

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



## COURSE OUTLINE

**COURSE TITLE:** Planning Recreational Events

**CODE NO. :** NRT 231 **SEMESTER:** 4

**PROGRAM:** Parks and Recreation

**AUTHOR:** John R Clement

**DATE:** Jan 2008 **PREVIOUS OUTLINE DATED:** Jan 2007

**APPROVED:**

	Chair	DATE
<b>TOTAL CREDITS:</b>		
<b>PREREQUISITE(S):</b>	None	
<b>LENGTH OF COURSE:</b>	3 hrs x 14 wks	42
	<b>TOTAL CREDIT HOURS:</b>	

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*For additional information, please contact the Chair,*  
*Brian Punch, School of Natural Resources*  
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**I. COURSE DESCRIPTION:**

Recreation planning will be examined on two levels; the planning of adventure recreational uses on public lands and private resorts, with the emphasis being the planning and organizing of adventure based recreational events.

While examining several case studies (Crown land Planning processes in the Algoma District, Sault Ste Marie Conservation Authority trail issues, and/or other local current recreation planning cases, local ski resort recreation planning, students will develop methods to integrate land uses, anticipate and reconcile use conflicts, examine funding and staffing constraints, develop impact monitoring techniques, and understand management planning practices.

The adventure recreational event planning content will be taught using various real life events, involving the planning, organization and running of current outdoor recreational events, such as snow canoeing as part of the Sault Ste. Marie "Bon Soo" Winter Carnival, assisting with the planning and implementation of all the outdoor recreation events held at Bellevue Park as part of Bon Soo, and Adventure Race Planning as part of the Ontario Youth Adventure Challenge and other events as they arise. Topics include setting goals and objectives, organizational structure, community participation and volunteerism, logistics, media relations, finances, promotion, evaluation and risk management.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

**1. Implement and evaluate event management planning procedures for an adventure based recreational event.**Potential Elements of the Performance:

- Report on their personal involvement in an event.
- Implementation of the Bon Soo Winter Carnival Snow Canoeing, and Sault College Adventure Race.
- Recommend enhancements to the planning process based upon their volunteer experience
- Identify key steps in the event planning process
- Describe trends in volunteerism, fundraising, marketing, etc.
- Attend planning meetings and report on meeting techniques
- Understand the role of advisory boards and steering committees
- Use event-planning tools (guidebooks, checklists, etc.)
- Use fundraising software

This learning outcome will constitute approximately 85% of the course.

2. **Describe, in a comprehensive manner, elements of recreation planning, which relate to the operation of private and /or municipal recreation facilities.**

Potential Elements of the Performance:

- Describe some of the key elements of resort/facility management including scheduling, staffing, infrastructure, reporting, training, licensing, regulations, risk management, at Buttermilk Resort, Heyden adventure based camp and Searchmont Resort
- List various marketing devices, media and venues, etc.
- Access support services (research data, small business consulting, marketing, etc.) from government agencies, travel and trade associations.
- Understand specific issues related to the use of crown land by private companies offering recreation experiences (land use permits, fees, the remote tourism industry)
- Participate in field trips to local recreational facilities

This learning outcome will constitute approximately 10% of the course

3. **Analyze and discuss the many management challenges related to adventure recreation planning on conservation lands.**

Potential Elements of the Performance:

- Complete a case study summarizing recreation planning and an issues analysis for a municipal park or conservation area.
- Analyze the costs/benefits (financial and ecological) of recreational activities on conservation lands
- Recognize trends in recreation (i.e. mountain biking) and the implications for conservation land managers
- Examine ways to integrate multiple and sometimes conflicting uses
- Understand the role of stakeholder committees

This learning outcome will constitute approximately 5% of the course.

### **III. TOPICS:**

1. **Event Planning Case Studies**  
Event Planning Processes:

Budgeting, scheduling, promotion, volunteerism, effective meetings, advisory boards and steering committees, training, liability, risk management, evaluation, etc.

2. **Adventure Based Recreation Planning – Private/Civic Facilities**

Resorts, camps, lodges, community centers, municipal parks

3. **Recreation Planning - Conservation Lands**

User group conflicts, Users Committee, Zoning, Enforcement, Fundraising (membership system), Management Plans, Impact Monitoring, Public consultation.

4. **Recreation Planning - Protected Areas/Crown Land**

User group conflicts, Zoning, Enforcement, Management Plans (Visitor Risk, Bear management, Heritage Resources Impact), Impact Monitoring, Quotas, Group size limits, Can and Bottle bans, Public consultation, Search/Rescue, greater park area land use conflicts.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Readings provided by instructor

**V. EVALUATION PROCESS/GRADING SYSTEM:**

45%	Planning & Implementation Bon Soo Outdoor Recreation
5 %	Conservation Area Case Study Hiawatha Highlands
10 %	Resort Recreation Planning Quizzes on Field Trips
<u>40%</u>	Adventure Based Recreation Planning
100%	

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating	

NR                      circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*). Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

## VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

**IX. COURSE POLICIES:**Health and Safety:

Students must wear appropriate safety gear during field operations (eye, hearing, head, foot protection) and dress appropriate to the weather.

Attendance:

Since this course is run in a meeting based format, attendance at all meetings & field trips is mandatory. There is a great deal of effort in planning, scheduling, budgeting, etc. involved in all aspects of the course. Students missing more than one class meeting will receive a 10% grade loss per each class missed unless they make up for their absence. (Exceptional circumstances only).

Notetaking:

While the course texts are a significant source of information for the course, they are not the only source. Students must take notes summarizing additional material that is presented in class. All material is valid test material.

Rewrites/Supplementary Exams:

There will be no rewrites/supplementary exams in this course.

Assignments:

All assignments must be submitted on time, or be **penalized 10% of the mark per day including weekends**. Check each assignment for the due date and time. Anything handed in past this time is late. Assignments must be word-processed, double-spaced and follow other formatting specifications outlined by the instructor. Students are responsible for ensuring that their assignments are received by the instructor.

Class Conduct:

Classes will be conducted in the same manner as would a meeting in the work place environment. Eating is not permitted, except for light snacks during group work or study periods.