

BERGEN COMMUNITY COLLEGE  
Division of Arts, Humanities & Wellness  
Department of Wellness/Exercise Science

Course Syllabus

**WEX-127, Sports Events & Facilities Management**

Basic Information about Course and Instructor

Semester and Year: Course and Section Number: WEX-127 Sports Events & Facilities Management Meeting Times and Locations:  Instructor: Office Location: Phone: Departmental Secretary: Office Hours: Email Address:
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**COURSE DESCRIPTION:**

Sports Events and Facilities Management provides the student with an overview and examination of the facility master planning process, including legal requirements and economic considerations. This course includes planning, supervising, maintaining and evaluating sports events and facilities. Financial considerations for both the private and public sector will be emphasized. Everyday supervision of maintenance, inventory, potential vandalism and comprehensive event planning management is included.

2 Labs, 1 Credit

**OUTCOMES STATEMENT:**

The student will develop an appreciation for the diversity of needs and skills necessary to manage sports facilities including physical education, recreation, amateur and professional sports complexes. The student will also develop the skills necessary to plan and run sports events, as well as how to attract events to the facility. The student will also understand the need for security in facility event management.

**STUDENT LEARNING OBJECTIVES:**

As a result of meeting the requirements in this course, the students will be able to:

- A. Explain the use of needs assessment, feasibility, resources and economic impact studies in facility planning process.
- B. Develop a checklist for planning indoor and outdoor facilities including the design and construction.
- C. Describe the concept of risk management and the significance of legal issues in the area of athletic facility management.
- D. Identify and analyze conventional methods used to finance sport facilities.
- E. Define the basic principles associated with managing a sports event and facility.
- F. Demonstrate knowledge of how to schedule, promote, and maintain facilities and events.
- G. Explain recruitment, selection, compensation, and employee diversity of staff including volunteers.

#### ASSESSMENT CRITERIA:

- A. Students will demonstrate in writing, knowledge of the history of sport and public assembly facilities.
- B. Students will develop in writing a checklist for planning indoor and outdoor facilities.
- C. Students will attend a sports event and report in writing the event and critically evaluate its management.
- D. Students will develop in writing a budget proposal for a fictional sports event.
- E. Students will verbally discuss the legal aspects of Title IX and other relevant legal issues.
- F. Students will demonstrate in writing, knowledge regarding recruiting and managing event and facility personnel.

#### CONTENT OUTLINE

- A. History of public assembly facilities.
- B. The importance and significance of sports.
- C. Economics of sports facilities.
- D. Budgetary considerations in events management.
- E. Legal aspects of facility management.
- F. Staffing of facilities.
- G. Staffing of events.
- H. Design considerations in the construction of facilities.
- I. Evaluation of the success of an event.

#### COURSE CALENDAR:

Week	Activity/Topic
1	Orientation and Requirements
2	Facilities in Ancient, Middle and Modern Times
3	Facility Management – Managerial Functions
4	Management Theory and Human Resources
5	Facility Planning & Construction
6	Systems
7	Mid-tern Exam
8	Offsite Experience (MetLife Stadium)
9	Finance & Budgeting – Legal Aspects
10	Implementing a Security Plan
11	Group #1 – Event
12	Group #2 – Event
13	Group # 3 – Event
14	Final Exam
15	Course Review

#### PROCEDURES, TECHNIQUES, METHODS

- A. Lecture, discussion, demonstration
- B. Written examinations
- C. Critical evaluation of running a sports event
- D. Critical evaluation of design or maintenance of a facility.
- E. Assignments – written, reading , verbal
- F. Guest speakers
- G. Visitation of events and facilities.

## WRITING REQUIREMENTS

Students will be assigned well-designed out-of-class writing projects during the course of the semester (journals, research papers, book reviews, etc.) The number of assignments and their content will be exclusive of writing (essay) required on examinations.

## GRADING POLICY

The final grade for the course is based on the student's performance on the required work for the course (writing assignments, quizzes, class presentations, etc.) and on his or her mastery of the material covered in the course. A student's participation may also be evaluated in the final grade.

## ATTENDANCE POLICY

Students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of the course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

## RULES & REGULATIONS

At the beginning of the academic year, each student is expected to obtain a copy of the College Catalog, Student Handbook, and the Academic Calendar. The catalog contains information about the regulations and procedures essential to student life on campus. Every student is responsible to be aware of information included in the catalog and student handbook regarding conduct, academic integrity, appropriate use of technology, etc.

## STUDENT FACILITIES

Students are referred to the College Catalog which contains a complete listing and description of available facilities and services including but not limited to: the Silverman Library, Office of Specialized Services, Bookstore, Graphics Lab, Tutoring Center, Athletic and Exercise facilities, etc.

## SUGGESTED READING:

Fried, Gil. *Managing Sport Facilities*, Human Kinetics: Champaign, IL 2005.

Recreation Management, 847-963-8740.

Athletic Management, 607-257-6970.

Economics and Politics of Sports Facilities, Quorum Books.

Straub, Mark S. Major League Users: The Real Cost of Sports and Who's Paying For It; Basic Books.

*Course sequence and content are subject to change without notice as emphasis on course content may vary.*