

COURSE SYLLABUS



COURSE TITLE: SPMA 245, Sport and Fitness Facility Operations

CLASS SECTION: 001, 002 & 004

TERM: Winter 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>. [Territorial Acknowledgement](#).

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's

[Territorial Acknowledgement](#).

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Ali Wilson

EMAIL: wilsonali@camosun.bc.ca

OFFICE: PISE 306E

HOURS: TBA

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will learn the fundamentals of facility operations for private and public sport and fitness facilities. Students will study essential systems and technology components of facility operations, and gain key skills in various operational planning functions.

PREREQUISITE(S): C in BUS 150 or KIN 115

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

- Identify the fundamental programming and services critical to operating sport and fitness facilities within the private and public sectors.
- Describe facility risk assessments for sport and fitness facilities.
- Identify and articulate facility communication plans including the organization's emergency preparedness program.
- Assess facility management business and operational technologies.
- Identify and assess the operations of sport/fitness facilities including occupant services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).
- Interpret and assess sport and fitness facility financial plans.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Mull, R., Forrester, S. and Barnes, M. (2019). *Recreation sport management*. 6th eds. Sagamore Publishing. Urbana, IL. <https://www.vitalsource.com/en-ca/products/recreational-sport-management-foundations-and-richard-mull-scott-forrester-v9781571679994?term=978-1-57167-963-5>

See D2L for additional list of materials

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK	ACTIVITY or TOPIC	READINGS
Week 1	Introduction - Sport Facility Operations	Program Planning p. 333-354
Week 2	Sport Facility Operations – Program Planning	Program Planning p. 333-354
Week 3	Sport Facility Operations - Foundations	Identify and Realize, A Specialized Field and a Management Model p.3-33
Week 4	Sport Facility Operations – Program Delivery	Instructional and Informal Sport p.113-237
Week 5	Sport Facility Operations – Program Delivery	Intramural and Club Sport p.113-237
Week 6	Sport Facility Operations - Resource Connections	Staffing and Funding p.241-283
Week 7	Reading Break	
Week 8	Sport Facility Operations - Resource Connections	Facilities and Equipment p.285-329
Week 9	Sport Facility Operations – Legal Concerns	Legal Concerns p.391-416
Week 10	Sport Facility Operations – Service Marketing	Service Marketing p.357-375
Week 11	Exam	
Week 12	Sport Facility Operations - Maintenance	Maintenance p.377-389
Week 13	Facility Poster Presentations	
Week 14	Facility Poster Presentations	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Program Concept - Jan 31,2022	15%
Program Plan – Mar 13, 2022	20%
Exam Mar 21-22, 2022	25%
Program Poster Presentation	40%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

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COURSE GUIDELINES & EXPECTATIONS

Lectures/Seminar Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

Participation is essential to the course objectives, and largely involves discussion of the weekly topic and assigned readings or activities. It is also an opportunity for students to ask questions and learn from each other.

Due Dates and Late Assignments

The due dates are established in accordance with the course and term duration. The purpose of the due dates is to help both you and I to get the assignments done so that they can be assessed in a timely manner. Just as you need time to complete the assignments, I need enough time to grade them. As such, the due dates are fixed (unless you have an approved academic accommodation through CAL) and it is expected that students will hand in assignments on time. Assignment marks, comments, and feedback will be returned to students in a timely manner, usually within 1-3 weeks, depending on the length of the assignment.

All assignments must be handed in by the time indicated (on the assignment, or on D2L). Late assignments may be graded but marks equivalent to 10% of the total value of the assignment will be deducted for each day, inclusive of days on the weekend, past the deadline. If assignments have already been marked and returned, a late assignment will not be accepted. Assignments will not be accepted that are late more than three days, inclusive of days over the weekend.

Exam Procedures

All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be offered at the discretion of the instructor, provided the student:

- a) Notifies the instructor in advance of the exam (not after), and
- b) Provides documented evidence of the circumstance (e.g. medical certificate).

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<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

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If an exam is missed with an excused absence, it is up to the instructor's discretion as to how the mark will be made up.

Be sure not to make travel plans for the end of semester until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets.

Please note: the use of cell phones during a test or quiz is not allowed and may result in a zero for that assessment.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services->

and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.