



Australian Government

Department of Education, Employment and Workplace Relations

SISSSPA403A Administer a team or group

Release: 2

SISSSPA403A Administer a team or group

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge to implement and monitor the administrative aspects of a sports team or activity group in line with organisational or club plans.

Application of the Unit

This unit applies to those working autonomously in a coaching role or those working in a sports development role such as managing competitions or sports venues and facilities.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

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.

1. Identify administrative context of group or team activities.

- 1.1. Review current contact details of players or participants and adjust as required according to ***organisational policies and procedures and relevant legislation***.
- 1.2. Distribute current player contact details to other team members and relevant personnel according to organisational policies and procedures.
- 1.3. Access and analyse ***relevant information*** about the group or team activity.
- 1.4. Promote ***team objectives*** in consultation with team or group members according to organisational policies and procedures.
- 1.5. Convey relevant information to all team or group members using appropriate ***communication techniques***.
- 1.6. Communicate reports on team progress to all relevant personnel.
- 1.7. Represent the team or group and its members in ***appeals and disputes*** according to ***organisational policies and procedures***.

2. Control the finances of a team or group.

- 2.1. Consult relevant personnel to establish ***financial requirements*** of the team or group.
- 2.2. Develop and document a ***team budget*** according to the resource management plan of the club or organisation.
- 2.3. Implement ***fundraising activities*** according to the financial ***plans*** of the activity, club or organisation.
- 2.4. Manage and document implementation of team budget according to organisational policies and procedures.

3. Manage clothing and equipment

- 3.1. Assess team or group clothing requirements and access and distribute to all members according to the

ELEMENT**PERFORMANCE CRITERIA**

- requirements.
- requirements of the activity and organisational policies and procedures.
- 3.2. Ensure team or group members are attired in team clothing at all competitive fixtures and official functions.
- 3.3. Assess team or group equipment requirements and access and assemble according to the rules of the activity and participation conditions.
- 3.4. Implement plans to maintain team clothing and equipment.
- 3.5. Confirm availability of required equipment and venues at required times.
4. Develop plans to cope with *contingencies*.
- 4.1. Identify possible *contingencies* and assess their potential impact on the team or group.
- 4.2. Develop and document plans to respond to identified *contingencies according to organisational policies and procedures*.
5. Evaluate team or group objectives and plans.
- 5.1. Implement *evaluation* methods that are appropriate to the nature of information sought.
- 5.2. Review team or group objectives and plans in consultation with relevant personnel.
- 5.3. Document *evaluation* results and seek feedback from team members.
- 5.4. Make recommendations based on *evaluation* results and feedback as appropriate.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - develop a rapport with team members and other relevant personnel
 - convey information to team members
 - access and confirm team requirements
 - handle disputes on behalf of the team
- literacy skills to:
 - access and analyse information about requirements for the team activity
 - document a team budget and contingency plans
- numeracy skills to develop and monitor team budgets
- planning and organising skills to:
 - assess, access and confirm team requirements
 - manage the team budget
- problem-solving skills to identify potential contingencies and develop strategies to respond to them
- initiative and enterprise to implement fundraising activities to support group or team activities.

Required knowledge

- legislation and organisational policies and procedures that impact on team administration to enable safe and compliant conduct of all activities
- relevant activity rules, regulations, guidelines and participation conditions to enable efficient and effective administration
- principles of budgeting in order to develop a budget incorporating all income and expenses
- clothing and equipment requirements for competitions, training and travelling.

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 following is essential:

- utilises knowledge of requirements of group or team activity specific requirements to implement, monitor and evaluate the administrative aspects of a team or group that comply with budgetary constraints, team objectives and commitments and organisational plans
- adapts communication strategies appropriate to the information needs of the team or group to convey information about group activities and commitments and to develop and implement a public relations plan for group or team activities
- develops and administers a team budget responsibly including management of clothing and equipment requirements for the group of team and implements initiatives and activities to generate additional income
- applies contingency management techniques to deal with a range of problems and issues that may impact on group or team activities.

Context of and specific resources for assessment

Assessment must ensure participation in multiple interactions with team members and relevant personnel that involve the provision of information and the implementation of team administrative aspects to demonstrate consistency of performance.

Assessment must also access to:

- a coaching setting including a group or team of athletes participating in activities or competitions and relevant sport personnel
- equipment and facilities to administer the team efficiently
- sources of information about requirements of specific activities in relation to administration aspects
- current organisational policies and procedures and relevant legislation that impact on the effective administration of team activities
- organisational financial plans to develop a responsible budget for team activities.

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:

- observation of interaction with team members and appropriate personnel to provide information about team activities
- observation of planning, implementation and monitoring of group administrative activities
- oral or written questioning to assess knowledge of the impact of organisational policies and procedures on team administration
- portfolio containing evidence of a documented team budget
- third-party reports from a supervisor detailing work performance.

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

- SISSSPA301A Coordinate regional touring athletes.

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 candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Organisational policies and procedures may include:

- privacy provisions
- personal records management
- industry codes
- activity rules
- risk management
- resource management
- fund raising
- financial initiatives
- dispute resolution.

Relevant legislation may include:

- occupational health and safety
- privacy
- freedom of information
- anti-discrimination
- insurance
- industry control and regulating legislation
- professional association regulations.

Relevant information may include:

- rules of the group or team activity
- participation conditions
- format
- location
- registration status.

Team objectives may include:

- practices
- meetings
- functions
- competitive fixtures
- team or group commitments
- team or group cohesion.

Communication techniques may include:

- verbal
- written
- visual.

Appeals and disputes may include:

- disciplinary procedures
- results of event
- violations of code of conduct for the activity
- breach of participation conditions.

Financial requirements may include:

- transportation
- food
- maintenance and storage of equipment.

Team budget may include:

- expenses
- income.

Fundraising activities may include:

- raffles
- auctions.

Contingencies may include:

- cancellations of fixtures
- defaults
- injuries and illness
- availability of participants
- incidents that attract media attention
- disciplinary measures
- insufficient funding secured.

Unit Sector(s)

Sport

Competency Field

Sports Administration