

UNIT CODE	SISXFAM006
UNIT TITLE	Coordinate sport, fitness or recreation events
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to coordinate the planning and delivery of sport, fitness 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 breakdown of events, supervising on-site event operations and the event team, and evaluating effectiveness of operational practices.</p> <p>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.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Finance, Administration and Marketing
UNIT SECTOR	Cross-Sector

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify scope of the event.	<p>1.1 Analyse event information to confirm purpose, objectives and overall budget for event.</p> <p>1.2 Determine event components and create overall schedule to facilitate operational planning.</p> <p>1.3 Determine and accurately document specific venue, staging and human resource requirements to facilitate event planning and service bookings.</p>

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

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> interpret unfamiliar and complex information in event outlines and supplier product sheets.
Writing skills to:	<ul style="list-style-type: none"> develop complex and varied documentation in a format and style suited to purpose and audience need.
Oral communication skills to:	<ul style="list-style-type: none"> provide clear and unambiguous instructions to event team members and suppliers before and during event operation.

Numeracy skills to:	<ul style="list-style-type: none"> ■ 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:	<ul style="list-style-type: none"> ■ 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 Guide

TITLE	Assessment Requirements for SISXFAM006 Coordinate sport, fitness or recreation events
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ plan the operation of two single-site sport, fitness, aquatic or recreation events ■ for each of the two events, develop accurate and comprehensive: <ul style="list-style-type: none"> ○ operational planning documents ○ attendee documents ○ operational staging documents ■ coordinate the on-site set-up, operation and break-down of one of the planned events, and: <ul style="list-style-type: none"> ○ evaluate the operational effectiveness of the event document details of the evaluation including recommendations for future improvements to event operations.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ characteristics, components, and running formats of different types of events commonly operated by sport, fitness, aquatic and recreation organisations: <ul style="list-style-type: none"> ○ fundraisers ○ competitions ○ awards presentations ○ open days to promote service offerings ○ member social events ■ key features of event staging products and services: <ul style="list-style-type: none"> ○ catering ○ talent: <ul style="list-style-type: none"> ● compere ● speakers ● entertainers
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- technical equipment and services:
 - audio visual
 - lighting
 - sound
- venue or site:
 - layouts
 - styling
 - displays, stands and signage
 - entrance and registration areas and equipment
- security
- common risks associated with event operations, typical contingency plans used to manage these, and how to manage circumstances when they arise:
 - over or under subscription to event activities
 - no-show, or lateness of event team members, external suppliers, speakers
 - injury or illness of attendees and event team members
 - adverse weather for outdoor events
 - equipment breakdown
- environmental and social sustainability considerations and practices for event operation:
 - recycling and disposing of waste
 - use of energy, water and other resources
 - reducing impacts on neighbouring residents
- roles and responsibilities of those involved in event planning and staging:
 - event coordinators and managers
 - internal event team members, including volunteers
 - external venue personnel
 - external service providers
- team structure for instructions, reporting and resolution of problems during event operation
- communication methods and equipment used between event coordinators and event team during event operation
- purpose, inclusions and formats for a diverse range of event documentation:
 - operational planning documents:
 - event budgets
 - overarching schedule of event components
 - draft running sheets
 - event orders for internal departments and external suppliers
 - risk assessment and contingency management plan
 - attendee documents:
 - event program
 - costs and registration details
 - invoices, receipts and confirmation documents
 - competition draw
 - operational staging documents:
 - site or venue layout and styling, and details of displays, stands, signage, technical and other equipment
 - finalised running sheets for set-up, operation and break-down of all event components inclusive of timing and event team responsibilities
 - competition schedules and competitor draw
 - scripts or speaking outlines for compere and speakers
- methods used for the evaluation of events:
 - debriefs and discussions with event team members

	<ul style="list-style-type: none"> ◦ discussions with external venue operators and suppliers ◦ attendee evaluation questionnaires and onsite discussions ◦ evaluation of complaints, problems or difficulties.
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ASSESSMENT CONDITIONS	<p>Skills for coordinating on-site event operations must be demonstrated during the staging of a sport, fitness, aquatic or recreation event in live time where realistic time pressures and constraints play a key factor. This can be:</p> <ul style="list-style-type: none"> ■ an actual industry event, or ■ a simulated industry event set up for the purpose of skills assessment. <p>Assessment must ensure use of:</p> <ul style="list-style-type: none"> ■ interaction with event team members; these can be: <ul style="list-style-type: none"> ◦ team members in an industry workplace, or ◦ individuals who participate in simulated activities used for the purpose of skills assessment ■ event: <ul style="list-style-type: none"> ◦ budgets ◦ operational planning documents ◦ attendee documents ◦ operational staging documents. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide