

# RECREATION FACILITY MANAGEMENT

# ANNOUNCEMENTS

- Today we will be forming project teams
- Get with people who share your interests and passions
- Publishing Weebly sites
- Set up websites in proper order

1. Executive Summary
2. Research
3. Program Plan
4. Schematics/Renderings
5. LEED Certification
6. Operating Budget
7. Risk Management
8. Human Resources
9. Marketing Products

LIST VARIOUS TYPES OF  
RECREATION FACILITIES

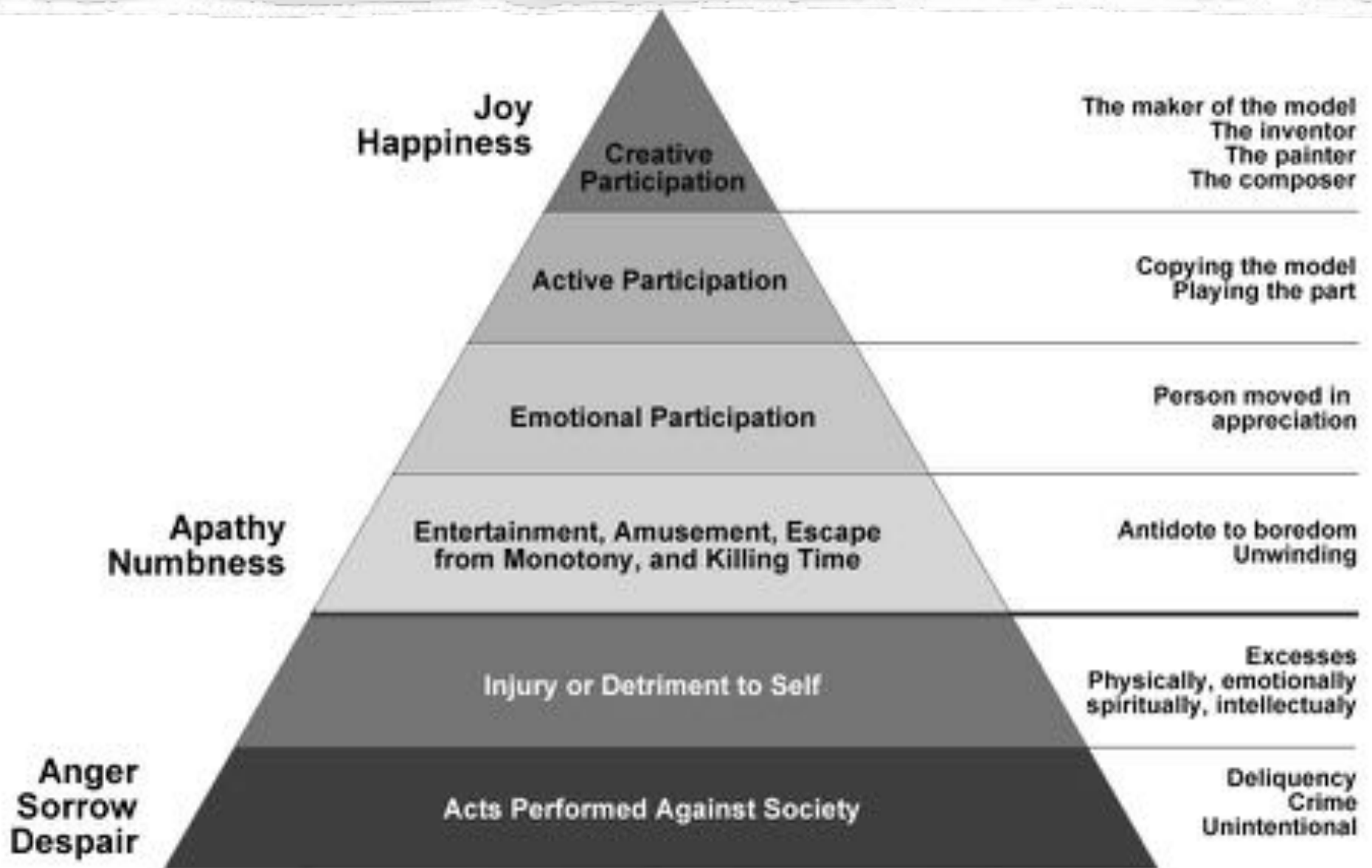




WHERE PEOPLE GO TO DIE



WHERE PEOPLE GO TO LIVE!



**Joy  
Happiness**

**Creative  
Participation**

The maker of the model  
The inventor  
The painter  
The composer

**Active Participation**

Copying the model  
Playing the part

**Emotional Participation**

Person moved in  
appreciation

**Apathy  
Numbness**

**Entertainment, Amusement, Escape  
from Monotony, and Killing Time**

Antidote to boredom  
Unwinding

**Injury or Detriment to Self**

Excesses  
Physically, emotionally  
spiritually, intellectually

**Anger  
Sorrow  
Despair**

**Acts Performed Against Society**

Delinquency  
Crime  
Unintentional



# MANAGEMENT VS. ADMINISTRATION

Management	Administration
Management is often confused with concepts of administration and operation.	Administrative person or system represents the upper-level personnel in charge of producing a product
Goal-oriented system where leadership places emphasis on the people in the process of achieving organizational goals or those people who participate in the core product.	The four administrative functions are planning, organizing, directing, and controlling
Management is influencing resources to obtain a goal	I would add evaluation

# OVERVIEW OF THE COURSE

## **Foundations of Rec. Facility Management**

- Understanding Facility Management
- Managing Rec. Facilities
- Learning Basics of Rec. Facilities

## **Design and Development of Recreation Facilities**

- Assessment
- Planning
- Designing and Reading Blueprints
- Funding
- Constructing

## **Resources for Recreation Facility Management**

- Equipment
- Finances
- Employees

## **Utilization of Recreation Facilities**

- Circulation, Safety, Control and Security
- Coordination and Scheduling
- Maintenance
- Emergencies and Risk Management

# ADMINISTRATION

# ADMINISTRATIVE FUNCTIONS: PLANNING

- Planning - anticipating through thought all facets that should take an organization to an expected level of success
- A plan is a predetermined and theoretical way to accomplish set goals and objectives
- Planning can be short term (1 to 3 years) or long term (3 years and beyond).
- What should you plan for in recreation facility management?

# ADMINISTRATIVE FUNCTIONS: ORGANIZING

- Assigning specific responsibilities to employees and allocating resources
- Designing areas and time assignments that relate to the product
- Scheduling is efficiently allocating human and physical resources
- Developing policies and procedures and creating facility signage that designates areas and provides information
- Organizational charts
- Why is organizing important?

# Sample Organizational Chart



# ADMINISTRATIVE FUNCTIONS: DIRECTING

- Guiding people or groups
- Staffing includes recruiting, hiring, and training employees
- Directing involves leading, training, delegating, communicating, coordinating and motivating

# DELIVERY OPERATIONS

- Presenting the product to the user
- Create interest leading to product participation or purchase, which results in a user experience that affects the success of the product





# DELIVERY OPERATIONS (CONTINUED)

- Delivery operations have four functions:
  1. Production
  2. Support
  3. Auxiliaries
  4. Maintenance

<b>Production</b>	How the product is delivered. Allocating the human and physical resources and other elements critical to the delivery of the product
<b>Support</b>	Internal: Clerical, Payroll and benefit management, Communications, Bookkeeping, Supply purchasing and distribution, Mail External: contract work, legal, medical, accounting, consultant, snow removal, etc.
<b>Auxiliaries</b>	Spaces in a facility that generate revenue through the provision of additional products or services. Ancillary spaces support core product and extensions, but don't generate revenue.
<b>Maintenance</b>	Maintenance is keeping facilities and equipment in proper and safe condition. Does it affect core product?

MANAGEMENT

# MANAGING RESOURCES

- Administrative functions and delivery operations rely heavily on resources.
- The most obvious management resources in the recreation environment are
  - Employees
  - Money
  - Equipment
  - Facilities

# MANAGING RESOURCES: PEOPLE

- A critical function of management is the capacity to influence employees to fulfill their obligations in the production or delivery of a product.
- This process is called staffing, and it includes the recruitment, hiring, and training of appropriate people to facilitate the requirements of a successful product.
- I.E. Peoria Civic Center



# MANAGING RESOURCES: MONEY



- As either a source of income or an expenditure, money is a critical component of any management system.
- The management of money, which is referred to as budgeting, must be planned in advance.
- Revenue should match or exceed expenses!

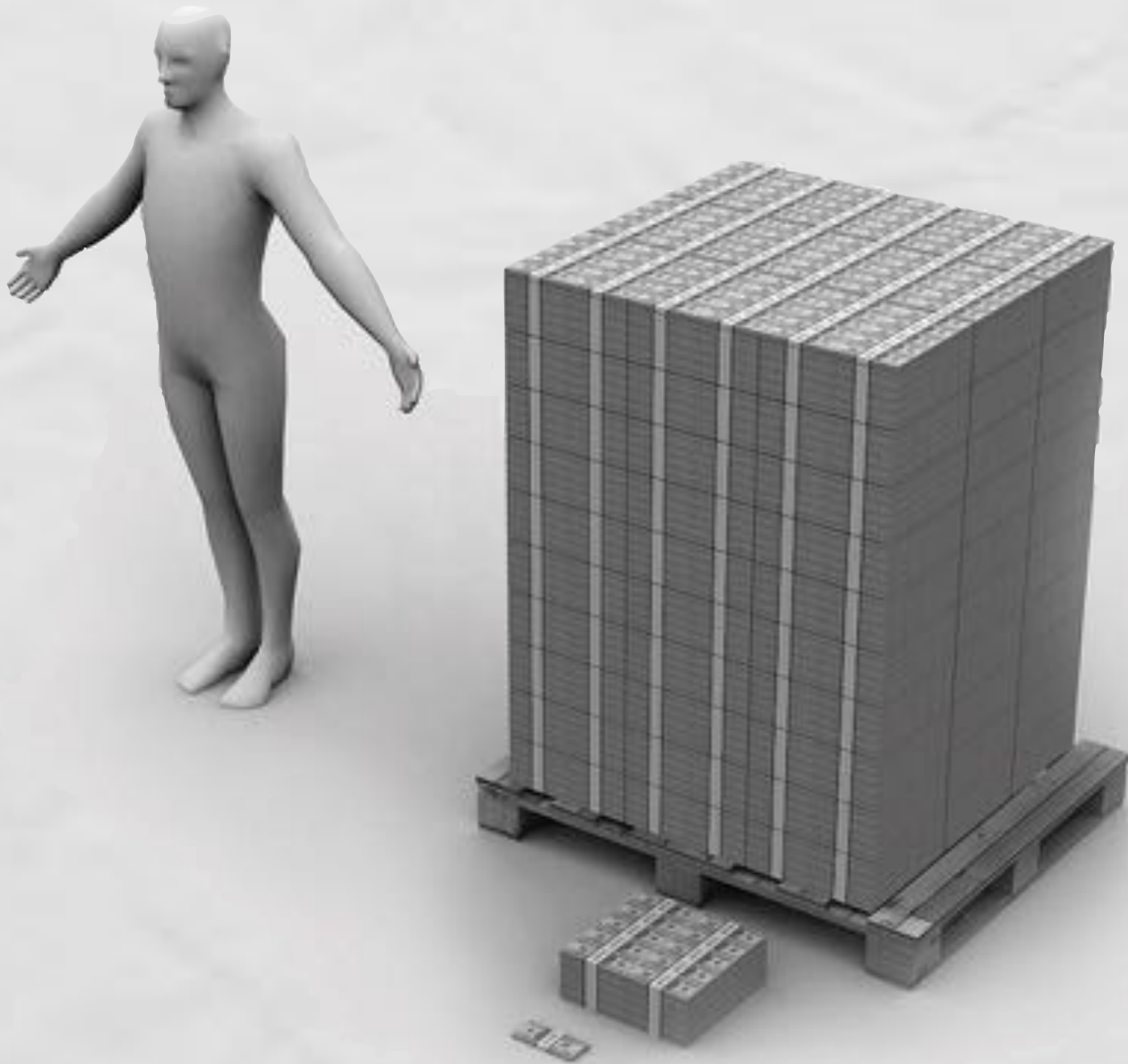








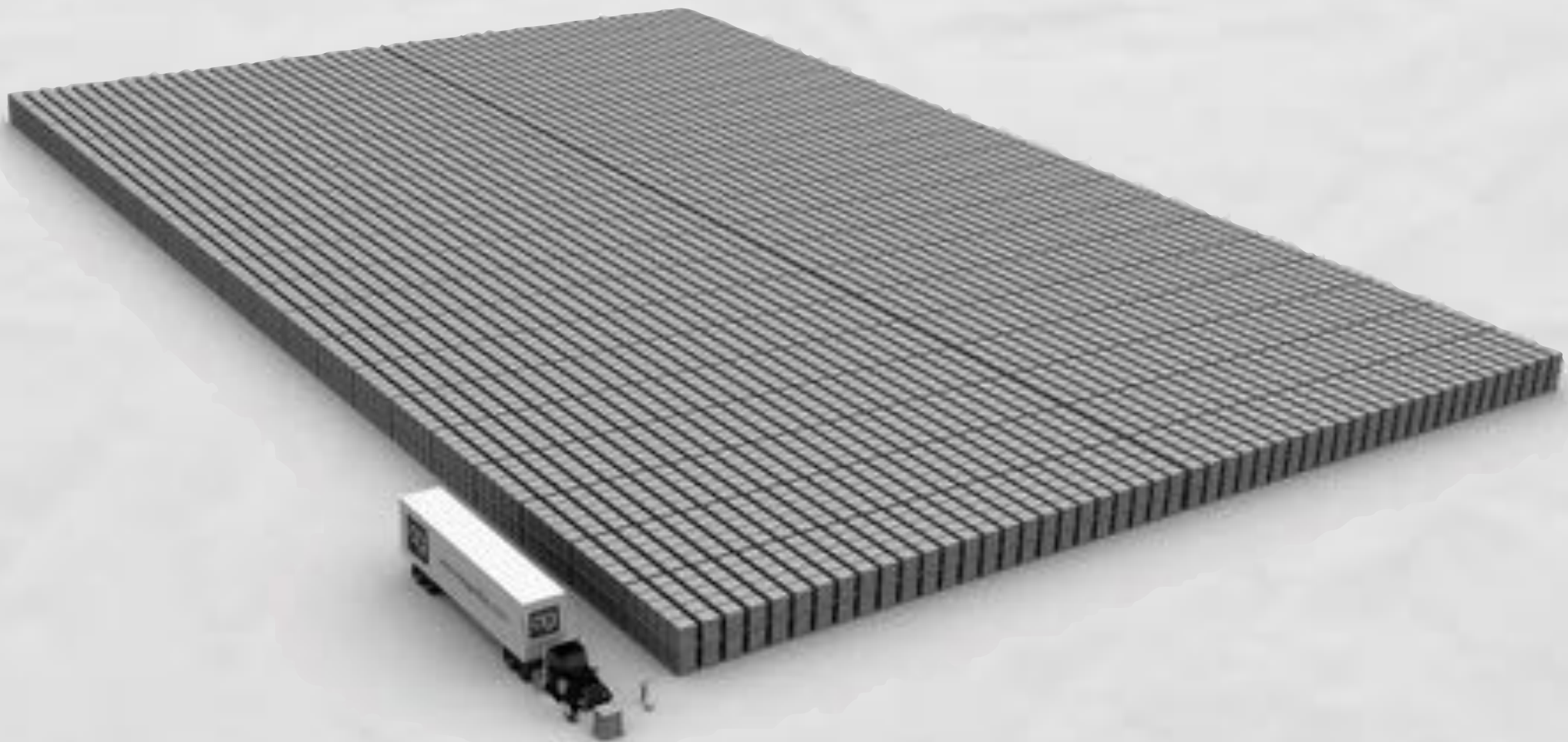
1 Million Dollars



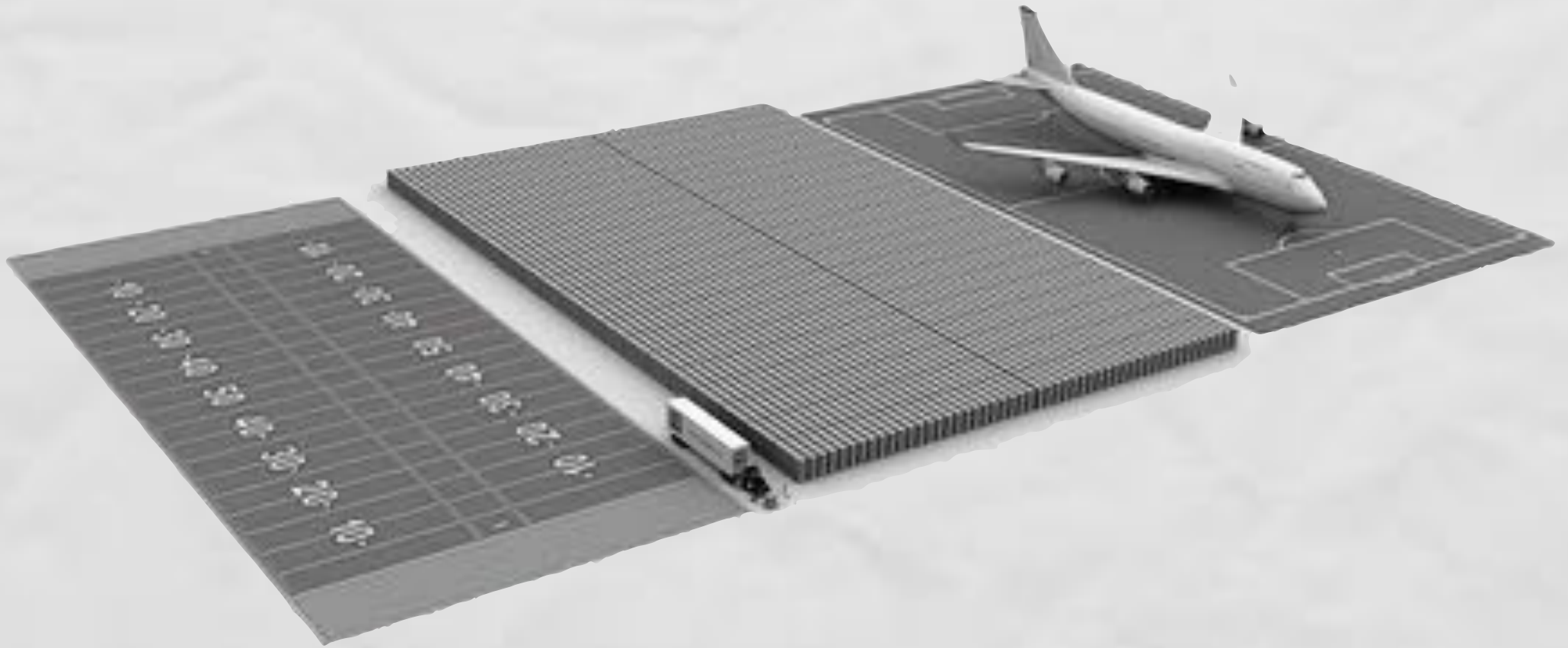
100 Million Dollars



1 Billion Dollars



1 Trillion Dollars



1 Trillion Dollars



15 Trillion Dollars

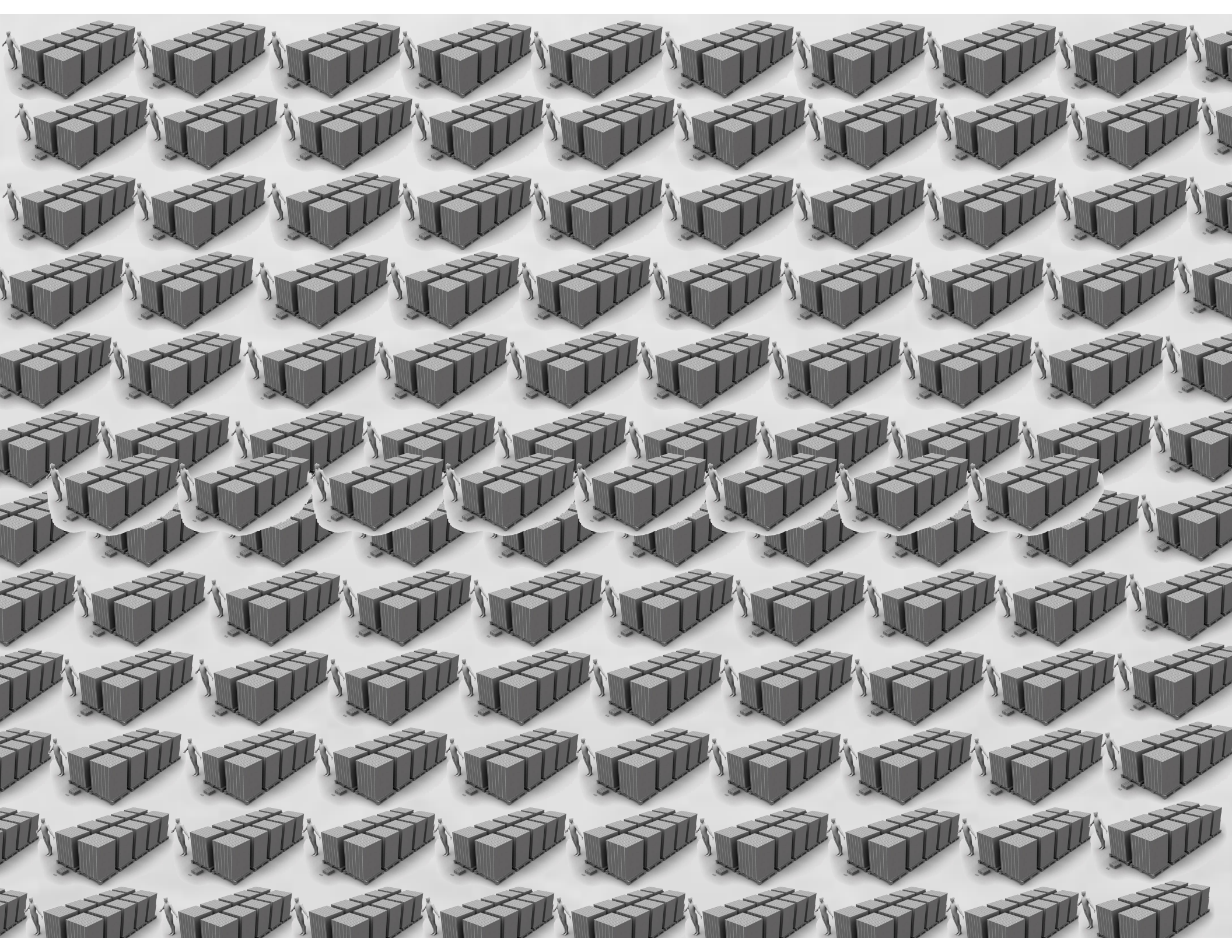


145 Trillion Dollars in  
Unfunded Liabilities Over  
Next Several Decades









# MANAGING RESOURCES: EQUIPMENT



- Equipment includes any item, mechanical or otherwise, that enhances the production and delivery processes.
- Equipment is an extensive resource that carries a great deal of responsibility, including purchasing, inventorying, receiving, storing, distributing, and maintaining.

# MANAGING RESOURCES: FACILITIES

- Recreation facilities, which can be indoor or outdoor structures, vary greatly.
- Facilities are initially the most expensive element in the provision of a recreation product.
- Balancing act with regards to capital improvements
- I.E. Country Club of Colorado



# MARKETING



- Effort to reach an audience to deliver them a product is called marketing

1. Product

2. Promotion

3. Price

4. Placement

5. MY P = Partnerships

# TEAM FORMATION

# FORM TEAM AND...

- Name your group (best if done around the type of facility you will be proposing)
- Email Schlag with list of group member and group name
- Begin creating your website (weebly, google sites or other)
- Publish your site and send Schlag a link to it