EDUX 690
Introduction to Athletic Administration
Instructor - Gerald Durgin

Fall 2003

This course is designed to touch on the many aspects of the profession of athletic administrators. Many of these topics will be covered in greater detail in further course work.

Optional Course Text: Management for Athletic/Sport Administration - Bridges and Roquemore
Course Grading: Pass/Fail

September 3
Philosophy of Interscholastic Athletics

Class Activities:
1. Case Studies regarding philosophy of interscholastic athletics
2. Small Group development of philosophy statements
3. Presentation of local, M.F.A., N.F.H.S. philosophy statements
4. "The Case of Student Activities" - video

Assignment:
1. Read Chapter 1 - “Sport Management”
2. Interview a local Athletic Administrator
3. Develop written philosophy of interscholastic athletics, including middle school and high school levels. Due Date: September 12

September 10
Financial Duties of the Athletic Administrator
Bring report of interview with local athletic administrator and philosophy statement.

Class Activities:
1. Guest Speaker - Al Bean, Director of Athletics, USM
2. Case Studies regarding financial decisions in interscholastic athletics
3. Discussion of budget issues at the local and state level
4. Local budget development models and strategies

Assignment:
1. Develop a narrative which would be used to support or defend your athletic budget requests to the local Board of Education. Due Date: September 19
2. Read Chapter 4, "Legal Aspects of Sport Administration."

September 17
Legal Considerations of Athletic Administration
DUE DATE for budget narrative

Class Activities:
1. Guest Speaker - Gerald Petrocelli, Attorney at Law
2. “Risk Management” - Video
3. Case Studies in negligence and tort law

Assignment:
1. Read Chapter 10 - "Staffing the Organization"
2. Obtain local district's instrument for evaluating coaches
3. Edit your district's policy, or write one of your own choosing.

September 24
Evaluation and Supervision of Athletic Personnel
Bring local district's coaching evaluation instrument and one of personal preference.

Class Activities:
1. Presentation of evaluative instruments
2. Case studies in hiring and firing of personnel
3. Develop evaluation instrument in small groups

Assignment:
1. Case study evaluation and response.
October 1

Facilities Management

DUE DATE for personnel case study from September 25

Class Activities:
   “Care and Maintenance of Athletic Fields”
2. Scheduling tools and strategies
3. Case Studies in developing priorities and conflict management

Assignment:
1. Conduct local facility evaluation
2. Bring copy of local Substance Abuse Policy on October 10

October 8

Managing Student Athletes

DUE DATE for facility evaluation, and bring copy of local substance abuse policy

Class Activities:
1. Guest Speaker - Kim Turner, Assistant Director of Athletics, USM
   “Diversity in Athletics”
2. Small group discussion of athletic codes
3. Case studies participation in interscholastic programs

October 15

Policy Development

Bring in copy of local Schedule B and home schooling policy.

Class Activities:
1. Small group comparison of Schedule B and home schooling policy
2. Case studies in policy development
3. Presentation - local policy development models

Assignment:
1. Read Chapter 13 - “the Communications Process”
2. Write proposed policy for Corporate Sponsorship - due October 24
3. Attend local meeting of the Board of Education - report due November 28

October 22

Public Relations - DUE DATE for proposed policy for Corporate Sponsorship

Class Activities:
1. Guest Speaker - Erik Conrad, Editor, Portland Newspapers
2. Power Point presentation - “Parent Information Nights”
3. Case Studies in public relations

Assignment:
1. Public Relations tip-sheet for coaches
2. Access Maine Principals’ Association website and download 2001-2002 forms for specific sport

October 29

Rules, Regulations, and Hierarchy of Maine Interscholastic Sports

DUE DATE for P.R. tip-sheet and bring in MPA forms for specific sport

Class Activities:
1. Guest Speaker - Larry LaBrie, Assistant Director, Maine Principals’ Association

Assignment:
1. Read Chapter 12 - “Leadership”
2. Draft proposed state-wide policy regarding one of the following:
   Eligibility of Transfer Students or Recruitment of Students for Athletic Purposes
November 5
Professional Development for the Athletic Administrator - DUE DATE for draft of transfer or recruitment policy

Class Activities:
1. Discussion of transfer/recruitment policy drafts
2. Guest Speaker - Martin Ryan, Wells HS Athletic Administrator and President, NIAAA

Assignment:
1. Read pp. 64-74, "Ethics"

November 12
Sportsmanship, Citizenship, and Ethics

Class Activities:
1. Case studies in sportsmanship
2. Event Management presentation
3. Small Group work - Developing a checklist for event management

Assignment:
1. Develop pamphlet, brochure, or handout - "A Parent's Guide to Interscholastic Athletics." Due Date: Nov. 28

November 19
Tools of the Trade - DUE DATE for "Parent's Guide"
CLASS TO BE HELD AT SCARBOROUGH HIGH SCHOOL COMPUTER LAB

Class Activities:
1. Computer lab - use of spreadsheets, web-sites, Power-point
2. Small group work - develop Power-point presentation on one of the following:
   Rationale for adding a new program
   Parent Information Evening
   Budget Narrative

Assignment:
1. Bring disk copy of Power-point presentation, with notes printed in handout form for each student and instructor on Dec. 5.
2. Collate Portfolio of course materials and projects in presentation form.

December 3
Personal Wellness
DUE DATE for Parent's Guide brochures and Portfolio

Class Activities:
1. Presentation of Parent's Guide brochures
2. Guest Speaker - "Organizational Strategies"

Assignment:
1. Complete take-home Exam

December 10
Final Exam
DUE DATE for take-home exam

Class Activities:
1. Small Group rating of exams
2. Next Steps - securing a position as an athletic administrator
3. Course evaluation