A: Selected Sport Products and Services Suppliers A
Ap	ppendix B: Sample Student Athlete Physical Form A-3

Preface

The primary purpose of this text is to provide an introduction to administration for undergraduate physical education or sport management majors. With appropriate separate readings and projects, the text is also a useful tool for graduate physical education and undergraduate facility management majors.

OUR GOALS

Based on the authors' firsthand experience over the past three decades, this text emphasizes academic topics that are uniquely relevant to practical administration. Additionally, the information presented is based on the following hierarchy: (1) Is the material practical; can it be applied to a real-world situation? (2) Is the material based on research and expert opinion? (3) Does the material have theoretical application?

The style of this book is casual, conversational, and straightforward. The authors present the material so that it is easy to read without resorting to jargon or technical language. In many areas, major points are presented in a list format, which provides for an efficient means of learning and retaining important information. This technique also allows instructors to easily test students.

ORGANIZATION AND CONTENT OF THE FIFTH EDITION

Each chapter is introduced by a case study. The material in each case study is designed to pique the interest of the student and set the stage for the information conveyed within the chapter. Drawing on information presented in the chapters, at the conclusion of each chapter a scenario entitled "Critical Thinking" reinforces the key terms and concepts.

For the fifth edition of this text, major additions and minor deletions have been achieved. New and updated references have been added to all chapters. There has been an New emphasis has been added on diversity, ethics, standards, conflict

resolution, and transparency needs in all organizations. To address increasing budget restrictions, new material has been included on financing operations and new facilities as well as methods of transferring risks through such means as strategic financial planning and utilizing exculpatory waivers and releases. Throughout the text, new website addresses have been described. The appendix is completely new, with an extensive listing of companies that provide products and services for physical education, athletics, and recreation. The listing includes telephone numbers, as well as e-mail and website addresses.

ACADEMIC ADVISERS AND REVIEWERS

The authors are indebted to the following authorities, who provided excellent critical reviews of the previous edition to provide direction for this revision.

Mauricio Ferreira, Ohio University John M. Kraus, Utah State University Victor H. Mancini, Ithaca College Gary P. Overton, East Carolina University Nita Unruh, University of Nebraska Frank Veltri, University of Georgia

Acknowledgments

Larry Horine

I am indebted to my wife, Dr. Mary Ellen Horine, for supporting my continuing academic pursuits.

David Stotlar

I'd like to acknowledge the continued support of my children and my colleagues at UNC. Furthermore, I want to thank my father, who recently passed, for his gift of the love of sport. I've also found joy in my marriage to Sylvia that continues to carry me through all of life's challenges. We are all enriched by those around us.

Contents

1	The Nature of Administration and Management in Sport and Physical Education 1
	Importance of Administration 2
	Leadership and Administration 2
	Leadership or Administrative Titles 2
	Why Study Administration? 3
	What Are the Pros and Cons of Becoming an Administrator? 4
	Advantages 4
	Disadvantages 5
	Philosophy and Administration 6
	Basis for Philosophy in Administration 6 Ethics 8
	Types of Administrators 9
	Qualities and Skills Required for Leadership 10 Qualities and Skills That Can Enhance One's Chances of Being
	Selected for Administration 10
	Qualities and Skills Important for Long-Term Success of a Leade
	11
	Preparation for Administration in Sport and Physical Education 12
	Duties 13
	Critical Thinking 14
	Exercises 14
	References 15
	de reagritude
2	Management Functions in Physical Education and Sport 16
2	Organization 17
	Dimensions of Structure 18
	Organizational Theory 18
	Organizational Systems 19
	Transparency, Stakeholders, and Sunshine 20
	Total Quality Management (TQM) 21
	McGregor's Theory X and Theory Y 21
	Quality Circles in Sport 22
	Theory Z in Sport 23
	Power 24
	Leadership 25
	Developing a Leader 26
	Leadership Theories 26
	Diversity, Empowerment, and Vision in Leadership 27
	Modeling and Leadership 29
	Change and Innovation 31
	Decision Making 32