

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) to 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 University of Hawaii and its activities.

I. Office of the Athletic Director

The Director is responsible for providing leadership and overall direction of the Athletic Department ... its programs and activities for men's and women's intercollegiate athletics at the NCAA Division I level. The Athletic Director represents the department at NCAA and Western Athletic Conference (WAC) meetings and actively participates in legislative/community affairs to ensure continued support of the program.

The Associate Athletic Director assists the Director in the general control, administration, supervision and coordination of the Athletic Department - its programs, personnel, budget and finance, facilities, student affairs, publicity and public relations. The Associate Athletic Director assumes the leadership in the absence of the Director.

The Assistant Director of Intercollegiate Athletics - Director of Women's Sports, who has responsibility for the development of a women's intercollegiate athletic program parallel to that of the men's. The Director of Women's Sports represents the department at the Big West Conference and provides leadership for women's sports and all its related activities.

II. Administrative Services

The Assistant Athletic Director for Administration is responsible for and provides leadership for the Business/Ticket Office, Promotions Office and Sports Information Office. The incumbent shall also be responsible for the formation, promotion, and maintenance of all athletic scholarship funding and booster organizations. The Assistant Athletic Director for Administration is the resource person for all recognized booster groups supporting the Athletic Department.

A. The Business/Ticket Office provides budgetary and fiscal related services for the athletic department and ensures that sound fiscal management practices are carried out. It is also responsible for the sale, distribution and accounting of tickets and provides personal support services.

1. Preparation and control of budget.
2. Processing and monitoring of purchases for goods and services, including travel requests and expense vouchers.
3. Supervision and monitoring of scholarship funds and processing of scholarship payments.
4. Preparation and preservation of fiscal reports and documents.
5. Preparation and monitoring of long range budget projection of revenues and expenditures.
6. Preparation and arrangement for the timely sales and distribution of tickets needed for all athletic events.
7. Participate in the development and promotion of activities to enhance ticket sales.
8. Preparation and maintenance of records of sales, seating charts and other ticket related information.
9. Work in concert with Neal Blaisdell Center and Aloha Stadium ticket offices to maximize ticket sales.
10. Preparation and control of personnel hire and salary payments.

B. Promotions Office

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

1. Promotion of attendance at all athletic events sponsored by the department through season ticket sales, special event promotions and individual game promotions.
2. Public relations involvement, acting as a buffer between the department and the general public.

3. Department agent for advertising sales in all sports game programs, schedule cards, wall posters and associated items.
4. Control over advertising buys made by the department in print, radio and television.
5. Supervision of all souvenir sales operations.
6. Coordination of other special projects as designated by the Associate Athletic Director.

C. Sports Information Office

The Sports Information Office handles media and publicity activities for all men's and women's sports.

1. Establishment of successful liaison with the media, groups interested in the Athletic program, and past and future opponents.
2. Coordination and preparation of publicity for athletic and special events, ticket sales, etc.
3. Preparation of statistics and news releases for distribution 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 the Associate Athletic Director on long-range policy regarding sport information activities.

III. Facility Services

The Assistant Athletic Director for Facilities is responsible for Building/Grounds, Swim Pool Services, Rainbow Stadium & Event Management and Weight Rooms. This unit provides the necessary facilities support to sustain a competitive Intercollegiate Athletic Complex and manages all athletic and related events for the department.

A. Building/Grounds & Swimming Pool Services

Under the supervision of the Makai Campus Coordinator, the building and grounds staff is responsible for the custodial and groundskeeping services for the Makai Campus Facilities, the Swimming Pool Coordinator manages the pool complex.

1. Plans, budgets, and administers a total maintenance program for the pool and other Makai Campus Facilities.
2. Directs the staffing, supervises the hiring of full-time and part-time staff for the maintenance of Makai Campus Facilities.
3. Coordinates the Swimming Pool activities - its use and maintenance.

**B. Rainbow Stadium & Events Management**

Also under the supervision of the Makai Campus Coordinator the Rainbow Stadium Manager administers a total program for the Stadium for use by the University Community and non-University related functions including rental and maintenance and use of personnel and services. The Assistant Athletic Director for Facilities directs and coordinates all sports and related events for the Athletic Department.

**C. Weight Room**

The Weight Room/Strength Coordinator under the supervision of the Asst. Athletic Director for Facilities provides a year-round strength training program for the athletic department as well as other university students and staff.

**IV. Student Services**

The Assistant Athletic Director for Student Services is responsible for and provides leadership for student-athlete related services, including Academic Affairs, Drug Education and substance abuse monitoring, career counseling, job placement, Training Room and Equipment Room activities.

**A. Academic Affairs Office**

This office is responsible for assisting and counseling student-athletes with their academic studies and maximizing completion of their academic pursuits.

1. Review and make 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, Big West Conference and University policies and procedures.

5. Provide counseling for student-athletes to ensure and maximize graduation of student-athletes.

**B. Student Support Services**

This section includes the Training Room, Equipment Room and provides the necessary services to enable student-athletes to participate in athletic activities.

**1. Training Room**

In cooperation with the Team Physician and coaches, the Trainer ensures the physical well-being of the student-athletes.

- a. Arrange for physical examinations of all student-athletes and maintenance of files pertaining thereof.
- b. Apply the best available techniques in the therapy and rehabilitation of injuries incurred by student-athletes.
- c. Maintain an inventory of all training supplies, and timely ordering of new materials within budgetary constraints.
- d. Attend athletic contests for the rendering of appropriate attention to injuries, and the referral of all serious problems to the appropriate physician and hospital.
- e. Maintain accurate records of all injuries and their treatment for insurance purposes.

**2. Equipment Room**

In cooperation with various coaches and Athletic Business Manager, determine purchases and provide teams with necessary supplies and equipment to participate in athletic activities.

- a. Maintain inventory of supplies and equipment for men's and women's teams.
- b. Provide student-athletes with clean, safe and durable supplies, uniforms, and equipment needed for athletic activities.

**V. Men's Sports**

The Athletic Director is directly responsible for this operation. Football, basketball and baseball are three major men's sports. Each sport is staffed by full-time coaches and offices are maintained for the conduct of their respective activities. Other sports include golf, swimming/diving, tennis, volleyball, and co-ed sailing.

1. Instruct student-athletes in skills required for competition in Division I athletics.
2. Responsible for recruitment of prospective student-athletes in accordance with NCAA, WAC and University of Hawaii rules and regulations.
3. Recommend scholarship awards to the Athletic Director.
4. Recommend game schedules to the Athletic Director.
5. Participate in public relations functions of the department relating to their respective sports.

#### VI. Women's Sports

The Senior Women's Administrator handles matters relating to the overall administration of the Women's Program. The three major women's sports are volleyball, basketball and softball. Other activities are golf, tennis, cross country and swimming/diving.

Coaches for Women's Sports have responsibilities (similar to men's) associated with their respective sports. The Women's Program are members of the Big West Conference.

#### VII. Miscellaneous

##### A. 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.

The pep squad responsibility lies with the Athletic Department which funds its activities.

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.

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

*Revised due to  
verry. 6/20/89*

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) to 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. Office of the Athletic Director

The Director is responsible for providing leadership and overall direction of the Athletic Department . . . its programs and activities for men's and women's intercollegiate athletics at the NCAA Division I level.

The Athletic Director represents the department at NCAA and Western Athletic Conference (WAC) meetings and actively participates in legislative/community affairs to ensure continued support of the program.

II. Administration

The Associate Athletic Director for Administration is responsible for and provides leadership for the Promotions Office, Business Office, Ticket Office and Sports Information Office and assumes the directorship of the department in the absence of the Director.

The Associate Director also assumes leadership in fiscal and personnel matters of the Athletic Department.

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 organization; (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 Associate Athletic Director.

B. Sports Information Office

The Sports Information Office handles media and publicity activities for all men's and women's sports.

1. Establishment of successful liaison with the media, groups interested in the Athletic program, and past and future opponents.
2. Coordination and preparation of publicity for athletic and special events, ticket sales, etc.
3. Preparation of statistics and news releases for distribution 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 the Associate Athletic Director on long-range policy regarding sport information activities.

C. Business Office

The Business Office provides budgetary and fiscal related services for the athletic department and ensures that sound fiscal management practices are carried out. Also provides personnel support services.

1. Preparation and control of budget.
2. Supervision and monitoring of scholarship funds and processing of scholarship payments.
3. Processing and monitoring of purchases for goods and services, including travel requests and expense vouchers.
4. Supervision and monitoring of proper personnel hire and salary payments.
5. Preparation and preservation of fiscal reports and documents.
6. Preparation and monitoring of long range budget projection of revenues and expenditures.

D. Ticket Office

The Ticket Office is responsible for the sale, distribution and accounting of tickets.

1. Participate in the development and promotion of activities to enhance ticket sales.



2. Prepare and arrange for the timely sales and distribution of tickets needed for all athletic events.
3. Prepare and maintain necessary records of sales, seating charts and other ticket related information.
4. Work in concert with Neal Blaisdell Center and Aloha Stadium ticket offices to maximize ticket sales.

### III. Operations

The Associate Athletic Director for Operations is responsible for Facility Services, Support Services and Academic Affairs. This unit ensures the health and well-being of student-athletes and provides the necessary facilities support to sustain a competitive Intercollegiate Athletic Program.

#### A. Facilities Services

Under the supervision of the Makai Campus Coordinator, this Facility Services section includes the custodial and groundskeepers crew, swimming pool and Rainbow Stadium staff, who maintain the Makai Campus Facilities.

1. Plans, budgets, and administers 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 structures 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 Neil Blaisdell Center.

#### B. Support Services

This section includes the Training Room, Equipment Room and Weight Room and provides the necessary services to enable student-athletes to participate in athletic activities.

##### 1. Training Room

In cooperation with the Team Physician and coaches, the Trainer ensures the physical well-being of the student-athletes.

- a. Arrange for physical examinations of all student-athletes and maintenance of files pertaining thereof.
- b. Apply the best available techniques in the therapy and rehabilitation of injuries incurred by student-athletes.
- c. Maintain an inventory of all training supplies, and timely ordering of new materials within budgetary constraints.
- d. Attend athletic contests for the rendering of appropriate attention to injuries, and the referral of all serious problems to the appropriate physician and hospital.
- e. Maintain accurate records of all injuries and their treatment for insurance purposes.

2. Equipment Room

In cooperation with various coaches and Athletic Business Manager, determine purchases and provide teams with necessary supplies and equipment to participate in athletic activities.

- a. Maintain inventory of supplies and equipment for men's and women's teams.
- b. Provide student-athletes with clean, safe and durable supplies, uniforms, and equipment needed for athletic activities.

3. Weight Room

The Weight Room/Strength Coordinator provides a year-round strength training program for the athletic department as well as other university students and staff.

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

C. Academic Affairs Office

This office is responsible for assisting and counseling student-athletes with their academic studies and maximizing completion of their academic pursuits.

1. Review and make 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, PCAA, and University policies and procedures.
5. Provide counseling for student-athletes to ensure and maximize graduation of student-athletes.

#### IV. Sport Activities

This unit includes men's and women's programs for intercollegiate athletics. The Athletic Director is directly responsible for this operation.

##### A. Men's Sports

Football, basketball and baseball are three major men's sports. Each sport is staffed by full time coaches and offices are maintained for the conduct of their respective activities. Other sports include golf, swimming/diving, tennis, volleyball, and co-ed sailing.

1. Instruct student-athletes in skills required for competition in Division I athletics.
2. Responsible for recruitment of prospective student-athletes in accordance with NCAA, WAC and University of Hawaii rules and regulations.
3. Recommend scholarship awards to the Athletic Director.
4. Recommend game schedules to the Athletic Director.
5. Participate in public relations functions of the department relating to their respective sports.

##### B. Women's Sports

The Assistant Athletic Director/Director of Women's Sports has responsibility for the development of a women's intercollegiate athletic program parallel to that of the men's. The Director also handles matters relating to the overall administration of the Women's Program. The three major women's sports are volleyball, basketball and softball. Other activities are golf, tennis, cross country and swimming/diving.

In addition to the coaches responsibilities associated with their respective sports (similar to men's) other functions of this office include 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, PCAA, and University rules.
6. Preparation and dissemination of women's sporting news to various media groups.

V. Miscellaneous

A. 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.

The pep squad responsibility lies with the Athletic Department which funds its activities.

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.