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**| RESEARCH ARTICLE**

**The Level of Time Management in the Administrative Bodies of the Club Participating in Volleyball: An Analytical Study**

**Shehab Ghalib Shehab**

*College of Physical Education and Sports Sciences, Basrah University, Baghdad*

**Corresponding Author:** Shehab Ghalib Shehab, **E-mail:** [shehab.ghalib@uobasrah.edu.iq](mailto:shehab.ghalib@uobasrah.edu.iq)

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**| ABSTRACT**

Sports management has components and basics, the most important of which is time. One of the responsibilities of administrative work is to use the poles and the economy of effort in all facets of the work, and one of the unavoidable priorities has been time management. In the conventional sense, the significance of this research is examining the degree of time management exhibited by the club's administrative bodies that play volleyball. Among the most prominent of these problems is the weakness of time management, how to invest this energy, and scheduling administrative work according to a programmed curriculum. Among the goals of this study is to build and implement the time management form for the administrative bodies of clubs participating in volleyball and learn about the level of time management of the administrative bodies of the participating clubs in volleyball. The researchers used the descriptive approach in the surveying study method because it is closest to dealing with the research problem. The research community represents the first-class volleyball club players, which included (150) players. The sample was divided into two parts, which included the Building sample and the application sample. The construction sample number was (100) players, and the application sample number was (50) players. The findings exposed a serious flaw in the administrative structures of the volleyball league's participating teams. It is advised that the administrative staffs of the volleyball league's participating teams pay close attention to time management.

**| KEYWORDS**

Time management; administrative bodies.

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**1. Introduction**

There have been difficulties with many aspects of life and its foundations throughout the entire world. Due to the numerous challenges of life, the evolution of work practices, and the distinctive characteristics of the business, the wheel of time has undergone a great acceleration, and the years are passing quickly. In order to keep up with the world and his ongoing advancements and complete his work in the quickest and most precise manner possible, man has come into conflict with time. The human being has also evolved to be how time presses its best use and maximum potential.

The most crucial element of sports management is time, which has components and fundamentals. One of its responsibilities is to use the poles and the economy of effort in all facets of the work. Time management in a conventional manner has become a necessity that improves administrative accuracy, yields a profit, and builds the reputation of the supervisory authorities and the top official. The volleyball game has crucial pillars, just like other sports, including officials, coaches, players, referees, and the general public. The volleyball league's participating clubs and representatives should manage time precisely and adhere to the seized timing with regard to the beginning of hiring players and coaches, the timing of the formation of training units, the duration of public and private preparation, and the start of the league. With the administrative bodies of the club playing volleyball, the value of research and study became clear by examining the type and degree of time management.

## **2. Research problem:**

One of the tenets of work reform includes performance assessment, defect and error diagnosis, low level cause identification, and all specializations, including medical, engineering, sports, and administrative. The procedures for modification and error avoidance make up the other half of the solution when we start with the causes of declining performance. The inability to manage time effectively, how to allocate this energy, and the scheduling of administrative tasks using a programmed approach and categorization from the start of the season to the end is among the most obvious of these issues. Additionally, volleyball's Central Union and sub-federations have timing issues. Additionally, we observe that there is a gap between the league and the league after it, which is a sign that there is a problem with how time is managed properly and that the administrative bodies in this area are weak.

### **2.1 Research objectives:**

- 1- To Build and apply the time management form for the administrative bodies of the club participating in volleyball.
- 2- To learn about the level of time management of the administrative bodies of the club participating in volleyball.

### **2.2 Research fields:**

**Human field:** First-class players participating in the Iraqi league in volleyball.

**Time field:** 25/2/2022 - 3 /5/2022.

**The spatial domain:** Sports halls for first-class clubs participating in the volleyball league.

## **3. Methodology**

### **3.1 Research Approach and field procedures:**

The researchers used the descriptive curriculum in the surveying study method because it is the closest to dealing with the research problem. "Wiping a method or method of research methods dealing with a clear and specific problem with fixed goals that help discover certain relationships between various phenomena that the researcher cannot reach without surveying" (Marwan Abdel Majid: 2002)

### **3.2 Research Community and Sample:**

The research community consisted of 150 first-class volleyball club players. The sample was divided into two parts, which included the building sample and the application sample. The construction sample number was (100) players, and the application sample number was (50) players. "The choice of the sample is based on the goals prescribed for the research, as well as depends on a precise description of the research subject of the research and on the identification of the society from which the vocabulary of the sample selects" (Jaber Abdel Hamid and Ahmed Kazem: 1979)

### **3.3 field Research procedures:**

"It is a set of basic steps that can be followed when building the test or scale and how to link the scale units to measure the total sides of the skill, characteristic, adjective or ability" (Fayez Juma & others: 2010). In order to reach the research results, its goals must be achieved, which is building the questionnaire. To reveal the time management level in the target sample, the researchers followed the following steps.

### **3.4 The purpose of the questionnaire:**

One of the objectives of the study is to build a questionnaire for time management for the purpose of revealing the level of time management in the selected sample.

### **3.5 Preparing the preliminary formula of the questionnaire:**

The researchers based their work on the formulation of the pillars of the questionnaire based on the Laker style, which is one of the best common methods used in building standards. The researchers who looked into time management came up with a total of 43 paragraphs.

### **3.6 Validity of the paragraphs:**

The questionnaire was presented to a group of experts and specialists in the field of sports management, which included (14) experts, in order to identify the validity and appropriateness of the paragraphs to measure the characteristic for which it was placed. After the experts expressed their opinions, the researchers analyzed, relying on the Kai square law at a significant level (0.05). The results of the statistical analysis resulted in the exclusion of (8) paragraphs from the time management questionnaire for obtaining a level of significance greater than (0.05).

### **3.7 The initial application of the questionnaire on the building sample:**

The researchers applied the questionnaire to the building sample of (100) players On 4/15/2022.

**4. Statistical analysis:**

**4.1 The discriminatory force of the paragraphs:**

The researchers relied on the style of the upper and lower groups so that the grades were descended and relied on (27) a higher form and (27) a minimum form. The data were statistically processed. Where the discriminatory force of the paragraphs was calculated by the statistical bag (SPSS) and finding differences by the T (T) law, and the results appeared that there are (3) paragraphs that are not distinguished in the time management questionnaire. Where the error rate was greater than (0.05), which led to its exclusion from the questionnaire. "It is the best percentage by which we get the highest discrimination transactions" (Marwan Abdul Majeed: 1999)

Researchers used the simple correlation coefficient Person between each paragraph of the questionnaire. Upon processing the data, (6) paragraphs of the time management questionnaire were excluded for obtaining an error rate greater than (0.05). Thus, the number of vertebrae remains for the questionnaire (24) paragraphs.

**4.2 Scientific transactions for the questionnaire:**

**4.2.1 Stability:**

In order to obtain the stability of the questionnaire, the researchers used two methods.

1- The midterm retail: The researchers applied the questionnaire to the building sample of (100) players. After correcting the answers, the simple correlation coefficient was used, as it reached (0.768), and this value is considered half of the answer. Then the researchers applied Spearman Brown to obtain the full result, which was (0.823), and thus the questionnaire was fixed.

2- Alfa Konbach method: The researchers used this method to extract stability by applying the Fascu Nabakh equation using the statistical bag, as it was found that the stability coefficient reached (0.793) and this value is a high indicator indicating stability for the questionnaire. "The idea of this method depends on the extent of the connection of each paragraph with each other inside the scale, as well as the association of each paragraph with the scale as a whole, as the internal correlation transactions between the vertebrae with the number of paragraphs are the ones that determine the Alpha laboratories "(Amira Hanna: 2001)

**4.2.2 Honesty:**

1- The apparent honesty: It is done by presenting the paragraphs to experts in order to become clear that the contents of the questionnaire measure the feature to be measured.

2- Sincerity to build: This type of honesty is identified by conducting the internal consistency of the questionnaire. "The truth of the construction is one of the most appropriate types of honesty to build the standards because it depends on experimental verification of the extent to which the degrees of paragraphs match the property or concept to be measured" (Sarmad Ahmed: 2003).

3- Objectivity: It is the impartiality of emotion and avoiding the self-feelings of the expert. Since the questionnaire contains one key to correction, therefore the questionnaire is objective.

**4.2.3 Standard degrees:**

Researchers extracted the standard grades of the questionnaire by converting raw grades into standard degrees that can be dealt with. (Scott) defines the criteria as "tables used to explain the test scores, as these standards can be used to indicate the level of the laboratories" (Muhammad Hassan & Nasr al-Din: 2000).

**4.2.4 Standard levels:**

Standard levels the goal and purpose to be achieved and the ratio of any formula. The researchers have set five standard levels (very good - good - medium - acceptable - weak).

**Table (1): Modified and crude standard levels of time management**

level	Modified	Raw degree	No	percent
very good	68-80	102-120	11	%11
good	56-68	82-101	22	%22
medium	44-56	65-81	47	%47
accept	32-44	45-64	13	%13
weak	20-32	44-lees	7	%7

**4.2.5 The final application of the questionnaire:**

The researchers applied the questionnaire to the application sample of (50) players from volleyball and first-class.

**4.3 Statistical Means: Researchers used the statistical bag (SPSS).**

**4.3.1 View, analysis, and discussion of the results:**

**4.3.1.1 View and analysis of the results of the time management questionnaire:**

**Table (2): The mathematical medium and the standard deviation of the application sample shows for time management**

Questionnaire	mathematical medium	standard deviation	level
time management	74.5	16.3	medium

From Table (2), we can see that the calculation of the time for the management of time has reached (74.5), and the standard deviation has reached (16.3) for the application sample. The researchers believe that the reason for this is that good and correct time management helps in developing good management, which has the ability to manage time in the best way possible, and that this, in turn, is reflected in all aspects, components, and poles of administrative work, and therefore the administration is strengthened. They are aware of the hypotheses they believe in, as well as their capabilities and the features that stand out in their components, and they understand the goals and strategies that they have for the present and the future.

**5. Conclusions**

The study aimed to analyze the level of time management of the administrative bodies of the club participating in volleyball. Among the most prominent of these problems is the weakness of time management, how to invest this energy, and scheduling administrative work according to a programmed curriculum. The study found a serious flaw in the administrative structures of the volleyball league's participating teams. The findings of this study will be of great help to general sport management across the globe. It will make it easier for various sports administrators to manage time in the typical form, making administrative work more accurate and giving a positive return and a good reputation for the supervisory authorities and the supreme official. Some of the limitations of this study included inadequate funds to carry out the study using a bigger sample and also time constraints. The study recommends that the administrative staff of the volleyball league's participating teams should pay close attention to time management.

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