



Australian Government

SISXFAM006 Coordinate sport, fitness or recreation events

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate the planning and delivery of sport, fitness, aquatic or recreation events at a single site or venue. It covers skills for completing the advance planning of all event components, coordinating the on-site set-up and break-down of events, supervising on-site event operations and the event team, and evaluating effectiveness of operational practices.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It applies to event coordinators and managers as well as venue and operations managers who operate independently, and who are responsible for operational decisions.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Finance, Administration and Marketing

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify scope of the event.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Analyse event information to confirm purpose, objectives and overall budget for event.
- 1.2. Determine event components and create overall schedule to facilitate operational planning.

- 1.3. Determine and accurately document specific venue, staging and human resource requirements to facilitate event planning and service bookings.
2. Plan event operation.
 - 2.1. Develop and document draft and finalised event running sheets incorporating event components, tasks, responsibilities and timelines.
 - 2.2. Issue initial and finalised event orders to internal personnel and external suppliers, incorporating specifications for service provision.
 - 2.3. Prepare and distribute finalised event program and attendee documents to publicise event.
 - 2.4. Establish event delivery team and clarify roles and responsibilities.
 - 2.5. Identify event specific risks and develop responsive contingency management plans.
 - 2.6. Monitor event budget and preparations through ongoing liaison with internal personnel and external suppliers, and make required adjustments to event plans.
 - 2.7. Prepare and distribute final operational documents to event delivery teams, internal personnel and external suppliers, incorporating agreed specifications for operation of event.
3. Coordinate on-site set-up, operation and break-down of event.
 - 3.1. Provide briefing for event operation to internal and external delivery personnel, inclusive of communication and reporting mechanisms.
 - 3.2. Oversee and assess event set-up against prearranged operational specifications.
 - 3.3. Monitor event operation through observation and communication with relevant personnel.
 - 3.4. Identify, evaluate and take prompt action to resolve arising problems.
 - 3.5. Oversee event break-down and ensure completion according to agreed arrangements with team members and external suppliers.
4. Evaluate operational success of event.
 - 4.1. Obtain feedback from attendees and seek input from personnel and suppliers on event operations.
 - 4.2. Reflect on and evaluate operational problems.
 - 4.3. Provide recommendations for future improvements to operational practices.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance

criteria are listed here, along with a brief context statement.

SKILLS**DESCRIPTION**

Reading skills to:	• interpret unfamiliar and complex information in event outlines and supplier product specifications.
Writing skills to:	• develop complex and varied documentation in a format and style suited to purpose and audience need.
Oral communication skills to:	• provide clear and unambiguous instructions to event team members and suppliers before and during event operation.
Numeracy skills to:	• interpret diverse components of event budgets to develop operational specifications within budgetary parameters • work quickly with budget figures to calculate effect on event costs when resolving on-site problems.
Problem-solving skills to:	• negotiate solutions with attendees and event personnel under pressure where time constraints play a key factor.

Unit Mapping Information

Supersedes and is not equivalent to SISXIND006 Conduct sport, fitness or recreation events.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>