

# IPRA Rec Networking

Thursday, February 28, 2019

Clive Special Events Building  
1801 NW 114<sup>th</sup> St., Clive, IA 50325  
(Directly east of Clive Aquatic Center)

9:45-10:00AM - check in

10:00-11:00AM - **Recreation Programing in Parks**

Discussion of the use of park space for your recreational programs

11:00AM-12:00PM - **Adult League Programing**

How do you set up and run your adult league programs

12:00-12:30PM - Light Lunch & Beverages Provided

12:30-1:15PM - **Concession Operations**

Setting up and managing your concessions at all your facilities

1:15-2:00PM - **Summer Camp Program Preparation**

Staff interviewing, hiring, promotion, organization

*There is no charge for this event. This is a complimentary feature of your IPRA membership*

Registration or Questions: [Kelly@iapra.org](mailto:Kelly@iapra.org) or 641.990.1606

Registration Deadline: Monday, February 25

If you are unable to attend, you can join us via audio or video to listen to two topics of discussion

Join from PC, Mac, iOS or Android: <https://zoom.us/j/9882695117>

**Date:** Thursday, February 28, 2019

**Time:** 10:00AM-12:00PM

**Telephone:** 646-876-9923

**Meeting ID:** 988 269 5117





## IPRA Rec Networking

Thursday, February 28, 10:00am-2:00pm

Clive Special Events Building  
1801 NW 114<sup>th</sup> St., Clive, IA 50325  
(Directly east of Clive Aquatic Center)

**If you are unable to join us in person you can join us via Zoom:**

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/9882695117>.

(You may have to download the [zoom.us](https://zoom.us) application.) or Phone: +1 646 876 9923. Meeting ID: 988 269 5117

### AGENDA

**Ice Breaker/Intros - Name, city, area of responsibility**

**IPRA updates – Steve/Kelly**

**Recreation Programing in Parks**

*Use of park space for recreational programs  
Lack of indoor facility space*

**Adult League Programing**

*Types of leagues/sharing – softball, sand volleyball, kickball, etc.  
League Registration – methods of registration, returning team policies  
Scheduling Software/League hosting sites – Sportsman, Team Sideline, etc.  
Umpires/Officials – do you contract with a location service/association?*

**12:00-12:30pm – LIGHT LUNCH & BEVERAGES PROVIDED**

**Concession Operations**

*Licenses/Must Haves  
Point of Sale Systems/Cash Registers  
Inventory Management – Does anyone track their inventory well? Sharing time  
Staffing/Necessary Paperwork*

**Summer Camp Program Preparation**

*Staff Interviewing/Hiring – Timeline, What questions should I ask?  
Promotion – How do you get the word out? How do you set your camp/programs apart?  
Organization/Trainings – What do you offer your new employees? Orientations, In-services...structure and topics of those meetings. Bring examples to share.*

**Topics for Next Meeting?** Share items you would like discussed at next meeting

**Next Meeting?**

Thursday, April 18