



*A study of the reality of administrative skills for the directors of sports activity divisions in Dhi Qar Governorate from the point of view of physical education teachers*

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**ABSTRACT**

The research aimed to build a scale of administrative skills for the managers of the sports activity divisions and identify the level of administrative skills of the managers of the sports activity divisions in Dhi Qar Governorate from the point of view of physical education teachers, and the researcher used the descriptive approach in a survey method for its suitability to the nature of the study, and the research sample included (212) physical education teacher in Dhi Qar Governorate for the measure of the reality of administrative skills and the scale was built and applied to the sample and processing its data by using the statistical bag for social sciences (SPSS).

The research came out with a set of conclusions, including: The most important areas of special measurement of the reality of administrative skills (the field of knowledge, the field of human relations, the field of time management, the field of communication) for the managers of the sports activity divisions in Dhi Qar Governorate. In light of the construction procedures, (32) items were extracted distributed over (4) areas to measure the reality of administrative skills for managers of sports activity divisions.

**Keywords:**

management skills,  
activity department managers,  
physical education teachers

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## **1- Definition of research**

### **1.1 Introduction and importance of research**

The development and change of successive events witnessed in the middle of the twentieth century, which caused many changes in all aspects of social, economic, cultural, sports, political, agricultural and commercial life, left their mark on these aspects in different societies not only in our country, but in any country that depends mainly on administrative work, especially on countries that use all knowledge and science, in order to bring about development in all areas of life, including at the social, economic, sports and other levels. The basis of this progress is to rely on management and the application of its elements well and planned with careful planning, as management is the basis of work in all areas and represents the vibrant artery, as it entered into all the details of the work of institutions without exception and is a basis on which all scientific concepts of the institution's work are built and planning for what it aims at now and in the future.

Some countries have found that the sports field is the most accommodating field for these cases, which can be trained and rehabilitated through them to prevent these energies from becoming an obstacle to the development and growth of societies, so they created different types of sports for the disabled and developed into world championships leading to the establishment of their own Olympics.

Good administrative work and proper planning, administrative work needs administrative skills to maintain the high level and the highest, and it is not enough, but the workers of sports institutions need to possess high administrative skills used to serve the interest of those sports institutions as they represent one of the most important parts of the sports process in those institutions,

The Department of Sports Activity is one of the influential institutions in upgrading the level of sports and improving the reality of Iraqi sports, and pushing it, qualifying it and directing it towards serving the sports community by investing the energies of students, developing their abilities, and improving their performance in the interest of the institutions in which they work.

The importance of this study is highlighted to identify the most important skills that must be enjoyed by the managers of the sports activity divisions, serving the sports interest and keeping pace with development, and the need for them to possess these necessary and basic skills to work in these institutions and manage them.

### **1 - 2 research problem:**

The Department of Sports Activity is one of the most important sports institutions that are effectively affected by raising the level of performance of school teams, clubs and national teams in order to achieve pre-planned goals, and due to the lack of a tool to

measure administrative skills to the extent of the researcher's knowledge, so he resorted to building a measure of administrative skills for the managers of the sports activity divisions in the Department of Sports Activity in the General Directorate of Education of Dhi Qar Governorate, to reach in a scientific way and in line with the requirements of development and advancement in their work, Hence the researcher wonders:

- What is the degree of possession of the administrative skills enjoyed by the sports activity people in the sports activity department in the General Directorate of Education of Dhi Qar Governorate for this study

### 1.3 Research Objectives:

- 1- Building a measure of the reality of the administrative skills of the directors of the divisions of the sports activity department in Dhi Qar Governorate.
- 2- Identify the level of administrative skills that must be possessed by the managers of sports activity divisions in Dhi Qar Governorate.

### 1.4 Research areas:

1.4.1 Human field: Physical education teachers in Dhi Qar Governorate for the academic year 2024-2025.

1-4-2 Time Range: 15/3/2023-12/1/2024

1.4.3 Spatial Area: Department of Sports Activity in Dhi Qar Governorate.

## **- Research methodology and field procedures:**

### **2-1 Research Methodology:**

The researcher used the descriptive approach in the survey method because it is the most appropriate for the nature of the problem and the achievement of the research objectives

### **2.2 Research community and sample:**

The research community was identified with physical education teachers in Dhi Qar Governorate, which numbered (212) teachers, while the research sample was selected by a comprehensive inventory method, numbering (212) teachers representing the districts of Dhi Qar Governorate and its suburbs.

### **2.3 Research tools, devices and means:**

#### **2.3.1 Research tools:**

"The researcher needs different data to complete his research, and he must choose the appropriate tools for collecting data, whether secondary or primary, knowing

that there are many data collection tools that the researcher can choose what suits his research (Fayez Juma Al-Najjar et al., 2010, p. 75).

**First: Interview:**

**Second: Questionnaire:**

**2.3.2 Devices used in research:**

- ❖ Laptop type (HP).

**2.3.3 Methods used in research:**

- ❖ Arab and foreign sources and references.
- ❖ Virtual Library
- ❖ International Information Network (Internet).
- ❖ Auxiliary Working Group Appendix (2).

**2.4 Scale Building Procedures:**

The researcher formulated 48 items for the management skills scale distributed on four axes for each axis 10 paragraphs and as shown in Table (1)

Table (1)

Shows the axes of the questionnaire for the management skills scale

Num ber of para grap hs	Questionnaire Themes	M
8	<b>Human relations</b>	1
8	<b>Time management</b>	2
8	<b>Contact</b>	3
8	<b>Knowledge</b>	4

Then the researcher presented the scale to a group of experts and specialists\* and the number (13) experts for the purpose of expressing their opinion on the validity of the scale in measuring administrative skills and after informing the experts and specialists on the paragraphs of the two scales expressed their opinion about their validity and conformity with the sample members and their levels as all paragraphs were accepted statistically

**2.4.1 Scale Survey:**

The researcher conducted an exploratory experiment on 6/5/2023 on a sample of (10) teachers, and its purpose was to identify the difficulties and obstacles facing the

researcher while conducting the basic experiment, as well as to identify the time required to apply the scale, as the time taken for application ranged between (10-15) minutes.

#### **2.4.2 Basic experience:**

Due to the completion of the initial procedures, which confirmed the validity of the scale, as the experiment was conducted in government schools affiliated to the Directorate of Education of Dhi Qar, and the experiment lasted 6 days, after which the researcher collected the forms and unloaded the results in order to deal with them statistically.

#### **2.4.3 Correction of the scale:**

The scale is corrected by collecting the frequencies of the administrative skills of the managers of the sports activity divisions in the General Directorate of Education of Dhi Qar Governorate and the researcher used the five-scale scale to correct the scale

#### **2.4.4 Statistical analysis of scale items**

The aim of analyzing the paragraphs of the scale statistically is to improve the quality of the test by discovering the weakness of the paragraph and then work to reformulate or exclude it if it is not valid (Scannel.D, 1975, p 55), and defines paragraph analysis as "the study that depends on the logical analysis of statistical and experimental test units for the purpose of knowing their characteristics and deleting paragraphs or modifying or replacing or rearranging paragraphs, So that a consistent and honest test can be reached in terms of length and difficulty

(Muhammad Abd al-Salam Ahmed: 1980, p. 43)

There are many methods and the researcher has relied to analyze paragraphs on the method of extremist groups and internal consistency.

#### **2.4.5 Discriminatory power:**

The discriminatory power of the paragraph means the ability of the paragraph to distinguish between individuals who are distinguished in the characteristic measured by the scale and individuals who are weak in that characteristic (- Eble. P. 1. **Ibid.** p: 55) There is no doubt that the scale, which consists of good paragraphs be strong quality of the scale depends on the quality of the constituent parts, namely paragraphs and the ability to distinguish between the weak and outstanding is the most important indication describing the position of the paragraphs of the scale (Safaa Tariq Habib: , 1994. p. 11).

For the purpose of calculating the discrimination of paragraphs, the researcher followed the following steps:

- 1- The forms were corrected and the total score for each form was calculated.
- 2\_ The scores obtained by the sample members are arranged in descending order for each scale or questionnaire.
- 3\_ Taking (27%) of the forms that have higher grades, as well as taking (27%) of the forms that have the lowest grades. That the choice of the ratio (27%) upper and lower

is an acceptable ratio for comparison between two different groups of the total group <sup>(1)</sup>, and in light of that the number of forms obtained the highest scores of the scale and the number (27) and the minimum number (27), has followed this procedure on the basis that this ratio offers us two groups as maximum as possible of differentiation in size and distributed distribution close to the distribution moderate, Thus, you get the best estimate of the discriminating force, and calculate the discriminating power of the two scales (Independent Sample T-Test).

#### **2.4.6 Internal consistency coefficient**

The discriminatory power of the paragraphs does not determine the extent of homogeneity in measuring the phenomenon set to measure, this method shows us the extent of homogeneity of paragraphs as there may be paragraphs close but measure different dimensions, so uses the coefficient of internal consistency to achieve this purpose and many studies have justified the use of this method because it is characterized by many features are (on behalf of Nozha Samurai and Tariq Hamid Baldawi, 1987, p. 96).

- 1- It provides us with a homogeneous scale in its paragraphs.
- 2\_ The discriminatory power of the paragraph is similar to the discriminatory strength of the scale.
- 3\_ The ability to highlight the coherence between the paragraphs of the scale

The researcher used the correlation coefficient (Pearson) between the scores of the sample members on each paragraph and their scores on the scale as a whole by means of the statistical bag (SPSS) and all paragraphs were consistent

### **2.5 Scientific coefficients of the scale**

#### **2.5.1 Honesty:**

The concept of honesty is one of the most important basic concepts in the axis of tests and measurement, the sincerity of the test is defined as "the degree to which you measure the test or scale the thing to be measured (Abdul Jalil Al-Zobaie and others: 1980, p. 109) and honesty is an important concept in the axis of measurement and is evidence if the test measures the characteristic or phenomenon to be measured, and the researcher to verify the sincerity of the scale through: -

#### **First – the sincerity of the arbitrators:**

This honesty is calculated after presenting it to a number of specialists and experts in the axis on which the test is being conducted, if the experts acknowledge that this test

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measures the behavior that was developed to measure it, and thus the researcher can rely on the judgment of experts

(Khairuddin Ali Owais: **op. cit.**, p. 55)

This type of honesty was achieved when the researcher presented the two scales to a group of experts to approve its validity and estimate the extent to which each paragraph measures the components of each axis, and thus accepted the paragraphs that obtained the approval of the experts

### **Second: Honesty of construction:**

"Construction honesty is one of the most suitable types of honesty for building scales because it relies on empirical verification of the extent to which the scores of the paragraphs match the property or concept to be measured ("Bassem Nuzhat al-Samarrai and Tariq Hamid al-Baldawi: 1987, p. 96).

The researcher has verified the sincerity of the construction through the following indicators:

### **First: The method of extremist groups :**

It was achieved by differentiating the paragraphs of the two scales, it was verified when the discriminating power of the paragraphs was calculated by the method of the two extreme groups and using the T-test

### **Third: The sincerity of the internal test :**

The researcher relied on this method (because it is characterized by providing us with a homogeneous scale so that each paragraph measures the dimension measured by the scale as a whole, and it also has the ability to highlight the interdependence between the positions of the scale) and achieve for the researcher this type of honesty, by extracting the coefficient of internal consistency

### **2.5.2 Persistence:**

Stability is one of the basic elements in the preparation of tests and reliance on their results and means "the stability of the results when re-applying the test to individuals and maintaining the real variation of the test (Essam Al-Nimr, 2008, p. 77), "That is, the test or scale that is characterized by stability is the one that gives the same results if it is returned to the individuals themselves and in the same conditions (Muwaffaq Asaad: N, 2007, p. 22) There are several methods through which the stability coefficient can be extracted, and the researcher has chosen from them two methods:

### **First: Half-segmentation method:**

According to the simple correlation coefficient Pearson, which amounted to the scale (0.879), but this value represents the stability coefficient of half the test, so the value of the stability coefficient must be corrected in order to have the test as a whole, so the researcher used the Spearman Brown equation in order to correct the correlation

coefficient and thus became the stability of the scale (0.922) for the players and thus the scale can be adopted as a tool for research.

### **Second: the method of Alpha Cronbach**

The researcher used this method due to "being used in any kind of objective and essay questions (Saleh Arshad Al-Aqili and Samer Muhammad Al-Shayeb: 1988, p. 282) as he extracted stability in this way through the application of (Kornbach equation) on the members of the sample of (100) using the statistical bag ( spss ) as it was found that the value of the stability coefficient of the scale is equal to (0.956), which is a high stability indicator,

### **2.6 Statistical Methods:**

The researcher used the statistical bag (SPSS) version (26) and the Excel program.

### **3 – Presentation, analysis and discussion of research results:**

#### **3.1 Presentation, analysis and discussion of the results of the management skills scale:**

Table (2)

Shows the statistical indicators of the application sample in the management skills scale.

<b>Torsion coefficient</b>	<b>Standard error</b>	<b>Standard deviation</b>	<b>Hypothetical mean</b>	<b>Arithmetic mean</b>	<b>Sample Application</b>	<b>Scale</b>
<b>0,176</b>	<b>0,276</b>	<b>13,765</b>	<b>96</b>	<b>135.346</b>	<b>80</b>	

<b>Significance</b>	<b>Sig</b>	<b>T</b>	<b>Standard deviation</b>	<b>Arithmetic mean</b>	<b>Sample Application</b>	<b>Domain</b>
<b>Moral</b>	<b>0.000</b>	<b>22.783</b>	<b>5,930</b>	<b>33.221</b>	<b>80</b>	<b>Human relations</b>
<b>Moral</b>	<b>0.000</b>	<b>19.839</b>	<b>3.876</b>	<b>36.243</b>	<b>80</b>	<b>Time management</b>
<b>Moral</b>	<b>0.000</b>	<b>23.893</b>	<b>4.738</b>	<b>32.526</b>	<b>80</b>	<b>Contact</b>



<b>Moral</b>	<b>0.00 0</b>	<b>25.37 6</b>	<b>5.342</b>	<b>33.356</b>	<b>80</b>	<b>Knowledge</b>
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Through the results presented in tables (2) and (3) it became clear that the value of the arithmetic mean is higher than the value of the hypothetical mean, and the average levels of the axes achieved good results, and this is evidence of the good administrative skills of the sample, where administrative skills are distinguished or represented in the world of institutions and organizations ingenuity and dexterity that enable subordinates to perform the duties, tasks and administrative functions entrusted to them in a proper and good manner. As the good and skilled administrator is the one who has the behavioral traits and intellectual ability that make him able to influence other people and lead them to achieve organizational goals and perform business well and with excellent efficiency, in addition to that administrative skills are not something specific or fixed, but rather the opposite of all that are diverse and multiple, as the administrative skills that must be available to the director of the division may not be similar to the skills that must be available to the director of the department, Because of the intellectual renewal taking place in studies and research that researched administrative skills and the diversity of methods concerned in teaching administrative skills, as well as the development in the uses of computers, information technology, Internet services and other matters of development, and do not forget to mention that administrative skills are also renewed, which makes it necessary for subordinates and leaders in the private sector and the government sector to develop their administrative skills and improve their work by benefiting from multiple applications and accurate and scientific references specialized in administrative skills In particular, those who have a special relationship with the nature of their work within their institutions in order to seek to improve the reality of the administrative skills of the heads of institutions and managers in order to work to serve and improve production of all kinds for those institutions in which they work (Salah Abdul Qader Al-Nuaimi: 2013

, p. 118)

Sports institutions are "institutions established by the community to serve the sports sector from all aspects, so that they have an organizational structure consistent with the size of this institution and its objectives for the benefit of serving that society in line with its objectives (Mohamed Abdel Azim Mahmoud, 2006, p. 33).

Roaping Daft pointed out that "the sports institution is a social formation linked to the sports field as a profession and industry, whose objectives are determined by

the nature of the activities practiced by that institution, and the interactive relations between those activities and other institutions of society." (Roabing, Daft: 1992 p15

#### **4. Conclusions and recommendations**

##### **4.1 Conclusions**

The researcher reached the following most important conclusions:

1. The most important special areas to measure the reality of administrative skills (the field of knowledge, the field of intellectual, the field of human relations, the field of time management, the field of communication) were identified for the managers of the sports activity divisions in Dhi Qar Governorate.
2. It was reached to build a measure of the reality of administrative skills for the managers of the sports activity divisions in Dhi Qar Governorate from the point of view of physical education teachers.
3. In the light of the construction procedures, (32) items were extracted distributed over (4) areas to measure the reality of the administrative skills of the managers of the sports activity divisions.

##### **4.2 Recommendations**

According to the conclusions obtained, the most important recommendations were as follows:

1. Approving the special areas that have been reached as important axes for the administrative work of the directors of the sports activity divisions.
2. The need to work on measuring the administrative work of the managers of the sports activity divisions using the measure of administrative skills obtained from the results of the research to identify the strengths and weaknesses of workers.

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(2))

## Supplements

### Management Skills Scale

Strongly disagree	Disagree	neutral	I agree	Strongly agree	Paragraph	t
					Looks at the laws and regulations governing the work of the sports division in which he works.	1
					Has a clear vision of the work of the institution through his knowledge of the activities of the sports division	2
					Has the decisive decision in addressing outstanding issues in the work of the sports division.	3
					Intervenens in all the details of the work of the institution division.	4
					Have prior knowledge of the tasks and objectives of the Division.	5
					Merges with others to bring points of view closer.	6
					He has knowledge about the work of all joints of the institution	7

					Represents the staff of the Division and understands and defends their circumstances.	8
					A relationship prevails within the institution with high trust with the members	9
					The Director of the Division deals with the other directors of the divisions in a transparent and friendly manner.	10
					The manager works to instil a spirit of confidence in those who work with him	11
					He analyzes the behaviors of his employees and the treatment on the basis of this analysis	12
					Has self-control and emotional stability in difficult situations	13
					The fraternal relationship prevails within the work of sports activity	14
					Division managers take care of the needs of their affiliated institutions	15
					Takes into account the feelings of those working with them	16
					The Director, IAOD organizes his work on a daily basis	17
					He wastes his time holding continuous meetings	18
					Determines the time that each meeting takes	19
					Strives to reduce daily wasted time in accomplishing his tasks	20
					Be of the type that is committed to continuous presence at the headquarters of the sports division	21
					He devotes part of his time to field coexistence with other members and subordinates	22
					Division managers visit their institutions periodically.	23
					The Director of the Division follows up the implementation of duties and supervises the time of their completion	24
					Ensures good communication with employees and employees	25
					The directors of the divisions are characterized by being the type of people who are good at speaking tactfully	26
					He carries new and expressive ideas when he meets those above him	27
					He can deliver his ideas and orders in a clear and understandable way	28
					Managers adopt the means of meetings, seminars and conferences to communicate their ideas to the lower parties	29
					Managers are the type who are fluent in the art of listening well to the talk of subordinates	30
					The activity department uses modern means of communication in its correspondence	31
					The directors of the divisions are interested in communicating their ideas transparently	32

