

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 (NCAA) and (c) to enrich the leisure time activities of Hawai'i's people of all ages by providing them with the opportunity to attend or view on television University of Hawai'i games, and take a personal interest in the University of Hawai'i and its activities.

I. Office of the Athletics 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 Athletics 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 Athletics 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 Athletics Director assumes the leadership in the absence of the Director.

The Assistant Athletics Director – Senior Woman Administrator, who has responsibility for the development of a women's intercollegiate athletic program parallel to that of the men's. The Senior Woman Administrator represents the department at the Western Athletic Conference and provides leadership for women's sports and all its related activities.

II. Administrative Services

The Associate Athletics Director of External Affairs is responsible for and provides leadership for the Business/Ticket Office, Sports Marketing 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 Athletics Director of Administrative Services is the resource person for all recognized booster groups supporting the Athletic Department, and assumes departmental leadership in the absence of the Director and Associate Director.

A. Business and Ticket Office

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 budget.
2. Processing and monitoring of purchases for goods and services, including travel request 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 Aloha Stadium ticket offices to maximize ticket sales.
10. Preparation and control of personnel hire and salary payments.

**B. Office of Sports Marketing**

The Office of Sports Marketing 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 tickets 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 sale operations.
6. Coordination of other special projects as designated by the Associate Athletics 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 games programs, brochures, newsletters, etc.
5. Maintenance of files and games and team statistics, photographs, and interpretative materials, and a scrapbook of newspaper clippings.

6. Advice to the Associate Athletics Director on long-range policy regarding sports information activities.

### III. Facilities Services

The Assistant Athletics Director for Facilities and Events is responsible for building/grounds, swim pool services, softball stadium, Rainbow Stadium, Special Events Arena and events 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 as well as the entire University of Hawai'i at Manoa community.

#### A. Building/Grounds 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.

1. Plans, budgets, and administers a total maintenance program for the makai campus facilities.
2. Directs the staffing, supervises the hiring of full-time and part-time staff for the maintenance of makai campus facilities and grounds.

#### B. Duke Kahanamoku Aquatic Complex

The Swimming Pool Coordinator, under the supervision of the Makai Campus Coordinator, is responsible for the management of the Duke Kahanamoku Aquatic Complex. The responsibilities include coordinating swimming pool activities, usage, and maintenance.

#### C. Les Murakami Stadium

Also under the supervision of the Makai Campus Coordinator, the Stadium Manager administers a total program for the Les Murakami Stadium for use by the university community and non-university related functions, including rental, maintenance and use of personnel services.

#### D. Stan Sheriff Center

Under the supervision of the Makai Campus Coordinator, the Stan Sheriff Center Manager administers a total program for the Stan Sheriff Center for use by the university community and non-university related functions, including rental, maintenance and use of personnel services. The Stan Sheriff Center at the University of Hawai'i makai campus will be utilized for the following activities:

1. University of Hawai'i commencements ceremonies;
2. Men's and women's intercollegiate volleyball and basketball games, practices and related activities;
3. Functions and activities approved by the President;
4. Functions and activities of Board of Regents' Chartered Organizations;
5. Fundraising activities of university affiliated organizations which solely benefit the University; and
6. Function and activities of University affiliated organizations which are appropriate for the facilities.

E. Locker Room

Under the supervision of the Makai Campus Coordinator, the locker room attendants are responsible for custodial services within the Kinesiology and Rehab Science (KRS) locker rooms, as well as the provision, collection, and maintenance of equipment and supplies related to KRS classes.

F. Alexander C. Waterhouse Physiology Research and Training Facility

The Strength Coordinator under the supervision of the Assistant Athletics 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 Athletics 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, and coordinates departmental compliance with NCAA and conference rules and regulations.

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 recommendation 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 and WAC 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 Trainers ensure the physical well-being of the student-athletes.

- a. Arrange for physical examinations and drug testing 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 the 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 Athletics 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, Mountain Pacific Sports Federation (MPSF) and University of Hawai'i rules and regulations.
- 3. Recommend scholarship awards to the Athletics Director.
- 4. Recommend game schedules to the Athletics Director.
- 5. Participate in public relations functions of the department relating to their respective sports.

VI. Women's Sports

The Senior Woman Administrator handles matters relating to the administration of the women's program. Team sports are basketball, sailing, soccer, softball, volleyball and water polo. Individual sports are cross country/track and field, golf, tennis and swimming/diving. Coaches of the women's sports have similar responsibilities with their respective sports. The women's programs are members of the WAC and MPSF.

As of June 30, 2009.