



Department of Allied Health & Human Performance Bachelor of Physical Education Transfer Program

PERL 105 (BP01)

Introduction to the Management of Sport, Physical Activity and Recreation Programs
FALL 2018

- Instructor:** Timothy A. Enger, B.P.E., M.A.
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Website: <http://footballalberta.ab.ca/web/programs/PERLS105.php>
- Office Hours:** Friday's from 9:00 – 10:00 a.m.
- Lecture Time:** MWF 8:00 – 9:50 a.m.
- Lecture Room:** 8-218
- Labs:** Four Sessions **ONLY:**
LAB #1 Monday, October 1 & Wednesday, October 3
LAB #2 Monday, October 15. & Wednesday, Oct. 17
LAB #3 Monday, November 5 & Wednesday, November 7
LAB #4 Monday, November 26 & Wednesday, November 28
ALL LABS AT 9:00 - 9:50 a.m.
- Lab Room:** 8-203
- Practicum:** See details enclosed

Calendar Description:

This course provides students with the basic skills required to successfully administer a sport and/or recreation program. Restricted to physical education students. Note: Credit can only be obtained in one of PERL 105 or PEDS 105.

Additional Course Information:

This course is an introduction to the Canadian Sport System and a comprehensive look into the planning and administration techniques to adapt to that environment. In addition this course will give the student real life challenges in the world of sports administration in the lab and practicum sections.

Learning Outcomes:

Upon completion of this course, the student will be able to...

1. present a broad overview of sport and recreation in Canada.
2. apply the principles and concepts of management in a variety of organizational contexts.
3. apply critical thinking skills in understanding the complex federal-provincial-local relationship patterns of sport management in Canada.
4. describe how management skills are best learned and experienced so as to assist their future employability with sport organizations of their choice.

Required Learning Materials:

1. **“Roberts Rules of Order Newly Revised, In Brief”** – Bookstore
2. Class Lecture Notes – Provided via hardcopy

Media Resources:

1. **“Bad News Bears”** – Movie (1976): must be viewed before Sunday, September 30
2. **“Lincoln”** – Movie (2012): must be viewed before Sunday, October 14
3. **“We Are Marshall”** – Movie (2006): must be viewed before Sunday, November 4
4. **“Apollo 13”** – Movie (1995): must be viewed before Sunday, November 25

All movies must be viewed by the times stated and links to purchasing them on YouTube are freely available via Google search. Students are free to get the movies anyway they can but no excuses will be accepted for not being able to find and view the movies (its 2018 already!).

Lecture Topics for PERL 105:

Planning

Planning is the foundation of management. We will introduce PERL 105 students to the basic concepts. There are major and important differences between strategic plans and operating plans, and students will be required to understand those differences.

Resources: Lecture notes

Canadian Sport for Life / Long Term Athlete Development

Sport organizations in Canada are being required by the federal and provincial governments to develop plans for long term athlete development and sport for life. Students should be familiar with the content and process in the development of these plans.

Resources: Lecture Notes

Canadian Sport System in Context

The Canadian sport system is complex and difficult to understand. The study of this context is critical to recreation and sport management. The organizations that deliver recreation and sport services at the various levels of sport need to be understood.

Resources: Lecture notes

Public/Private/Non-Profit Associations

Study of the different entities offering sport in Canada and the type of administration they need to conduct themselves

Resources: Lecture notes

Volunteer Board Meetings

A look at how Volunteer Boards (which run the PSO's and NSO's in Canada) operate and the things future administrators should be aware of.

Resources: Lecture notes

Robert's Rules of Order

The one book that all sport administrators should know regarding how to conduct the business of any sport controlled by a Board of Directors.

Resources: Lecture Notes and Text

Event Management

A discussion of event management in order to provide examples for future discussion and reference throughout the class. Events are at the core of recreation and sport management.

Resources: Lecture notes and Practicum

Risk Management

An ever increasing important part of administration of any activity. A in-depth discussion of this area will take place.

Resources: Lecture notes Athletic Therapy Presentation

Policy and Procedures

Managers and administrators of sport cannot fly by the seat of their pants. There must be accountability and a structure of program delivery that is consistent with the direction stated in the Mission. This area will cover how to do that.

Resources: Lecture notes

Marketing/Fundraising and Development

Individuals interested in careers in sport and recreation must be capable of generating revenue and aware of the strategies for doing so. A brief overview of the components of fundraising and development will be provided.

Resources: Lecture notes

Organizing

To implement a plan, a manager must get organized. We will briefly discuss the fundamental concepts that are dealt with in more detail in PERLS 350.

Resources: Lecture notes

Sport Tourism

A brief look at an example of sport used as a tourism mechanism for brand marketing of certain locations. Students will deal with a case study and see its real world application. This area of study is becoming more important in the world of sport administration.

Resources: Lecture notes

NOTE: The course will periodically discuss international, national and provincial sport issues when current events dictate. The instructor reserves the right to modify the delivery of the course on any given day based on current events.

- Labs:**
- LAB #1** – Canadian Sport System and LTAD (5%)
 - LAB #2** – Volunteer Boards and Roberts Rules of Order (5%)
 - LAB #3** – Policies and Procedures plus Risk Management (5%)
 - LAB #4** – Organizational Theory (5%)

Practicum: The Practicum assignments in PERL 105 will come in two sections. Students will have to choice to participate in either one or the other on a first come – first served basis. Sign up sheets will be present 30 minutes prior to the second class of the semester to sign up for the Assignment of their choice. The options are:

A) Long Term Data Collection (10-ish Students): Students will be assigned a high school football league in Alberta at random and they will be responsible each week of collecting and reporting the scores from all the games from the prior week to the instructor via his email address by 6:00 p.m. on Saturday.

This will involve figuring out the best way of accessing the scores (i.e. webpages, league administration offices, or personal contact with coaches) and ensuring their accuracy. Note: No league will normally have any more than six games to report in any given week so this task is not overburdening.

The results will be used in the creation of the Football Alberta Top 10 Rankings that go out on Sunday each week so failure is not an option. Students will be provided a complete list of teams and contact information for their assigned league as well as other contacts and information to help them get started.

Marks will be given each week over a nine week period (2% of your final grade each week) on simply whether they accomplished the task or not on a pass or fail basis. The other 2% of your mark is based on the overall effort, professionalism and enthusiasm you put into the project.

Caution: This could actually be an extremely easy task once you set up your contact(s) within your assigned league that should only take you minutes each week, but we aware that:

- Although most leagues have websites, they may not be updated fast enough to meet your deadline so having personal contacts within the league is critical.
- Some games change or are cancelled without notice and you need to have a handle on that.
- Some long distance phone calling may be necessary but will lessen greatly as the season progresses once you establish reliable contacts.
- Half your mark is based on effort but the other is on results. In short, no matter how hard to try or what excuse you have, if you don't get the results – you don't get the marks.
- Prior to playoffs in each league Students will also be asked to find out the match-ups for the following week so getting to know your league beyond the scores would be beneficial.
- This Practicum is all about the effort. Students who took on this challenge in the past usually got the highest and the lowest marks in the class for a final Practicum mark all based on results.

B) Short Term Event Management (40-ish Students): Students can sign up for a placement with Grant MacEwan Sport and Wellness in the areas of Recreation, Griffin Athletics, or Fitness.

For a position with Grant MacEwan Sport and Wellness or Athletics duties may range from Intramural League Supervision, which includes event scheduling, marketing, and program evaluation, to positions in support of the Griffin athletic team events (i.e. Volleyball Tournaments). For those who sign up for this, you will be expected to meet with GMSW or Griffin Athletics personnel at their request within the next two weeks.

Caution: These projects are not very time consuming overall throughout the term but are very time consuming for a short period of time at the when your event in question comes up. This is perfect for students who wish to complete the practicum in a short period of time. However, they should be aware of the following:

- Not everyone gets the plum jobs. You may not be too thrilled with your assignment but keep in mind that your mark will be based on the effort you put into whatever role is assigned to you so a positive attitude is critical.
- Absences at your event will not be tolerated. These events cannot be rescheduled so you are either there or you're not. Any reason for not attending must be supported by documentation if you are absent from your assigned duties. Failure to do so will result in a zero.

ATTENDANCE AND PUNCTUALITY: Full attendance is expected at all Lectures as the notes provided only cover the outline of the course. Full participation in the Laboratory sessions is essential in order for the students to attain the marks earned in that part of the course. Absences due to health or other matters in the Labs will be dealt with on a case by case basis.

Grade Evaluation:

Mid-Term Exam	20%
Final Examination	40%
Labs	20%
Practicum	20%
	=====
	100%

Examination Dates:

Mid-Term: Wednesday, October 24, 8:00 a.m. – 9:00 a.m (In-Class)

Final Examination: Wednesday, December 12, 9:00 a.m. – 12:00 p.m. (TBA)

(Note: Students are responsible for verifying the date of the final examination when the final examination schedule is posted later in the term.)

Format of Examinations: Multiple Choice and Short Answer

EXAMINATIONS: Your student photo I.D. is required at examinations. It is at the discretion of the instructor whether you will be allowed to write the examination if you arrive over 15 minutes after the examination has begun. You must remain in the examination room for at least 20 minutes from the time it commenced. Electronic equipment (iPods, cell phones, etc.), other than calculators that have been approved by the instructor, is not allowed to be used during examinations. Permission to use the washroom during examinations is at the discretion of the instructor and may require accompaniment.

LATE ASSIGNMENTS: Practicum assignments are due as assigned. Due to the time sensitive nature of them there will be no opportunity to make up missed assignments if they are not completed on time. Some flexibility may be given for Lab assignments but will be dealt with on a case by case basis.

Final Grade:

A+	95 – 100 %
A	90 – 94 %
A-	85 – 89 %
B+	80 – 84 %
B	75 – 79 %
B-	70 – 74 %
C+	65 – 69 %
C	60 – 64 %
C-	55 – 59 %
D+	50 – 54 %
D	45 – 49 %
F	0 – 44 %

Please Note:

- 1) Official final grades can be accessed through mystudentsystem@macewan.ca . Grant MacEwan University adheres to the Alberta Common Grading Scheme, which is a letter grade system. While instructors may use percentages to aid in their grade development, only the letter grade will appear on transcripts.
- 2) A minimum grade of C- is required to receive transfer credit or to satisfy a prerequisite for a higher level course. Students are allowed to repeat a course once. If a successful grade is not achieved after two attempts, the student is not allowed to take the course again.
- 3) Missed exams are subject to the Deferred Exam and the accompanying fee. A student who is unable to write an examination at the scheduled time for a compelling reason must apply to his/her instructor using the Deferred Examination Request form available on the MacEwan website (enrolment services → forms cabinet → deferred examination request form). Supporting documentation may be required. A mark of zero will be given if the instructor considers the excuse inappropriate or inadequately substantiated.

Student Responsibilities:

As the learning environment is a shared responsibility involving commitment to and respect for the principles and practices of acceptable behaviour, MacEwan University students are responsible for conducting themselves in a manner suited to the best interests of the University. They are expected to apply themselves to their studies and act with propriety and conforming regarding University policies, rules and regulations, including the Student Rights and Responsibilities. If a student does not accept and live up to these responsibilities as outlined, the University reserves the right to take such action as the case warrants. Students are expected to be aware of their academic responsibilities as outlined in the Students' Rights and Responsibilities-

REGISTRATION STATUS

You are responsible for your registration status at the University. Program Advisors may assist you with the process of registration, including adding or dropping of courses, but it is your responsibility to verify that these changes have been officially completed. This verification can be done at any time. You should check your official registration status before the last date to officially withdraw from the course.

WITHDRAWING FROM THE COURSE

If you stop attending class you must complete a Course Drop Form, have it signed by a Health and Community Studies Program Advisor, and submit it to the Registrar's Office by the last day to withdraw as provided in the Academic Schedule in the University Calendar. Failure to officially withdraw will result in a grade being assigned based on course work completed. Late withdrawals are only allowed for exceptional circumstances.

MYMAIL MACEWAN EMAIL

All students are given a <name>@mymacewan.ca e-mail address. This e-mail address is available to the course instructor who may distribute relevant course information or announcements via e-mail. The Allied Health and Human Performance Department regularly communicates with the students via e-mail. Check your mymail.macewan.ca e-mail regularly *or* forward it to an e-mail address you check regularly. If you use e-mail to communicate with your instructor you must use your mymail account and include your MacEwan ID number. This is to protect your privacy; if a non-mymail account is used, there is no way for an instructor to verify the identity of the sender.

LAPTOPS/ELECTRONIC DEVICES

Students may use laptop computers for classroom work only. This includes activities such as taking notes on the lecture underway, following the lecture on web-based PowerPoint slides that the instructor has posted, and finding websites the instructor directs students to at the time of the lecture. Any use of these devices for purposes other than classroom work is not permitted. Students are also reminded to not abuse the use of cell phones in class. Ringtones must be turned off in class and, if on, cell phones must be in vibrate mode. If there is a need to check for and/or receive a call (i.e. family emergency, parent with a sick child), the student must inform the instructor in advance that the student may need to excuse him/herself to take an important call. Students must not engage in text messaging in the classroom. Disruptive use of laptops or electronic devices may result in the student being asked to leave class or a reduction in class participation grades.

Policies:

Student Academic Integrity Policy

MacEwan University (the “University”) is a community of scholarship and service dedicated to the pursuit of truth and knowledge through teaching, research, and study. Academic Integrity is at the core of this enterprise and aligns with the University’s commitment to academic excellence and quality education. The University is committed to promoting and upholding an environment of Academic Integrity through education, compliance with standards, and prevention of violation of those standards. Academic Integrity ensures that academic successes are gained fairly. This policy explains the University’s expectations of Students, Instructing Faculty, and the University concerning Academic Integrity, so Students can understand their rights and responsibilities, make informed decisions, and be accountable for those decisions in a fair manner and to a fair outcome.

Academic Misconduct undermines the efforts and achievements of other students, detracts from the University’s reputation and the integrity of its credentials, and threatens the integrity of the broader scholarly community. Suspected Academic Misconduct shall be investigated and resolved by the University, including disciplinary action in accordance with this policy.

Definitions

Academic Work

Any assessment event in any course offered by the University, whether a paper, essay, test, report, project, or other evaluation, whether oral, in writing or in other media.

Cheating

Copying the Academic Work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.

Fabrication and Falsification

Falsifying or altering information; fabricating or counterfeiting information for use in an academic exercise, or to gain unfair academic advantage, except in creative writing type exercises.

Improper Collaboration

Inappropriate sharing of Academic Work on an assignment that was intended as an individual assignment. Or when students work together in groups beyond the degree of permissible collaboration set out by the instructor.

Multiple Submissions

Submitting the same Academic Work in multiple courses (or different sections of the same course) without permission of the instructors.

Obtaining an Unfair Advantage

Gaining, or attempting to gain, an unfair advantage not afforded to all students in an authorized fashion.

Plagiarism

The use and submission of another’s words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.

Student Responsibilities

All students are responsible for:

1. Gaining the skills and knowledge related to proper citation and for applying these skills to all borrowed information (words, ideas, work, etc.);
2. Doing their own Academic Work;
3. Refraining from attempts at Obtaining an Unfair Advantage;
4. Taking reasonable precautions to prevent their Academic Work from being used by others;
5. Refraining from helping or attempting to help another person commit an act of Academic Misconduct;

6. Respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions; and
7. Clarifying with Instructing Faculty aspects of instructions that are unclear to the student.
8. Students shall not engage in Academic Misconduct, whether intentional or unintentional.
9. Educational resources will be available to Students through the Academic Integrity Office. <https://facultycommons.macewan.ca/services/academic-integrity>

FREEDOM OF INFORMATION AND PRIVACY ACT (FOIP)

Pursuant to the provisions of FOIP all marked student submissions will be returned to the student. Where circumstances prevent the immediate return of marked student submissions, the materials will be held, in the case of an appeal, for 30 days from the date the course marks are posted. In all other cases, the materials will be retained and destroyed after one year from the date the course marks are posted.

STUDENTS WITH DISABILITIES

MacEwan shall take all reasonable measures, short of undue hardship, to provide accommodation to students with disabilities. The reasonable accommodation of students with disabilities shall not require MacEwan to lower its standards, academic or otherwise, nor shall it relieve a student of the responsibility to develop and demonstrate the essential skills and competencies expected of all students pursuing post-secondary studies.

Students who require accommodations in this course due to a disability are advised to discuss their needs with Services to Students with Disabilities in Student Life (780-497-5063) and to advise their instructors at the beginning of the course or immediately after the disability is identified if this event occurs after the commencement of the course.

STUDENT APPEALS

All registered students of the University will have access to a fair process to appeal a decision or ruling that affects them as it pertains to academic matters, matters of student discipline, and student rights and responsibilities.

DEFERRED EXAMINATIONS

MacEwan website --> enrolment services --> forms cabinet --> deferred examination request form. Complete Part A and give it to the instructor. The instructor will complete Part B, including a date range for exam completion. The instructor will provide the form & exam to the University Advisor who will send all documents to exam services.

Exam services will charge \$50 to the student's account and contact the student directly through MacEwan email to arrange for the student to write.

Note: Deferred examinations are only granted to students who have documented reasons deemed appropriate and formally approved by the instructor. Only compelling situations such as serious illness, hospitalization, domestic affliction or religious observance will be considered. Personal vacations are not a sufficient reason.

MacEwan University policies may be viewed in their entirety in the university calendar. Reference copies of the calendar are available in Student Life and the Library. They can also be purchased in the Bookstore. Copies of all policies are also available on the university website (without having to log in).

Disclaimer: The information in this Course Outline is subject to change; any changes will be announced and distributed to the class or, if applicable, in the laboratory.

PERL 105 Practicum Sign-Up:

Long Term Data Collection Alberta High School Football Score Reporting

Supervisor: Tim Enger

REGULAR SEASON REPORTERS (Sept 15 to Nov. 3 – 1.5 hour a day each Saturday)

Name (Please Print)

Email

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Media Email List Updating (Flexible Timeline but due by November 1, 2018)

Name (Please Print)

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