

<b>UNIT CODE</b>	<b>SISXFAM006</b>
<b>UNIT TITLE</b>	<b>Coordinate sport, fitness or recreation events</b>
<b>APPLICATION</b>	<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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Finance, Administration and Marketing
<b>UNIT SECTOR</b>	Cross-Sector

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<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"> <li>interpret unfamiliar and complex information in event outlines and supplier product sheets.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>develop complex and varied documentation in a format and style suited to purpose and audience need.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>provide clear and unambiguous instructions to event team members and suppliers before and during event operation.</li> </ul>

Numeracy skills to:	<ul style="list-style-type: none"> <li>■ interpret diverse components of event budgets to develop operational specifications within budgetary parameters</li> <li>■ work quickly with budget figures to calculate effect on event costs when resolving on-site problems.</li> </ul>
Problem-solving skills to:	<ul style="list-style-type: none"> <li>■ negotiate solutions with attendees and event personnel under pressure where time constraints play a key factor.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Supersedes and is not equivalent to SISXIND006 Conduct sport, fitness or recreation events.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for SISXFAM006 Coordinate sport, fitness or recreation events</b>
<b>PERFORMANCE EVIDENCE</b>	<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"> <li>■ plan the operation of two single-site sport, fitness, aquatic or recreation events</li> <li>■ for each of the two events, develop accurate and comprehensive: <ul style="list-style-type: none"> <li>○ operational planning documents</li> <li>○ attendee documents</li> <li>○ operational staging documents</li> </ul> </li> <li>■ coordinate the on-site set-up, operation and break-down of one of the planned events, and: <ul style="list-style-type: none"> <li>○ evaluate the operational effectiveness of the event document details of the evaluation including recommendations for future improvements to event operations.</li> </ul> </li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ 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"> <li>○ fundraisers</li> <li>○ competitions</li> <li>○ awards presentations</li> <li>○ open days to promote service offerings</li> <li>○ member social events</li> </ul> </li> <li>■ key features of event staging products and services: <ul style="list-style-type: none"> <li>○ catering</li> <li>○ talent: <ul style="list-style-type: none"> <li>● compere</li> <li>● speakers</li> <li>● entertainers</li> </ul> </li> </ul> </li> </ul>
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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"> <li>o discussions with external venue operators and suppliers</li> <li>o attendee evaluation questionnaires and onsite discussions</li> <li>o evaluation of complaints, problems or difficulties.</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<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"> <li>■ an actual industry event, or</li> <li>■ a simulated industry event set up for the purpose of skills assessment.</li> </ul> <p>Assessment must ensure use of:</p> <ul style="list-style-type: none"> <li>■ interaction with event team members; these can be: <ul style="list-style-type: none"> <li>o team members in an industry workplace, or</li> <li>o individuals who participate in simulated activities used for the purpose of skills assessment</li> </ul> </li> <li>■ event: <ul style="list-style-type: none"> <li>o budgets</li> <li>o operational planning documents</li> <li>o attendee documents</li> <li>o operational staging documents.</li> </ul> </li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide