Day/time: Tuesday 4:30 pm – 7:10 pm
Location: FX-KH 242
Instructor: Donna King
Email Address: dking5@gmu.edu
Office Location: N/A
Phone Number: 703-946-4154
Office Hours: Anytime, appointment made in advance.

PREREQUISITES: None

COURSE DESCRIPTION:

This course explores the principles and techniques of planning and operating sport and recreation facilities. Emphasis is on facility operational concepts, administration, risk management, and event management. A variety of sport facility operations will be examined including athletic field complexes, indoor stadiums and recreational facilities.

COURSE OBJECTIVES:

Upon satisfactory completion of the course, the student will be able to demonstrate an understanding of athletic and recreation facility management concepts such as:

1) Understand the use of needs assessments, feasibility studies, focus groups and surveys in facility planning and operations.

2) Understand how risk management is part of the ongoing process of planning and operation of sport and recreation facilities.

3) Understand the operational structure and management concepts associated within the operation of sport and recreation facilities.

4) Utilize the case analysis process to compare the management and operations of different sport and recreation facilities.

5) Function as a productive member of a management team and identify the factors involved in successful team management.
COURSE OVERVIEW

The course relies heavily on participative and experiential learning. Blackboard will be used to enhance the learning objectives and reinforce material presented during class. The requirements reflect the demands of the course. Students will be expected to respect the following policies.

1) Attend all classes for the entire class session.
2) Attend all team meetings for the entire meeting.
3) Prepare required readings and other assignments when due.
4) No cell phones (which includes no text messaging.)
5) Lap tops can be used for note taking only. If abuse is observed, a “no laptop policy will go into effect.
6) Participate in group/class activities. Participation is expected and is an essential part of class.
7) Plagiarism, cheating or any other form of academic dishonesty will be referred to the Honor Code committee of George Mason University.
8) No hats.
9) No grades or discussion of grades, test/exams or test appeals will be carried out over email due to its impersonal nature and security issues. Students can discuss their grades with the instructor over the phone or in person.
10) If a student misses a class or a meeting, it is the student’s responsibility to find out what happened during that class or meeting and obtain the notes and assignments from another student in the class.
11) If you have a diagnosed and documented disability which may cause you to have difficulties with any portion of the policies and requirement of the course, please contact me as soon as possible so that arrangements for suitable alternative or accommodations can be made and coordinate with the Office of Disability Support Services.
12) No tape recording of lectures/classes is allowed unless there are extraordinary circumstances of which you have made the instructor aware.
13) There will be no make-up exams/assignments given without a valid university excuse that the instructor is notified 24 hours in advance. The excuse must be written and documented. The student must leave a home number or e-mail address to be contacted so a makeup can be scheduled.

OPTIONAL READING

EVALUATION

This course will be evaluated on a point system according to the current GMU undergraduate grading scale.

Class Participation/Assignments = 30 points (30%)  
Mid-Term Exam/Final = 30 points (30%)  
Presentation = 30 points (30%)  
Article summary/discussion = 10 points (10%)  

TOTAL = 100 points

CLASS SCHEDULE – SPMT 405 – Fall 2009  
(subject to change as necessary)

September 1  
Administrative overview and course requirements, Team Management
September 8  
Chapters 1 & 2: Planning and Assessment
September 15  
Chapters 3 & 4: Financing and Budget
September 22  
Chapters 5 & 6: Organization and HR
September 29  
Chapters 7 & 8: Risk Management
October 6  
Mid-Term Exam
October 13  
Holiday No class
October 20  
Chapters 9 & 10: Risk & Crowd Management
October 27  
Chapters 11 & 12: Alcohol Management, Emergency Plans
November 3  
Chapters 13 & 14: Concession & Box Office Management
November 10  
Equipment, Sports Turf,
November 17  
Marketing
November 24  
Presentations – Indoor facilities, golf courses
December 1  
Presentations – Outdoor facilities, colleges,
December 8  
Presentations – High schools, professional
December 15  
Final Exam