



**Australian Government**

# **SISSOF304 Roster officials**

**Release: 1**

## SISSSOF304 Roster officials

### Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
1	New unit.

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate rosters to meet competition or event requirements.

### Application of the Unit

This unit applies to individuals responsible for the development of rosters in a sport context, in situations involving potentially large numbers of officials working across a range of different venues or a large venue with multiple competition sites or professional sport fixtures.

Depending on the sport or competition, this role may be carried out by event or competition managers, sports administrators, duty managers or senior officials.

### Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

- |   |  |
|---|--|
| <p>1. Assess the game or competition staffing requirements.</p> | <p>1.1 Identify the <i>required staffing levels</i> appropriate for the relevant game, event or competition.</p> <p>1.2 Confirm availability of officials.</p> <p>1.3 Develop <i>rosters</i> according to relevant award provisions, National Sporting Organisation (NSO) agreements, industry best practice guidelines and officiating budgets.</p> <p>1.4 Use the available skills base appropriately to roster the most effective mix of officials.</p> <p>1.5 Take account of specific competition or venue requirements and broader organisational policies and legislation that affect rosters.</p> <p>1.6 Consult with others to ensure appropriate input to rosters.</p> |
| <p>2. Present and communicate rosters.</p>                      | <p>2.1 Present rosters in required formats to ensure clarity of information according to organisational standards.</p> <p>2.2 Make decisions about appointments in line with equity principles within required timeframes.</p> <p>2.3 Communicate rosters to officials and sport organisers within designated timeframes and via agreed <i>communication mechanisms</i>.</p> <p>2.4 Respond to problems that arise in response to proposed rosters without delay within the limits of own role.</p>  |
| <p>3. Maintain records of appointments.</p>                     | <p>3.1 Receive confirmation that officiating services were provided as rostered.</p> <p>3.2 Complete time sheets and other documentation accurately and within designated timelines.</p> <p>3.3 Update officiating appointment records and maintain or store them according to organisational procedures.</p>  |
| <p>4. Evaluate rosters.</p>                                     | <p>4.1 Monitor the effectiveness of rosters in consultation with sport organisers and appointed officials.</p> <p>4.2 Identify ways in which rosters and roster development processes may be improved and take appropriate action.</p>   |

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- organisational skills to plan rosters to meet operational needs
- literacy skills to develop potentially complex roster documentation
- communication skills to consult with sports organisers and officials, ask questions and confirm requirements, and listen, understand and interpret verbal and non-verbal messages
- numeracy skills to undertake planning activities involving dates, times and official ratios and work within budget allocations
- planning and organising skills to identify game or competition requirements and ensure these are met
- self-management skills to review and reflect on own work performance in effectively rostering officials
- problem-solving skills to resolve common issues encountered when rostering officials.

### Required knowledge

- NSO codes, rules and guidelines including qualifications of officials and documentation required for the relevant competition or game
- role of rosters and their importance in meeting sport delivery standards
- factors to be considered when developing rosters, including legal or industrial provisions in the relevant work context
- formats for the presentation of rosters and details to be included
- overview of software programs and other technology available for roster design
- in-depth knowledge of officiating requirements of the sport for which roster is being developed.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the ability to:

- interpret relevant rules, regulations and competition requirements to roster officials according to NSO requirements
- address issues affecting rostering of officials
- identify typical formats for rosters and key information to be included
- prepare rosters that meet budgets and provide a level of staffing sufficient to ensure the delivery of sport competitions
- prepare rosters for multiple periods to meet the staffing requirements of more than one sporting competition or event.

#### **Context of and specific resources for assessment**

Assessment must ensure:

- demonstration of skills in a fully operational situation including a team of officials for whom rosters can be developed
- use of industry-current rostering technology and systems.

Assessment must also ensure access to:

- a sport-specific competition setting or environment
- current NSO rules and regulations and best practice principles for the allocation of officials
- project or work activities that allow the individual to prepare rosters for a sport competition or event and to evaluate their cost efficiency and operational effectiveness against nominated standards
- project or work activities conducted over an operationally realistic period of time so that the planning, evaluation and monitoring aspects of rostering staff can be assessed.

**Method of assessment**

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- evaluation of the staffing costs and service levels in a sporting competition or at an event for which the individual has prepared rosters
- case studies to develop rosters for typical official working periods and different operational situations
- oral or written questions to assess knowledge of specific factors affecting the design of rosters
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- sport-specific units of competency.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) may also be included.

***Required staffing levels*** may include:

- number of officials
- type of officials
- number of games allocated
- qualifications and accreditation of officials
- timekeepers
- scorers
- referees
- umpires
- judges
- timekeepers
- volunteers.

***Rosters*** may be for:

- season
- individual rounds
- specific events including carnivals, tournaments, regattas and knockouts
- a defined competition timeframe
- finals.

Award provisions and broader organisation policies and legislation may affect ***rostering*** in relation to a range of issues, including:

- number of hours worked in a given shift
- overall number of hours allocated to different officials
- breaks between games
- number of officials per game
- number of games allocated
- use of volunteers
- travel allowances
- nature of duties allocated
- work health and safety
- equal opportunity
- duty of care
- use of permanent or casual staff.

***Communication mechanisms*** may include:

- verbal
- written
- email

- post
- social media
- telephone.

## **Unit Sector(s)**

Sport

## **Competency Field**

Sport Officiating