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A proposed conception of administrative processes in the Egyptian Swimming Federation

*** Prof. Dr. Adel Mohamed Abd El Moneim Mekky**

The rapid changes and developments in various directions are among the most important features of our world today, where change and development have become the prevailing norm and the dominant feature, and therefore working with them is the basis for progress and survival, so the various organizations and institutions must think and review the practical methods that they are accustomed to and which they have not fulfilled the requirements, and does not enable it to face the technical developments and the information revolution, and it has become necessary for it to develop its methods of work, to be able to provide distinguished services and advanced methods in order to achieve its objectives and ensure its survival.

Thus, the process of change and development in work methods stems from the need and desire of organizations and institutions to get rid of the old traditional administrative methods. (Ahmed Ghoneim: 76)

Accordingly, it is imperative for these various organizations and institutions to work seriously to reconsider their objectives and method of performance, and to use information technology and advanced software that would increase production, obtain service and its quality, and search for means that reduce cost and reduce wastage of resources and time. (Ali Al-Salami: 67)

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The most important characteristic of the reengineering method is that it starts from scratch and abandons the old work procedures, and finds a method of performance work that is completely different from the existing method. (Raymond: 141)

The reengineering method is characterized by its focus on work systems, or what is known as the main processes of different organizations and institutions, where the entire process is studied, starting from planning and ending with achieving goals to reach redesigning the way in which it is implemented. Different types of work, and knowledge of the operational and organizational barriers that hinder work and prolong the time needed to provide the service and finish work (Aliyah: 68)

This is evident in many areas affiliated with the Egyptian Swimming Federation that they suffer from a shortage of specialized officials, whether in numbers or qualified, as some officials in the Federation and the regions are not specialized in managing the affairs of the Federation and the regions. On the administrative dimensions represented in structuring the organization, the administrative style used, the prevailing administrative and organizational cultural policies and procedures, and the available technological capabilities, which in their entirety constitute the internal work environment, and then identifying the appropriate method for development and change processes to the extent that the Federation and the regions can determine their goals. Swimming needs to reconsider the formation of its administrative body and to draw plans and strategies that are more comprehensive than it.

The Sports Federation is the broad base and is fully responsible for the affairs of the game concerned, which falls on the responsibility of organizing its local, regional and international championships and competitions. It is responsible for planning and programming for all

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activities of this game and making statistics and studies in order to advance the heroic level and reach the teams to the highest possible level in performance and skill in preparation for competition The International Federation, which considers the Olympic courses to be safe, and the federations are also specialized in preparing technical cadres for the game, including referees, coaches, leaders and administrators (Kamal Moussa: 402)

The Sports Federation is a sports body with an independent legal personality with an organizational structure. The administrative body of the Federation consists of the General Assembly and includes clubs and youth centers participating in the game's activity, the Federation's board of directors, the Executive Office and various specialized committees that technically cooperate with the Board of Directors (Ali Al-Baz: 61)

Sports federations are affected, like any other organization, by the systems in them, in terms of the extent of their freedom to manage in a manner that suits them (Kamal: 96).

The researcher believes that swimming is one of the most popular sports and Olympics

Search objective

- Getting to know the current reality of the administrative dimensions of the Egyptian Swimming Federation.

The relationship between the administrative dimensions of reengineering and the functional characteristics.

The administrative dimensions of reengineering affecting the efficiency of the job performance of the employees of the Egyptian Swimming Federation.

- The proposed model for the re-engineering of administrative processes in the Egyptian Swimming Federation.

Search questions:

- What is the current reality of the administrative dimensions of the Egyptian Swimming Federation?

- What is the relationship between the administrative dimensions of reengineering and functional characteristics?

What are the administrative dimensions of reengineering affecting the efficiency of the job performance of the employees of the Egyptian Swimming Federation?

What is the proposed model for reengineering the administrative processes in the Egyptian Swimming Federation?

Research Methodology:

The researcher used the descriptive approach, studying the descriptive approach - the survey study with its steps and procedures due to its relevance to the nature of the study and the achievement of its objectives.

research community :

The research community is represented in each of those who work in the Egyptian Swimming Federation and its affiliated areas, members of the Board of Directors of the Federation and its affiliated areas, and officials in the National Sports Council

The research sample :

The research sample amounted to 50 workers and they were chosen in a deliberate way from among the workers in the union and its affiliated regions, members of the board of directors of the union and regions and officials in the National Council during the period of the board of directors for the union and its branches 2004/2008, unlike the exploratory sample numbering 12 individuals as in the following table:

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Data collection tools

1- Analysis of documents and records

Where the researcher referred to the legal data sources, which represent the information and data necessary to form an integrated scientific background on the subject of the study. This was done through a survey of scientific production on topics related to the subject of the study through books, references, articles, periodicals, studies, publications and official documents for the records of the participation of players, coaches and administrators during the Council session The administration 2004/2008, which benefited from it in arriving at the main axes of the questionnaire and proposing phrases for each axis.

2- The personal interview:

The researcher designed 2 questionnaires as follows:

- An expert opinion survey form on the axes of the attached questionnaire (2)

Through practical procedures as follows

A - Determining the axes of the questionnaire. The researcher reviewed the practical references specialized in management science and related studies () and through that the researcher reached a number (11) attached to the axis (2).

B - Presenting the axes to the experts: The axes reached by the researcher (attachment 2) were presented to (12) experts in the field of sports management, public administration and experts (attachment 1), and their choice was taken into account that they should have a doctorate degree and experience 10 years on The least, in the period from 10/5/2007 to 15/5/2007, in order to express an opinion on the adequacy of the hypothetical axes and their suitability for the goal.

- ❖ **Aswan Journal of Physical Education and Sport Sciences"**
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 - ❖ **Volume (1), Issue (1)**
-

The proposed axes obtained a percentage that ranged between (40% to 100%), and the researcher agreed to accept 70% or more, so the following axes were surveyed:

The axis of the distribution of competencies to the axis of the organizational structure, as well as the following axes (the axis of quality measurement - delegation)

Thus, the main main axes (8) were reached, namely:

- 1- Organizational Structure
- 2- Management style
- 3- Procedures and Policies
- 4- Organizational Behavior
- 5- The prevailing organizational culture
- 6- Use of technology
- 7- Security and safety procedures
- 8- Efficiency of the Union Annex (3)

A: Formulating questionnaire statements

The researcher formulated the questionnaire phrases using the axes extracted from the opinions of experts, which measure those axes. In drafting the phrases, the researcher took into account the following that the phrase does not suggest a type of response, does the phrase not include more than one meaning, stay away from difficult-to-understand vocabulary and thus the questionnaire was placed in its initial form (attachment 4).

It contains 69 phrases on a number of (8) experts in the field of sports management, and public administration, annex (1), in the period from 5/6/2007 to 15/6/2007 AD. The researcher behind this procedure targeted the following:

- 1- Expressing an opinion on the statements in terms of their representation of the axis that fall under the extent of the soundness of the formulation of the statements and their relevance to the nature of the research and the adequacy of the statements of each axis and the questionnaire as a whole

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2- The researcher used the expressions that obtained an approval rate of 70% or more from the group of expert opinions.

Internal consistency validity

To find the validity of the questionnaire, the researcher relied on the investigation of the internal consistency of the questionnaire statements, by applying the questionnaire in its final form, which included 57 statements on the number 12 from outside the original study sample in the period. The correlation between the degree of each of the questionnaire phrases and the total score of the axis to which it belongs. The following are the results that resulted from calculating the internal consistency of the questionnaire.

Calculation of stability using the test re test method:

The researcher found stability by means of a questionnaire and redistributed it to a sample of 8 individuals from outside the original sample. It was taken into account that the time period between the application was 15 days, then the second application in the period , and the correlation coefficient between the two applications was calculated To indicate the reliability of the questionnaire,

After conducting the initial scientific transactions, and verifying the validity and stability of the phrases, the questionnaire was settled in its final form, annex (5), which contained 57 phrases. The questionnaire statements were corrected so that the answer (no) was given one point, and the data were collected, organized, tabulated and statistically processed.

Results:

In the last place came phrase No. 4, where the relative importance of it reached 89.3% and an arithmetic average of 2.68 with a standard deviation of 0.47. The phrase refers to (the directors of the union and branches are committed to developing and training the directors of the union and branches are devoted to their work, and thus they do not have enough time to organize and conduct administrative development courses for employees and administrators, and this is consistent with With the study of Ahmed Abu Al-Yazid (9) where he indicated that managers are not free to attend administrative development courses, which causes administrative obstacles in the bodies in which they work.

Presentation and discussion of the results:

The arithmetic mean and standard deviation of the axis phrases came in phrase No. 3, which is the specific job tasks for each member that came in the first order, after the problems that the union received by dissolving the board of directors more than once, where they set the specific job tasks for each member in order to fit with the philosophy of the Union

Amr Muhammad Ibrahim, an evaluation study of the Egyptian Swimming Federation, and the study of Ezz El-Din Radi, where he made it clear that the functional tasks of each member must be determined individually.

In the last arrangement came the phrase No. 4, which is the separation of the union from its subsidiaries, which is large and hinders work, and this result is logical, since all the activities of the union stem from the members of the union's board of directors. On the head office of the union, and this result is in agreement with Sherine Jalal (3), who clarified that there are clear differences between the head office and the branches of the union

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As for the second axis, management style:

The statement No. 3 came, which is the directors of the union and the regions, who have experience in the field of swimming, which helps the development of the union, and this result is considered logical, as the Law of Special Bodies of the National Sports Council stipulates that the union directors and branch managers are old swimmers or have played the game for large periods (the bodies law is established)

And in the last place came phrase No. 4, which states (the directors of the union and branches are obligated to develop and train employees), as the actual reality requires that the directors of the union and the regions devote themselves to their work, and that they do not have enough time to organize and conduct administrative development courses for employees and administrators, and this result is consistent with the study of Ahmed Abu Al-Yazid, where He pointed out that the lack of time for managers to attend administrative development courses causes administrative obstacles in the branches of the union.

As for the third axis, it is procedures and policies

The phrase No. 8 came in the first order, which is (administrative processes are carried out in a way that is far from complications, and this result is considered appropriate, as the better the performance of the work. The previous one, which indicates that modern administrative methods must be followed for the models used in the work procedures of the union, the study of Amr Mohamed Ibrahim and the study of Sherine Galal.

As for the fourth axis (the organizational behavior)

The phrase No. 5 came in the first place, with a relative importance of 96% and an arithmetic average of 2.88, where the ratio of the phrase to the employees has the desire to learn in their specialties. This result is clear and consistent with the scientific theories that agree on learning by attempt (Muhammad Hassan Allawi 351 Mathematical Psychology)

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 - ❖ Volume (1), Issue (1)
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The phrase No. 1 came in the last order, where the relative importance reached 36% and an arithmetic average of 1.08. It refers to the conflict between the union and the branches that hinders the achievement of the goals. This result is an oasis and is in line with the current reality in a large transfer of branch managers to investigate the existence of a gap between the union and its subsidiaries, which is represented in the lack of The Federation's approval of the certificates and courses held by the Federation's branches in Cairo and Alexandria in particular, due to differences between them (decision)

The fifth axis: is the prevailing organizational culture

The phrase No. 11 came in the first place, where the relative importance reached 98% and an arithmetic average of 2.94. The phrase refers to the employees of the Union and the branches directed towards the distinguished performance and avoiding complexity) and this result is an attempt by the employees of the Union and the branches Joe?? Achieving quality in performance not to delay papers and administrative documents and to reach distinguished performance

As for the phrase No. 2 in the last ranking, where it reached an importance of 36% and an arithmetic average of 1.08. The phrase refers to the work environment of the union and its branches is characterized by conflict and tension, and this result is clear as there is a permanent conflict when the union and its affiliated branches, due to the lack of administrative policies for it, the lack of specifying the competencies between the union and the branches This result agrees with

The sixth axis is the use of technological means of the union

Where phrase No. 3 came in the first order, where the importance of the percentage reached 96% and an arithmetic average of 2.18%. The phrase refers to the use of modern modern technological means in administrative processes, including the work of the Union's websites on the Internet and the work of entering all the data of the Union and this result is consistent with both of

Seventh Axis: Security and safety measures

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The phrase No. 2 came in first place, with a relative importance of 98.7% and an arithmetic average of 2.96. The phrase refers to (the Union incites to protect membership cards from fraud as a result of the nature of the use of modern technology in issuing cards for players, as it is difficult to forge them and modify their data

This phrase confirms the Federation's offer to provide the necessary procedures for the security and safety process within the Federation's competitions.

The eighth axis is the efficiency of the performance of the union Statement No. 2 came in the first order with a relative importance of 97% and an arithmetic average of 2.98% and indicates that the low performance of the workers is not accepted, as the administrative policy of the union rejects any low performance of the employees and workers of the union and its subsidiaries, and this result is consistent with the study of both

Expression No. 7 came in the last order, where the relative importance reached 38%, an arithmetic average of 1.14. It indicates that individuals deal with the union, you need to understand the administrative laws of the union. Dealing with the union needs a great time. Individuals can understand the administrative policy of the union, and dealing through paper documents needs a great time, unlike Using modern technology

Through the presentation and discussion of the results, the first objective is to identify the current reality of the administrative dimensions of the Egyptian Swimming Federation, and it was found that some axes follow the scientific method of restructuring the administrative dimensions of the Egyptian Swimming Federation. There are also statements of the axes whose relative importance is weak, hampered by exclusion. Therefore, those interested and specialists in the National Sports Council should To make a thorough study of the reengineering of the dimensions from the administrative

point of view, to bring the union to the best performance of the reengineering of the administrative dimensions.

Presentation and discussion of the second objective:

To identify a relationship between the attitudes of the employees of the Egyptian Federation and their functional characteristics

Through the presentation of Table No. 0) regarding the relationship between the administrative dimensions of reengineering and the functional characteristics of the trends of workers in the Egyptian Swimming Federation, it is clear that there is a significant correlation between the first axis is the organizational structure and each of the axes of management style and organizational behavior and the use of technological means for the Federation and security and safety procedures, while it was not significant Between procedures, policies, the prevailing organizational culture and the efficiency of the performance of the union

As for the second axis, the style of management, and there was a statistically significant correlation between the sixth axis and the use of modern technological means, and the seventh axis, security and safety measures d

As for the third axis, which is procedures and policies, there was a statistically significant correlation between the fifth axis, the prevailing organizational culture, the seventh axis, security and safety factors, and the eighth axis was the efficiency of the performance of the union.

As for the fourth axis, the organizational behavior, there was a statistically significant correlation between the axis, the use of modern technological means, and the eighth axis, the efficiency of the performance of the union.

As for the fifth axis, the prevailing organizational culture, there was a statistically significant correlation between it and the sixth axis, the use of modern technology means, and the seventh axis, security and safety factors.

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As for the sixth axis, the use of modern technological means, there is a significant correlation between them and the axis of security and safety measures

Through the previous presentation, it becomes clear to the researcher that the two correlations are clear between the administrative dimensions of reengineering and the functional characteristics of the employees of the Egyptian Swimming Federation.

The ability of the union's employees to take responsibility and complete the work at specific times and evaluate the results of these works

Estimated the amount of work done that the employee can accomplish under normal conditions and the speed of this achievement

The extent of what the workers realize about the work and technical skills he does in the organization and trying not to fall.

This fulfills the second question: What is the relationship between the administrative dimensions and the functional **characteristics of the employees of the Egyptian Swimming Federation?**

Presentation and discussion of the third objective to identify the administrative dimensions of reengineering and affecting the efficiency of the job performance of employees of the Egyptian Swimming Federation

It is clear from Table (9) regarding the relative importance and training of the dimensions of the reengineering of administrative processes affecting the efficiency of job performance for employees of the Egyptian Swimming Federation.

The seventh axis: security and safety procedures came in the first rank with a relative importance of 96%, and the first axis came in the last rank (organizational structure) with a relative importance of 55.77%, which indicates that security and safety procedures are among the most important dimensions that must be available in the various activities of the union The senior management must also use modern

administrative methods in the means of security and safety, as well as the speed of implementation of these methods so that the Egyptian Swimming Federation can provide distinguished services that indicate the efficiency of the job performance of its employees.

This result is consistent with () where they pointed out that security and safety procedures are among the most important factors affecting the reengineering of the administrative dimensions to reach the optimal performance that all institutions seek.

Or as for the first axis, which is the organizational structure, so it was ranked last, and this indicates that the efficiency of the performance of the union in the organizational structure is weak as a result of the multiplicity of administrative levels that impede the effectiveness of performance and the lack of clarity of the functional tasks of each member of the workers in the organizational structure of the union, which affects the speed of decision-making

This result agrees with both () that the administrative policy of the federation is not clear and there is a great conflict between the federation and its various branches, and this must be the third question: what are the administrative dimensions of reengineering affecting the efficiency of the job performance of the employees of the Egyptian Swimming Federation.

The goal of the proposed model:

The proposed model aims to re-engineer the administrative dimensions of the Egyptian Swimming Federation through the following:

Explaining the importance of applying the concept of reengineering the administrative dimensions

The internal and external beneficiaries feel satisfied with the services provided by the Egyptian Swimming Federation

- Finding effective and direct channels and means of communication between the different departments within the Egyptian Swimming Federation and its branches and between the beneficiaries so that individuals can easily obtain the information and facts they need.

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Achieving the best services in all aspects of the Egyptian Federation and its branches, and working to continuously evaluate and improve performance and results

Mechanisms of applying the model:

There are no stages that must be implemented to achieve these administrative dimensions in the Egyptian Swimming Federation

Preparation stage: At this stage, the administration of the union decides and wants to achieve the management of the administrative dimensions, starting with the union's senior management and by conducting specialized training programs on the concept of the system, its importance, its requirements and the principles on which it is based, and creating the appropriate atmosphere to accept the ideas of development and renewal to reengineer the administrative dimensions and achievement At this stage, the following steps must be followed:

Discussing the results of the fourth goal:

Designing a proposed model for the management of administrative deportations in the Egyptian Swimming Federation

In this part, the fourth question will be answered by presenting, interpreting and discussing the results of the previous goals. A model will be made in light of the basic concepts and principles of restructuring the administrative dimensions of the Egyptian Swimming Federation.

This form consists of:

- model concept
- model philosophy
- model target
- Model application mechanisms

Model concept

The reengineering of the administrative dimensions in the Egyptian Swimming Federation is multi-level, so it is managed through different departments such as the financial department, the membership

affairs department, the personnel affairs department, the players' management, the facilities management, etc. This is the reengineering of the administrative dimensions achieved through perseverance and seriousness at work and the understanding of the workers in their job performance in terms of the amount of work that they can do. The employee's achievement and the quality of work, and on this it is noted that the performance does not depend on the amount of effort expended, but depends on the skills, capabilities, the amount of work done and the workers who make a large amount of effort, but their management is little, their performance is ineffective, so it requires workers to provide a model for the restructuring of the administrative dimensions in the Egyptian Tourism Federation and follow Modern administrative methods in management

Studying the extent of the need for the stages of reengineering the administrative dimensions

Training of employees and executives

Determining the union's policy for the restructuring of the administrative dimensions

Providing the necessary resources to implement the administrative dimensions reengineering programs

Transferring the culture of reengineering the administrative dimensions from senior management to subordinates or employees

2- The planning stage. At this stage, future and detailed plans are developed for the implementation and identification of the structure and resources needed to implement this system. This is done through the following steps:

- Selection of members of implementing programs for the reengineering of administrative department

- Selection of the administrative dimensions engineering coordinator

Training the members of the board of directors and branch managers to achieve the programs of reengineering the administrative dimensions

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Training phase: In this phase, all workers related to the reengineering of administrative dimensions are trained and on how to apply established time programs and develop their capabilities to develop the necessary suggestions to solve the problems facing these programs and provide them with modern references and modern technological means and try to implement security and safety procedures

Implementation stage: After carrying out the previous stages, the implementation stage comes, which is the important stage for translating the above into practical reality, as it is the responsibility of the administration to implement all the foregoing plans and programs in light of the available human and material capabilities in order to ensure the achievement of the re-engineering of the administrative dimensions of the Egyptian Swimming Federation

Follow-up and evaluation stage: This stage aims to ensure the response of the plans and programs developed to achieve the management of the administrative dimensions and support efforts for continuous development through continuous evaluation and follow-up methods before, during and after those programs that aim to achieve the reengineering of the administrative dimensions submitted by the Egyptian Swimming Federation and its branches And work to provide the opportunity to provide the best services and attend training programs aimed at developing technical and administrative capabilities and skills to raise the efficiency of job performance for employees of the Egyptian Swimming Federation and its branches. Beneficiaries of the services provided to the Egyptian Swimming Federation

Thus, the researcher has answered the fourth question: What is the proposed model for the restructuring of the administrative dimensions of the Egyptian Swimming Federation?

model philosophy:

- during It builds the management of the Egyptian Swimming Federation for modern administrative methods, including the reengineering method for the administrative dimensions, functional characteristics and the efficiency of the employees of the Egyptian Swimming Federation, and the application of this method through the employees of the management of the Egyptian Federation and its branches

All employees must agree to the change, regardless of their positions in the administrations of the union and its branches, defining the role of each branch and what is required to be accomplished, as well as avoiding the resistance of some employees to change from the stage of transformation to the type of modern management methods

- The participation of employees and senior management in teamwork is the responsibility of everyone within the Egyptian Swimming Federation and its branches, and they must all participate in making the decision and gaining the satisfaction of the beneficiaries of the Egyptian Swimming Federation, taking into account the importance of learning and training on the concepts of engineering and working to achieve them

Respecting everyone. Every individual within the union tries to use the best methods of innovation and identification. This requires the senior management to bear the responsibility of providing training for all individuals and helping them to use modern technologies to perform their work in an iron manner, removing fear and creating the appropriate environment.

- The internal work environment must be developed in the Egyptian Swimming Federation that achieves the satisfaction of employees, senior management, players, coaches, referees and beneficiaries