



Australian Government

SISXIND409 Organise a sport, fitness or recreation event

Release: 1

SISXIND409 Organise a sport, fitness or recreation event

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 organise an event in a sport, fitness and recreation environment. It involves planning, set-up and delivery of an event, supervising the event team and monitoring and evaluating the event or competition outcomes. Event team members may be paid employees or volunteers.

Application of the Unit

While the unit is broad in scope to cover the diversity of sport, fitness and recreation event types it requires the ability to apply specific knowledge of event organisation and coordination requirements at a single site or venue for a participation event such as a regional sports carnival, club fundraiser, facility open day or fun run.

This unit requires the event coordinator to consistently and responsibly apply organisational policy and procedures and state, territory and local statutory requirements in regard to planning and delivery of events. Event coordinators would have responsibility for allocation of resources within a defined budget, determining the event specific systems and procedures within the framework of the event managing organisation or sport controlling body and a dedicated event team to assist with the implementation.

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.

- | | |
|---------------------------------|--|
| 1. Confirm event scope | <p>1.1 Clarify and confirm the purpose, objectives, budget and timeline of the event with organisation management.</p> <p>1.2 Determine event <i>resource requirements</i> according to organisational policy and procedures, industry codes of practice and legislative requirements.</p> <p>1.3 Finalise event components, program or <i>competition format</i> consistent with the requirements of the sport or relevant body.</p> <p>1.4 Determine participation targets, selection and entry criteria consistent with any state or national body requirements.</p> <p>1.5 Arrange event time and venue in the context of other scheduled and competing events or activities.</p> <p>1.6 Identify potential event team members.</p> |
| 2. Plan the event. | <p>2.1 Prepare a budget in line with allocated funds.</p> <p>2.2 Establish an event team and clarify <i>roles and responsibilities</i> of team members.</p> <p>2.3 Identify and seek required approvals to meet regulatory requirements.</p> <p>2.4 Develop <i>systems and procedures</i> to meet the requirements of the event in consultation with the event team.</p> <p>2.5 Design event activities to minimise waste and use energy, water and other resources efficiently.</p> <p>2.6 Where required prepare a competition draw and distribute to all coaches, officials, competitors, media and organising body.</p> <p>2.7 Identify event specific risks and prepare a risk management strategy.</p> <p>2.8 Develop <i>contingency and critical incident procedures</i>.</p> <p>2.9 Develop an event coordination plan with documented tasks, responsibilities and timelines.</p> <p>2.10 Organise promotional materials for the event to generate interest and publicity.</p> |
| 3. Coordinate implementation of | <p>3.1 Obtain involvement of planned participants, and ensure they are provided with any information required.</p> |

- the event.
- 3.2 Organise and provide accurate *event briefings* to all associated staff and volunteers including clarification of roles and responsibilities.
 - 3.3 Ensure health, safety and security procedures are integrated into all event procedures.
 - 3.4 Oversee event set-up according to *prearranged operational requirements*.
 - 3.5 Identify any discrepancies and deficiencies and take remedial action to address issues.
 - 3.6 Monitor event operation through observation and communication with event team members.
 - 3.7 Implement contingency plans if required.
 - 3.8 Ensure event break down is completed according to agreements with any contractors and event team.
 - 3.9 Process competition results, communicate outcomes to participants and submit results to the relevant body where required.
4. Evaluate the event.
- 4.1 Determine event *evaluation criteria* for each objective prior to event in consultation with organisation management.
 - 4.2 Use a variety of *evaluation methods* to obtain feedback.
 - 4.3 Conduct an event debrief with event team.
 - 4.4 Analyse the delivery of the event against the evaluation criteria to determine the level of success.
 - 4.5 Prepare a report on event outcomes and recommendations for future similar events for organisation management.

Required Skills and Knowledge

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

Required skills

- planning and organisation skills to develop systems and procedures for a sport, fitness or recreation event
- problem-solving skills to anticipate and deal with typical event operational issues in a short timeframe
- communication and negotiation skills to work with event team, any contractors, organisation staff, officials, event workforce and volunteers
- contingency management skills to address unforeseen issues that arise during events
- literacy skills to interpret documentation related to event planning and operation and create an event management plan
- numeracy skills to:
 - prepare and maintain budgets
 - address the movement of numbers of spectators or participants
 - develop competition schedules
 - prepare an event running sheet
 - monitor event timing
- technology skills to utilise software and equipment for event organisation.

Required knowledge

- operational requirements for different sport, fitness and recreation event types and their impact on event planning and coordination
- operational control documents, such as running sheets, drug testing protocols, result recording sheets and how they are used
- competition formats, processes and procedures for relevant sport
- environmental impacts and minimal impact practices for sport, fitness and recreation events
- safety and risk issues associated with different types of events, such as movement of numbers of people and security issues in particular situations
- typical event management systems suitable for sport, fitness or recreation participation events
- work health and safety and risk management procedures for organising events
- rights and responsibilities of employers, employees and volunteers in a sport, fitness and recreation event context
- range of regulatory issues that impact on different types of events
- the primary components of state, territory and local council laws that impact on event delivery and actions that must be adhered to by event operators during event set-up, conduct and break-down, in particular laws that cover:
 - work health and safety (this would include requirements that must be met for providing a safe workplace, hazard identification and assessment and control of associated risks)

- workers' compensation (this would include insurance requirements, injury reporting and occupational rehabilitation requirements)
- workplace relations
- legal liability and duty of care of participants.

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:

- consistently and responsibly apply organisational policy and procedures in regard to:
 - the coordination of event team and other event personnel including volunteers
 - planning event systems and procedures
 - dealing with contingencies
- demonstrate appropriate communication and interpersonal skills when instructing the event team
- develop systems and procedures appropriate to the type of event and successfully oversee event set-up
- comply with state, territory and local statutory requirements and regulations during planning and delivery of events
- prepare clear and concise event documentation and reports
- organise appropriate promotion to generate interest in the event
- use a range of feedback mechanisms to evaluate events and identify improvements.

Context of and specific resources for assessment

Assessment must ensure access to:

- a sport, fitness or recreation work environment
- relevant documentation, such as:
 - legislation and statutory requirements
 - awards and agreements
 - event job descriptions and responsibilities
 - venue or facility information
 - competition rules and regulations
 - event management tools
 - drug testing requirements
 - organisation policies and procedures including volunteer management
- rostering and recording systems
- an event team or work group
- event participants.

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 performance during event planning and delivery
- answers to questions about specific event operational issues such as dealing with contingencies
- case studies to assess individual's ability to address all aspects of coordinating different types of sport, fitness and recreation events
- evaluation of event systems and procedures developed by the individual
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

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

- SISXFAC409 Plan and provide sport, fitness and recreation services
- SISXIND405A Conduct projects.

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.

Resource requirements may include:

- human
- technical
- financial
- venues
- accreditation or registration
- competition rules and regulations
- equipment
- transport and parking
- accommodation
- sponsorship
- drug testing
- first aid
- catering
- sports medicine
- media
- promotional materials and merchandise
- signage.

Competition format may include:

- knock out
- seedings
- round robin
- handicapping
- round-to-round professions
- preliminary finals to finals
- points.

Roles and responsibilities may relate to:

- event organisation
- event operations
- marketing
- staffing including officials, judges and scorers
- support personnel and volunteer management
- safety and security
- equipment
- venue or facility
- financial monitoring

Systems and procedures may include:

- sponsorship
- media
- merchandising.
- timeframe and running sheet
- contingency and critical incident procedures
- register of staff, officials and volunteers
- registration system
- participant or player database
- competition draw or schedule
- technical production (lighting, sound, audio-visual)
- communication strategy
- media access
- recording and processing of results or outcomes
- database of suppliers and contractors
- roster of event personnel and volunteers
- financial such as cash handling and point-of-sale.

Contingency and critical incident procedures may include:

- equipment breakdown
- participant injury or illness
- facility and venue problems or changes
- traffic issues
- adverse weather
- modifications to draw
- late withdrawals
- event staff sickness
- insufficient officials
- lateness of VIPs
- number of registrations
- disputes to results
- internal and external delays to event.

Event briefings may include:

- face-to-face
- written
- telephone
- electronic.

Prearranged operational requirements may relate to:

- local approvals
- insurance
- correct installation of infrastructure and facilities
- traffic management

Evaluation criteria may include:

- availability of materials and equipment
- competition area set up and layout
- staging and technical equipment
- display and signage
- food and beverage provision
- registration areas
- drug testing area
- media coverage
- budget
- participation numbers
- increased membership or repeat business
- spectator numbers
- sponsorship value
- merchandise sales
- fundraising targets.

Evaluation methods may include:

- observation
- third-party reports
- participant comments
- questioning
- event staff debrief
- sponsor feedback
- media monitoring
- social media analysis.

Unit Sector(s)

Cross-Sector

Competency Field

Working in Industry