

**University of North Carolina at Greensboro  
Department of Exercise and Sport Science**

**ESS 464 Administration of Physical Education and Athletics**

**Instructor:** John Richards  
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**Hours:** MTWR 1100  
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**Course Objectives:**

- A. Understand the nature, scope, and skills of administrative roles associated with leadership positions in physical education and sport.
- B. Examine physical education and athletic program philosophies and goals.
- C. Examine effective approaches to the group decision-making process.
- D. Demonstrate the ability to exercise sound judgment of legal considerations when planning for and implementing physical education and athletic programs.
- E. Utilize proper procedures for effective scheduling and budgeting of physical education and athletic programs.
- F. Relate the evaluative process to the program, administrators and teachers / coaches.
- G. Explore administrative issues specific to physical education and athletics.

**Reference Text(s) and/or Readings:**

Horine, Larry. (2004). Administration of physical education and Sport Programs. (5th ed.). New York, NY: McGraw Hill.

**Course Outline:**

- A. The nature and philosophy of administration
  - Role and responsibilities
  - Administrative skills
  - Administrative styles
  - The group decision-making process
- B. The Physical Education Program
  - Philosophy and Mission
  - Curriculum
  - Practices
  - Instructional and Administrative Issues
- C. The Athletic Program
  - Philosophy and Mission
  - Equity
  - Administrative Issues and Trends

- D. Administration and the Law
  - Legal Terminology
  - Planning for Lessons and Practices
  - Risk Assessment and management
- E. Management of Equipment and Facilities
  - The Purchasing process
  - Maintenance and care
- G. Management of Finances
  - Sources of funds
  - Budget preparation
- H. The Evaluation Process
  - Student / Athlete
  - Administrator / Athletic Director
  - Teacher/Coach
  - Program

### **Criteria for Evaluation of Student Performance**

- 10% 1. **Prepare** for class by completing readings;  
Contributing to class discussions and listening actively;
- 20% 2. **Written Exam** on the following sections of the course:
  - a) Nature and philosophy of administration
  - b) The physical education and athletic programs
  - c) Legal liability
- 10% 3. **Philosophy statement**  
Write a professional philosophy statement that conveys your beliefs about teaching/coaching physical education/sport or directing community youth sport development programs.
- 15% 4. **Scheduling assignment**  
Develop a one semester class schedule for a secondary school physical education department. A handout with program, staff and facility parameters will be provided.
- 15% 5. **Equipment requisition assignment**  
Requisition \$5000.00 of equipment following appropriate purchasing policies and provide a brief rationale justifying your selections.
- 15% 6. **Interview assignment**  
Interview a middle school, high school or college coach about administrative responsibilities. Sample questions for the interview will be distributed.
- 15% 7. **Paper and Discussion**  
Select an issue or problem in the teaching/coaching profession that is a topic of discussion or controversy. Research the issue and share your findings, leading a class discussion on the topic.