



Australian Government

SISXIND006 Conduct 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 organise and conduct a sport, fitness or recreation event. It requires the ability to plan, setup and conduct an event, supervise the event team, and monitor and evaluate the event outcomes. Event team members may be paid employees or volunteers. It applies to event organisation and coordination requirements at a single site or venue.

Event coordinators must consistently and responsibly conduct events according to relevant legislation and organisational policy and procedures, and within the framework of the event managing organisation or sport controlling body.

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

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify event scope.

PERFORMANCE CRITERIA

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

- 1.1 Confirm purpose, objectives, budget and timeline of event with organisation management.
- 1.2 Determine event resource requirements.
- 1.3 Finalise event components, program or competition format consistent with the requirements of the relevant body.
- 1.4 Determine participation targets, selection and entry

- criteria.
- 1.5 Arrange event time and venue in the context of other scheduled and competing events or activities.
- 1.6 Identify potential event team members.
- 2. Plan the event.
 - 2.1 Prepare budget in line with allocated funds.
 - 2.2 Establish event team and clarify roles and responsibilities of team members.
 - 2.3 Identify and seek required approvals to meet regulatory requirements.
 - 2.4 Develop systems and procedures in consultation with event team.
 - 2.5 Design event activities considering waste minimisation and efficient resource utilisation.
 - 2.6 Prepare competition draw or event schedule and distribute, as required.
 - 2.7 Identify event specific risks and prepare risk management strategy.
 - 2.8 Develop contingency and critical incident procedures.
 - 2.9 Develop event coordination plan with documented tasks, responsibilities and timelines.
 - 2.10 Organise promotional materials to generate interest and publicity.
- 3. Coordinate implementation of the event.
 - 3.1 Provide participants with required information.
 - 3.2 Organise event briefings for all associated staff and volunteers.
 - 3.3 Ensure health, safety and security procedures are integrated into event procedures.
 - 3.4 Oversee event setup according to prearranged operational requirements.
 - 3.5 Identify discrepancies and deficiencies, and take required remedial action.
 - 3.6 Monitor event operation through observation and communication with event team members.
 - 3.7 Implement contingency plans, as required.
 - 3.8 Ensure event break down is completed according to agreements with contractors and event team.
 - 3.9 Process results, communicate outcomes to participants and submit results to relevant body, as required.
- 4. Evaluate the event.
 - 4.1 Determine event evaluation criteria 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 delivery of the event against evaluation criteria.
- 4.5 Document event outcomes and recommendations for future similar events for organisation management.

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
Numeracy skills to:	• prepare an event running sheet and monitor event timing.
Technology skills to:	• utilise software and equipment for event organisation.

Unit Mapping Information

SISXIND409 Organise a sport, fitness or recreation event

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>