RECREATION FACILITY MANAGEMENT
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
LIST VARIOUS TYPES OF RECREATION FACILITIES
PURPOSE OF A REC FACILITY
WHERE PEOPLE GO TO DIE
WHERE PEOPLE GO TO LIVE!
## Management vs. Administration

<table>
<thead>
<tr>
<th>Management</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management is often confused with concepts of administration and operation.</td>
<td>Administrative person or system represents the upper-level personnel in charge of producing a product.</td>
</tr>
<tr>
<td>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.</td>
<td>The four administrative functions are planning, organizing, directing, and controlling.</td>
</tr>
<tr>
<td>Management is influencing resources to obtain a goal</td>
<td>I would add evaluation</td>
</tr>
</tbody>
</table>
## 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
<table>
<thead>
<tr>
<th>Production</th>
<th>How the product is delivered. Allocating the human and physical resources and other elements critical to the delivery of the product</th>
</tr>
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</table>
| Support             | Internal: Clerical, Payroll and benefit management, Communications, Bookkeeping, Supply purchasing and distribution, Mail  
                      | External: contract work, legal, medical, accounting, consultant, snow removal, etc.                                                                                                             |
| Auxiliaries         | 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. |
| Maintenance         | Maintenance is keeping facilities and equipment in proper and safe condition. Does it affect core product?                                                                                       |
MANAGEMENT
Administrative functions and delivery operations rely heavily on resources.

The most obvious management resources in the recreation environment are

- Employees
- Money
- Equipment
- Facilities
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
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
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
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