

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

Unit Title: Organisation of Sports Events

Graded Unit Reference Number: GA33SPO15

Ungraded Unit Reference Number: UA33SPO15

Module: Sports and Exercise

Level: 3

Credit Value: 3

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know different types of sports events and their purpose	1.1 Identify different types of events, i.e. <ul style="list-style-type: none"> • tournament (e.g. knockout, league, ladder, round robin) • participative (e.g. carousel, taster session, fun day, friendlies) • fundraising (e.g. sponsored event, awareness raising) • coaching courses (e.g. coaching clinic, booster club) • outdoor and adventurous (e.g. orienteering, potholing) • sports camps (e.g. holiday clubs, sports tours)
	1.2 Explain the purpose of sports events (e.g. raising money, personal development (physical, social and mental), increasing participation, environmental, educational, formal competition)

<p>2. Know the different roles and responsibilities involved in the planning and delivery of sports events</p>	<p>2.1 Identify the roles involved in planning and delivering sporting events, i.e</p> <ul style="list-style-type: none"> • health and safety officer • sports leader • organiser • finance officer • marketing/media officer • tutor/trainer/coach • steward • first aider • officials (e.g. umpire, referee, timekeeper, scorer) • security • caterer
	<p>2.2 Identify the responsibilities of each identified role</p> <p>(e.g. planning the logistics of the event, booking and setting up equipment, completing risk assessments, liaising with external parties, marketing the event, organising meetings for staff involved, raising/managing finances and event budget, officiating at the event.)</p>
<p>3. Be able to plan and promote a sports event</p>	<p>3.1 Produce, plan and design an event, to include detail on:</p> <ul style="list-style-type: none"> • the purpose of the event (e.g. making profit, raising money for charity, team building, educational visit, competition) • activities included in the event (e.g. games, coaching sessions) • event goals and objectives (e.g. SMART targets, long and short-term objectives) • event feasibility (e.g. scale, budget) • health and safety (e.g. risk assessment, first aid requirements, child protection) • facilities • policies and procedures • resources (e.g. staff, equipment, facilities) • contingency plan
	<p>3.2 Consider the best methods to promote your event to the public, such as:</p> <ul style="list-style-type: none"> • types of promotional material (e.g. radio advertisements, television, email, posters, social media, leaflets) • purpose of promotional material (e.g. providing relevant event information (e.g. location, date, time, cost)); increasing awareness of event or purpose

<p>4. Be able to participate in the delivery of a sports event</p>	<p>4.1 Take part in the delivery of an event, i.e.</p> <ul style="list-style-type: none"> • carry out own role and responsibilities • effective use of resources and equipment (e.g. catering equipment, score cards, PA systems, sports equipment) • ensure health and safety is maintained (e.g. use of risk assessment, cordoned-off areas for spectators) • decision-making appropriate to own role • adapt plans as necessary (e.g. numbers of participants change from original plan, change in weather conditions) • manage participants effectively (e.g. get them to activities on time, manage changeover from one activity to the next) • communicate effectively throughout the event (e.g. with participants, with spectators, with other staff/volunteers involved) • respond appropriately to issues that may occur (e.g. injuries, faulty equipment)
<p>5. Be able to review the planning and delivery of a sports event</p>	<p>5.1 Evaluate the planning and delivery of a sports event, i.e.</p> <ul style="list-style-type: none"> • strengths (e.g. appropriate facilities used, adaptations made were appropriate, communication was effective) • areas for improvement (e.g. had incorrect equipment for activities, transition between activities not well managed) • personal development opportunities (e.g. additional courses, work experience, skill development, training) <p>5.2 Identify the methods to review a sports event (e.g. formative assessment, summative assessment, self-evaluation, peer evaluation, group discussion, question and answer, participant feedback (e.g. visual (e.g. 'hold up a green cone if you enjoyed the session'), questionnaire, Q&A, discussion))</p>