



Glossary

Planning: - It is an intellectual process of looking ahead so that things occur which would not have happened otherwise. For instance, competing abroad can be an upsetting experience if the tour members are not prepared for all the new experiences and adjustments that they must face.

Organising: - Organising is an on-going process and in the administrative line, planning flows smoothly into organising. The key to identifying the beginning of the organising function is action. When organising takes over from planning, action begins. The purpose of organising is to make human cooperation productive.

Directing: - Directing means issuing of orders to subordinates and, while they execute the order the director or sports administrator must supervise, lead and motivate them effectively for the accomplishment of organisational goals or the predetermined task.

Evaluation: - The term “ evaluation” is derived from the French word “Evaluer” means in a purely literal sense, “to estimate or place a value on”.

Administration: - Administration means providing the constructive leadership that plans and maintains the program, and that enables the program to function effectively in accomplishing the established and worthwhile goals.