



UNIVERSITI TEKNOLOGI MARA

SPS250: DEVELOPMENT AND ADMINISTRATION FOR SPORT FACILITIES

Course Name (English)	DEVELOPMENT AND ADMINISTRATION FOR SPORT FACILITIES APPROVED
Course Code	SPS250
MQF Credit	3
Course Description	This course offers a foundation of the profession, including the defining characteristics of sport facility management and descriptions of the duties of a sport facility manager and the areas within the facilities. It also expose student to practical introduction to facility planning, design, management and maintenance. Also discussed are descriptions of the common indoor and outdoor elements of sports facilities, including sites selection, spaces, lighting, surfaces, utilities and storage areas.
Transferable Skills	Skills to manage sport facilities.
Teaching Methodologies	Lectures, Case Study, Presentation, Project-based Learning
CLO	CLO1 Identify design and provision need, anticipate and resolve problems and cater for diverse user needs CLO2 Discuss the different types of facilities and services for sport and recreation provision CLO3 Apply the basic fundamental of sports facility operation
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Facility Management 1.1) Definition of Facility Management 1.2) Roles of Facility and Event Manager 1.3) History of Sport Facilities 1.4) Types of Facility	
2. Facility Planning 2.1) Fundamental of Planning 2.2) Planning for existing facilities 2.3) Planning for future facilities 2.4) Facilities Master Plan 2.5) Special Considerations for Facility Planning (Indoor and Outdoor)	
3. Assessing Facility & Equipment Needs 3.1) Determining Facility Needs 3.2) Determining Equipment Needs	
4. Managing Facilities: Supervision 4.1) Determining supervisory needs 4.2) Training Supervisor 4.3) Scheduling Supervisor 4.4) Duties of Supervisor	
5. Managing Facilities: Scheduling 5.1) The purpose of Scheduling 5.2) Scheduling Procedures 5.3) Special Considerations 5.4) Equity & Disability Considerations	
6. Facility system and Operation 6.1) Facility Systems 6.2) Facility Operations 6.3) Facility Maintenance	

7. Facility Marketing and Promotional Strategy

- 7.1) Marketing Concept
- 7.2) Promotion Concept
- 7.3) Strategies in marketing and promotion

8. Legal Responsibilities

- 8.1) Basic law
- 8.2) Tort Law
- 8.3) Government regulation and policy
- 8.4) Contracts
- 8.5) Property Law

9. Risk Management and Security

- 9.1) Risk management and insurance
- 9.2) Definition of security
- 9.3) Crowd management
- 9.4) Safety and emergency procedures
- 9.5) Safety concern

10. Facility Event and Activity Management

- 10.1) Types of Events
- 10.2) Attracting events – Bidding
- 10.3) Event Preparation

Assessment Breakdown	%
Continuous Assessment	70.00%
Final Assessment	30.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual Assignment	20%	CLO1
	Assignment	Group Assignment / Project	30%	CLO2
	Individual Project	Individual project on facility proposal	20%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> • Olsen, J.R. 1996, <i>Facility and Equipment Management for Sport Directors</i>, Human Kinetics [ISBN: 978-087322940] • Fried, G. 2009, <i>Managing Sport Facilities</i>, 2nd Ed., Human kinetics [ISBN: 978-073608290] • Flynn, R., <i>Facility Planning for Physical Education, Recreation, and Athletics</i>, America Alliance for Health Physical (AAHPERD) [ISBN: 978-088314541]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	