

JUL 1985

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

MAJOR FUNCTIONS

The purpose of the Athletic Department is (a) to provide male and female student-athletes with the opportunity to participate in an effective program of intercollegiate athletics, (b) to achieve athletic excellence at the Division I level of the National Collegiate Athletic Association and (c) enrich the leisure time activities of Hawaii's people of all ages by providing them with the opportunity to attend or view on television University of Hawaii games, and take a personal interest in the athletic program.

I. Administration

- A. Office of the Athletic Director. The Director is responsible for the general control, administration, and coordination of the Athletic Department--its programs for men's and women's intercollegiate athletics.

The Office of the Director, which includes the Associate Athletic Director and Special Assistant, handles matters related to the overall administration of the program.

This includes such functions as the following:

1. Development and supervisions of staff.
2. Scheduling of athletic events.
3. Preparation and control of budget.
4. Supervision and monitoring of the scholarship program.
5. Appraisal of the performance of team and coaching staffs.
6. Supervision of all activities of the department as they relate to NCAA, WAC, and university rules.
7. Preparation and preservation of necessary reports and documents.
8. Serves as official spokesman on matters of policy, administration and public relations for the athletic program.
9. Provide and maintain Makai Campus facilities.

II. Facilities/Support Services

The Assistant Athletic Director Facilities/Support Services is responsible for administering a comprehensive program for meeting the facilities and support services needs of the U.H. Athletic Department and for managing the operation and maintenance of the facilities on the Makai Campus with the exception of the parking structure. Also provides general direction to the athletic support services operations, including training room, equipment room and the weight room.

II. Facilities/Athletic Support Services, cont'd.**A. Facilities Services**

1. Plans, budgets, and administer a total maintenance program for the Makai Campus facilities. The Makai Campus includes the baseball stadium, swimming pool, Klum Gym, Physical Education/Athletic Complex, Cooke Fields, tennis courts, grass fields, ROTC offices and classroom buildings, Agricultural Extension Services Offices, U.H. Business Office Complex, Offices/Classrooms located between Klum Gym and parking structure and other structure on the Makai Campus, except the parking structure.
2. Directs the staffing, supervises the hiring of full-time and part-time staff for the operation of Makai Campus facilities. Arranges for parking and security for activities. Contracts for necessary services as needed to support and complement existing staff.
3. Administers the use of Makai Campus facilities. Reviews schedules and approves the use of facilities for Athletic Department and University related activities.
4. Administers a total program for facilities use by non-University related functions including rental and maintenance fees, use of personnel and services and the attached costs thereto.
5. Arranges and coordinates the use of outside facilities such as the Aloha Stadium and Neal Blaisdell Center.

B. Athletic Support Services**1. Training Room**

The Trainer works under the direction of the Assistant Athletic Director Facilities/Support Services--and in cooperation with the Team Physician and the various coaches--to maintain the physical well-being of the athletes.

- a. Arrangements for physical examinations of all athletes and maintenance of files pertaining thereof.
- b. Inventory of all training supplies, and timely ordering of new materials within budgetary constraints.
- c. Application of best available techniques in the therapy and rehabilitation of injuries incurred by athletes.
- d. Physical presence at athletic contests for the rendering of appropriate attention to injuries, and the referral of all serious problems to the appropriate physicians and hospitals.
- e. Maintenance of accurate records of all injuries, and their treatment, for insurance purposes.

B. Athletic Support Services, cont'd.

2. Equipment Room

The Equipment Manager works under the direction of the Assistant Athletic Director Facilities/Support Services--and in cooperation with various coaches--to provide the various teams with necessary equipment in good condition, and to maintain playing fields and surrounding areas.

- a. Keeping inventories of supplies and equipment for all men's and women's teams.
- b. The timely ordering supplies and equipment for purchase within the budget available.

3. Weight Room

The Weight Room/Strength Coordinator works under the direction of the Assistant Athletic Director Facilities/Support Services and provides a year-round strength training program for the athletic department and intramurals program.

- a. Coordinates and supervises the use of the weight room facilities.
- b. Instructs and make available information concerning strength training to students and staff.
- c. Provides security and maintenance of all weight room equipment.

III. Academic Affairs Office

Under the direction of the Athletic Director, this office is responsible for assisting and counseling all student-athletes with their academic studies and maximizing completion of their academic pursuits.

1. Reviews and makes recommendations for athletic scholarships.
2. Assist in the registration process of student-athletes.
3. Continuously monitor academic progress of student-athletes, providing tutorial assistance as needed.
4. Prepare necessary reports and documents in compliance with NCAA, WAC and university policies and procedures.
5. Provide counseling for student-athletes to ensure and maximize graduation of student-athletes.

IV. Promotions

A. Promotions Office

The Promotions Office carries responsibilities in three separate but related categories: (a) Formation, promotion, and maintenance of all athletic scholarship funding and booster organizations; (b) control of all department advertising functions, including all income-producing ventures; (c) promotion of all athletic activities, including season ticket sales, individual game promotions, and special activity promotions.

1. The Assistant Athletic Director for Promotions is the resource person for all recognized booster groups supporting the athletic department.
2. Promotion of attendance at all athletic events sponsored by the department through season ticket sales, special event promotions and individual game promotions.
3. Public relations involvement, acting as a buffer between the department and the general public.
4. Department agent for advertising sales in all sports game programs, schedule cards, wall posters and associated items.
5. Control over advertising buys made by the department in print, radio and television.
6. Supervision of all souvenir sales operations.
7. Coordination of other special projects as designated by the Athletic Director.

B. Sports Information Office

The Sports Information Office handles publicity for all men's and women's teams, publishes programs, newsletters, press books, and other materials, maintains constant communication with the media, and keeps files of statistics for all sports.

1. Establishment of successful liaison with the media, groups interested in the Athletic program, as well as with past and future opponents.
2. Coordination and preparation of publicity for special events, athletic events, ticket sales, etc.
3. Preparation of statistics and news releases for distribution after these events to the media and to the public.
4. Publication of game programs, brochures, newsletters, etc.
5. Maintenance of files of games and team statistics, photographs, and interpretative materials, and a scrapbook of newspaper clippings.
6. Advice to Athletic Director on long-range policy regarding public relations.

Business Office

Under the Associate Athletic Director, the Business Office maintains a budget control system, handles all receipts and disbursements of the department, and accounts for same.

1. Maintenance of budget control system.
2. Preparation of requisitions of all purchases.
3. Processing of travel requests, expense vouchers, etc.
4. Distribution of scholarship funds.
5. Preparation of annual budgets, periodic expenditure plans, and long-range budget projections for the Athletic Director.

VI. Ticket Office

Under the Athletic Director, the Ticket Office is responsible for the projection of ticket needs, the development of sales campaigns, the distribution of tickets and accounting for their sale.

1. Maintenance of working relations with ticket offices of the Neal Blaisdell Center and the Aloha Stadium.
2. Development of seating charts, card files, and other materials necessary to maintain an accurate record of ticket sales and seat assignments.
3. Cooperation with the Athletic Director and Assistant Athletic Director for Promotions in developing special campaigns and promotions to enhance ticket sales.
4. Arrangement for the timely preparation, delivery, and sale of tickets needed for all athletic events.
5. Accountability to Athletic Director for entire ticket operation.

VII. SportsA. Football Office and Basketball Office

Under the responsibility of the Athletic Director, the football and basketball programs maintain their own offices for the conduct of their respective activities.

1. Recommendations to the Athletic Director for the scheduling for games.
2. Recruitment of athletes, and assistance to them in developing academic programs that lead toward graduation and successful entrance into society.
3. Training of athletes in skills required of competitive Division I teams.

A. Football Office and Basketball Office, cont'd.

4. Responsibility for the morale and conduct of athletes, both on and off the playing field.
5. Keeping of records necessary to assist Athletic Director's office in maintenance of permanent files.
6. Sharing major responsibility for the public relations functions of the department relating to their respective sports.

B. "Non-income" Sports Activities

Baseball, golf, sailing, swimming/diving, tennis, volleyball. Inasmuch as none of the non-income sports have full-time coaches, there are no "offices" at the present time. Nevertheless, responsibilities are similar to those for football and basketball.

II. Office of Women's Athletics

Under the Athletic Director, the office of Director of Women's Athletics has responsibility for the development of a women's intercollegiate athletic program parallel to that of the men. While reporting to the Athletic Director on policy and budgeting matters, its operation is geared to the needs of the women's program.

The Office of the Women's Director handles matters relating to the overall administration of the Women's Program.

This includes such functions as the following:

1. Development and supervision of staff.
2. Scheduling of women's athletic events.
3. Administration of women's scholarship program.
4. Appraisal of the performance of women's teams and coaching staff.
5. Monitoring and supervision of women's sports to insure compliance with NCAA and University rules.
6. Preparation and dissemination of women's sporting news to various media groups.

IX. Miscellaneous

Marching Band and Pep Squad

The marching band essentially is a music department function, but since its major appearances are at athletic events, the Athletic Department provides a subsidy to assist the band in the acquisition of uniforms, rental of buses, travel to the mainland, etc.

Marching Band and Pep Squad, cont'd.

The pep squad responsibility lies with the Athletic Department which funds its activities, since ASUH gave up all responsibility for the group.

1. Appearances at all home football and basketball games, and selected events of other sports.
2. Cooperates with Marching Band Director in producing half-time shows.
3. Cooperates with Promotions Office in the welcome of incoming teams.
4. Serves as major resource group for high school and band development within the state.
5. Role of "showpiece" for the entire university, in the eyes of the community.