

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
INTERCOLLEGIATE ATHLETICS

FUNCTIONAL STATEMENT

The purpose of the Athletics 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.

OFFICE OF THE ATHLETICS DIRECTOR – Org Code: MADRAT

The Director is responsible for providing leadership and overall direction of the Athletics 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 affiliated Conference meetings and functions, 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 Athletics 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 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 affiliated Conference meetings and functions, and provides leadership for women's sports and all its related activities.

Athletic Advisory Board - This group advises the Chancellor and the Athletics Director of the University of Hawai'i at Mānoa with regard to broad general policies relative to the conduct of intercollegiate athletics.

COMPUTER SERVICES – Org Code: MAITAT

The Computer Services Office provides full computer support for the Athletics Department.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
INTERCOLLEGIATE ATHLETICS

ADMINISTRATIVE SERVICES – Org Code: MAASAT

The Associate Athletics Director of External Affairs is responsible for and provides leadership for the Business Office, 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 Associate Athletics Director of External Affairs assumes departmental leadership in the absence of the Director and Associate Director.

Business Office – Org Code: MABSAT

The Business Office provides budgetary and fiscal related services for the Athletics Department and ensures that sound fiscal management practices are carried out. The responsibilities of the Business Office are:

1. Prepare and monitor the department budget.
2. Procure, process and monitor the purchases for goods and services, including travel request and payments.
3. Supervise and monitor scholarship funds and process scholarship payments.
4. Prepare and preserve fiscal reports and documents.
5. Prepare and monitor long range budget projection of revenues and expenditures.
6. Review of all revenue transactions.
7. Manage and facilitate all human resource functions for the department.

Ticket Office – Org Code: MATOAT

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

1. Prepare and arrange for the timely sales and distribution of tickets needed for all athletic events.
2. Participate in the development and promotion of activities to enhance ticket sales.
3. Prepare and maintain records of sales, seating charts and other ticket related information.
4. Work in concert with Aloha Stadium Ticket Office to maximize ticket sales.

Sports Marketing – Org Code: MASMAT

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

1. Promote 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. Prepare all promotional materials including game programs, schedule cards, wall posters and associated items.
4. Control department media including print, radio and television.
5. Coordinate other special projects as designated by the Associate Athletics Director.

Sports Information – Org Code: MASIAT

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

1. Establish a successful liaison with the media, groups interested in the Athletic program, and past and future opponents.
2. Coordinate and prepare publicity for athletics and special events, ticket sales, etc.
3. Prepare statistics and news releases for distribution to the media, and to the public through the UH Athletics website and other media.
4. Prepare game programs, brochures, newsletters, etc.
5. Maintain files, statistics, photographs, and interpretative materials, and a scrapbook of newspaper clippings.
6. Advise the Associate Athletics Director on long-range policy regarding sports information activities.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
INTERCOLLEGIATE ATHLETICS

FACILITIES SERVICES – Org Code: MAFMAT

The Assistant Athletics Director for Facilities and Events is responsible for the Makai Campus which include the building and grounds, Duke Kahanamoku Aquatic Complex, softball stadium, Les Murakami Stadium, Stan Sheriff Center locker rooms, and the Alexander C. Waterhouse Physiology Research and Training Facility. This unit manages all athletics and related events for the department as well as the entire University of Hawai'i at Manoa community.

Makai Campus – Org Code: MAMCAT

This unit provides the necessary facilities support to sustain a competitive Intercollegiate Athletic Complex.

Building/Grounds Services – Org Code: MABGAT

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.

Duke Kahanamoku Aquatic Complex – Org Code: MAACAT

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

Les Murakami Stadium – Org Code: MALMAT

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.

Stan Sheriff Center – Org Code: MASCAT

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.

Locker Room – Org Code: MALRAT

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.

Alexander C. Waterhouse Physiology Research and Training Facility – Org Code: MARTAT

Under the supervision of the Assistant Athletics Director for Facilities, the strength coordinator provides a year-round strength training program for the Athletics Department as well as other university students and staff.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
INTERCOLLEGIATE ATHLETICS

STUDENT SERVICES – Org Code: MASSAT

The Assistant Athletics Director for Student Services is responsible for and provides leadership for student-athlete related services, including academic affairs, substance abuse education and monitoring, career counseling, job placement, training room and equipment room activities, and coordinates departmental compliance with NCAA and conference rules and regulations.

Academic Affairs Office – Org Code: MAAAAT

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

1. Review, administer and process athletic scholarships.
2. Assist in the registration process of student-athletes.
3. Monitor academic progress and eligibility of student-athletes.
4. Prepare necessary reports and documents in compliance with NCAA and affiliated Conference and University policies and procedures.

Training Room – Org Code: MATRAT

In cooperation with the Team Physician and Coaches, the Certified Athletic Trainers ensure the physical well-being of the student-athletes.

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

Equipment Room – Org Code: MAERAT

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.

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

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
INTERCOLLEGIATE ATHLETICS

MEN'S SPORTS – Org Code: MAMNAT

The Athletics Director is directly responsible for this operation. Each sport is staffed by coaches and offices are maintained for the conduct of their respective activities.

Responsibilities of the coaches are as follows:

- Instruct student-athletes in skills required for competition in Division I athletics.
- Responsible for recruitment of prospective student-athletes in accordance with NCAA and affiliated Conferences, and University of Hawai'i rules and regulations.
- Recommend scholarship awards to the Athletics Director.
- Recommend game schedules to the Athletics Director.
- Participate in public relations functions of the department relating to their respective sports.

The men's teams are comprised of the following sports:

1. Baseball – Org Code: MABBMN
2. Basketball – Org Code: MABKMN
3. Football – Org Code: MAFBMN
4. Golf – Org Code: MAGOMN
5. Sailing (Coed) – Org Code: MASLCO
6. Swimming/Diving – Org Code: MASWMN
7. Tennis – Org Code: MATNMN
8. Volleyball – Org Code: MAVOMN

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
INTERCOLLEGIATE ATHLETICS

WOMEN'S SPORTS: Org Code: MAWNAT

The Assistant Athletics Director – Senior Woman Administrator handles matters relating to the administration of the women's program. Coaches of the women's sports have similar responsibilities with their respective sports.

The women's teams are comprised of the following sports:

1. Basketball – Org Code: MABKWN
2. Cross Country/Track and Field – Org Code: MACTWN
3. Golf – Org Code: MAGOWN
4. Sailing – Org Code: MASLWN
5. Soccer – Org Code: MASCWN
6. Softball – Org Code: MASOWN
7. Swimming/Diving – Org Code: MASWWN
8. Tennis – Org Code: MATNWN
9. Volleyball – Org Code: MAVOWN
10. Water Polo – Org Code: MAWPWN