



PROCUREMENT OF EQUIPMENTS AND THEIR MAINTENANCE IN PERSONAL MANAGEMENT AND LEGAL RESPONSIBILITIES

Introduction

Equipment is the term for those items that are not considered expendable but are utilized over a period of years, such as parallel bars, steel dumbbells, audiometer, hurdles, horizontal bars, goal posts, running treadmills, ergo meter bicycle etc.

Equipment is a source of motivation. The most attractive and motivational source for students is equipment. A good bat, a racquet, a coloured ball, a swing, or a jungle gym invites children to play from their inner self.

Equipments

Equipments for physical education means all those essential things, necessary articles, clothings, uniforms, sports goods and machines etc., which help in efficient working of physical education programme. Play grounds, track, gymnasium and swimming pools, etc., are also included in equipment for physical education.

Procurement of equipments

To ensure that required sports equipment materials and supplies are procured well in time before the commencement of academic session, training camps, competitions etc. the head of the department of physical education and faculty members must take necessary steps in this direction. The equipment can be procured from three different sources. They are:

1. Through direct or indirect Purchase from market

2. Through Directorate Youth Affairs and Sports and various Sports Association/club
3. Through donations or sponsorships

The last two sources are occasional and easy to follow. The articles or goods received this way are taken into custody after due inspection and entered in the stock register. The equipment procured from the state sports department or sports association may on loan basis for a limited period of time or may be on permanent basis. However, in case the equipment is procured through donation/sponsorships, efforts should be made to get their bills and vouchers-these may be needed to enjoy the warranty period/ placement of defective equipment or to put it for auction after being declared unserviceable and irreparable by the annual verification committee.

Utmost care is to be taken when equipment is to be procured from the open market directly or indirectly. There is an element of accountability and honesty involved in using the hard earned money of the institution and quality of equipment. As far as quantity is concerned at least 10-15% more than the projected requirement may be purchased in order to start the next session before making the annual purchase of equipment.

Personal management

It is an integral but distinctive part of management concerned with people at work and their relationships within the enterprise. It seeks to bring together into an effective organization the men and women who staff the enterprise enabling each to make his/her best contribution to its success, both as a member of a working group and as an individual. It seeks to provide relationships within an enterprise that are conducive both for effective work and human satisfaction.

Maintenance in personal management

Personnel management should be designed in such a way that it will have the capability to respond to the changes. Maintain a good relationship within the organization; meet the social and legal responsibilities. Management basically deals with all the persons working in the concerned organization who are responsible for the management. The main aim is to establish a better coordination between all the members from top level management to down below the subordinates to have better

cooperation, better focus to bring out innovative ideas, their objectives and understanding.

Objectives of personnel management

The objectives of personnel management in any working organization are, to bring development of individuals, maintain a safe and effective environmental condition, utilize the available resources, to ensure job satisfaction among workers. The following are the objectives to be focused in the personnel management.

1. Social.
2. Personnel.
3. Enterprise.
4. Union.

Social

Social objective is concerned about how the enterprise creates new employment opportunities, how the productivity of the enterprise can be maximized, bring satisfaction to the work force, avoidance of wastage of resources and promote a healthy relationship between the human and the social welfare.

Personnel

Personnel objectives specify the needs of the members by providing job security, maximizing the development of the members; provide proper working environmental conditions to workers.

Enterprise

Enterprise objective is to bring a balance between demand and supply of the personnel and maintain competent workers in the enterprise.

Union

Union objective deals with formulation of personnel policies in consultation with unions and self-discipline within the enterprise.

Characteristics of good personnel management

Characteristics of good personnel management are:

1. Stability i.e. to appoint or replace key personnel executives with minimal loss.
2. Flexibility i.e. capability to handle problems encountered within the enterprise.
3. Simplicity i.e. balancing the perfect line of relationship among the workers.

4. Objectivity i.e. features of having definite objectives for all the levels or units in the enterprise.

LEGAL RESPONSIBILITIES

Legal responsibility is a wide area. As far as legal responsibility is concerned, we can generally discuss it by categorizing three areas like supplier, importer and hirer of equipment. So the one who belongs to these should first of all supply safe work equipment, whether this is new, second-hand or hired out. They should make reasonable checks that the products they supply are safe, including - as is required in most cases - making sure the product is CE marked and supplied with relevant information, including the instructions for use. However, the importers from outside the EEA which is of ready-to-use new products subject to European product safety law which are not CE marked will have to take on the full responsibilities for product conformity, including CE marking, before they can place new products on the market. This will also apply to users who directly import new equipment from outside the EEA for use in their own workplace. Likewise, hirers have additional ongoing duties for the health and safety of the products they hire out in the course of their business, whether they are used at work or not. These include maintaining the equipment, providing information on how to use it and, in some cases, ensuring the product is thoroughly examined for safety before it is made available for use.

LEGAL AND ETHICAL RESPONSIBILITIES OF A COACH

Coaches at all levels experience the pleasures of watching young people develop sport skills and contribute to successful teams. However, coaches also have important legal and ethical obligations to their schools and their athletes. Many of these obligations or responsibilities are natural extensions of the mission and goals of the high school athletic program. Others are defined legally or are expectations of society for a “teacher” in a school activity.

Legal responsibilities are usually well-defined and are often points of emphasis in coaching certification programs. State athletic associations, departments of education and other governmental organizations determine the range of legal responsibilities for a coach. These responsibilities usually are formulated to maintain the safety and well-

being of the athletes and to maintain the educational focus of the athletic program. Mandatory child-abuse reporting is a legal responsibility of coaches in many states and is a good example of a coach's duty that is mandated by a governmental body.

Court rulings or other legal actions may determine other responsibilities. Providing warnings to athletes and parents of the risks associated with a sport is a responsibility that likely arose from court cases after a serious sport-related injury occurred during a practice or game. Failure to perform this duty may put a coach and athletic program at risk.

There are many lists of coaching responsibilities to be found. Some focus mainly on the legal issues and others focus more on ethical issues. The legal and ethical issues are not mutually exclusive, as many of the legal responsibilities are based upon societal ethics, doing what is morally right. Preventing discrimination and harassment of athletes is a legal duty of coaches, since these activities are illegal, but this duty is also an ethical expectation of society. Athletes in a coach's care are expected to be safe, both physically and emotionally.

Therefore, the following list of legal duties of a coach is very important representative of the many codes of conduct and behaviours recommended for coaches.

1. Conducting practices and games in a safe physical environment.
2. Use of current knowledge of proper skills and methods of instruction.
3. Use of safe and appropriate equipment.
4. Proper conduct of short and long-term planning.
5. Proper matching of athletes in practices and games by size, experience and ability.
6. Provision of adequate supervision of athletes.
7. Provide warnings to parents and athletes of risks inherent in sport participation.
8. Sensitivity to the health and well-being of athletes under a coach's care.
9. Provision of appropriate emergency care.

Further, some of the few additional responsibilities which are included in the Iowa Coaching Authorization course on coaching ethics are also highlighted below:

1. Prevent harassment and discrimination by coaching staff and athletes.
2. Report suspected child abuse to proper authorities.
3. Respect and protect the confidentiality of student's personal records.
4. Report breaches of ethical behaviour by colleagues.

Hence, it is apparent that although sport is important in the life of the athlete, learning to be a productive citizen with character and social values is even more important. It is a responsibility of every coach to teach and model good citizenship and sportsmanship. This should include respect for opposing teams and fans, coaches, parents and officials. Achieving the goal of educating the student-athlete about the relationship between the athletic program and the community is very reflective of producing not only successful athletic teams, but also caring and concerned citizens of good character. Another ethical responsibility which supports the educational value of sports participation is that all athletes involved in sport must be given the attention and time necessary to develop the skills of the sport and for life. The focus of a program cannot be on the select few elite players of a team. A program should not be so narrowly focused on winning that the educational values of the program are lost. Helping all athletes on teams to develop the "work ethic, commitment, and social and athletic skills" necessary for success in sport and life is perhaps the best test of the educational commitment of an interscholastic sports program.

So, to summarize the coach's ethical responsibilities, it is useful to list some of the important ethical responsibilities that guarantee the achievement of the educational mission of an interscholastic athletic program.

1. Create a healthy and safe emotional environment, free of fear, discrimination, abuse and harassment.
2. Teach them more important model to be a good citizenship and sportsmanship.
3. Respect the spirit of rules as well as the letter of the rule.
4. Be fair in the selection of players for teams and in the allocation of practice and playing time.
5. Respect the role of sport in the life of a child and the commitment the athlete has towards family, friends and other interests outside of sport.

CONCLUSION

Equipment is a source of motivation. The most attractive and motivational source for students is equipment. "Sport's ability to bring a community or school together cannot be overestimated. Our schools and communities would be much less vibrant without it." In order to maintain the importance of sport in the lives of the youth and of our communities, it is imperative that sport contributes to the educational mission of the school. If a coach adopts and practices the legal and ethical responsibilities described, interscholastic sport will grow and prosper and benefit to all who had participated.