



# Planning and running a sports event

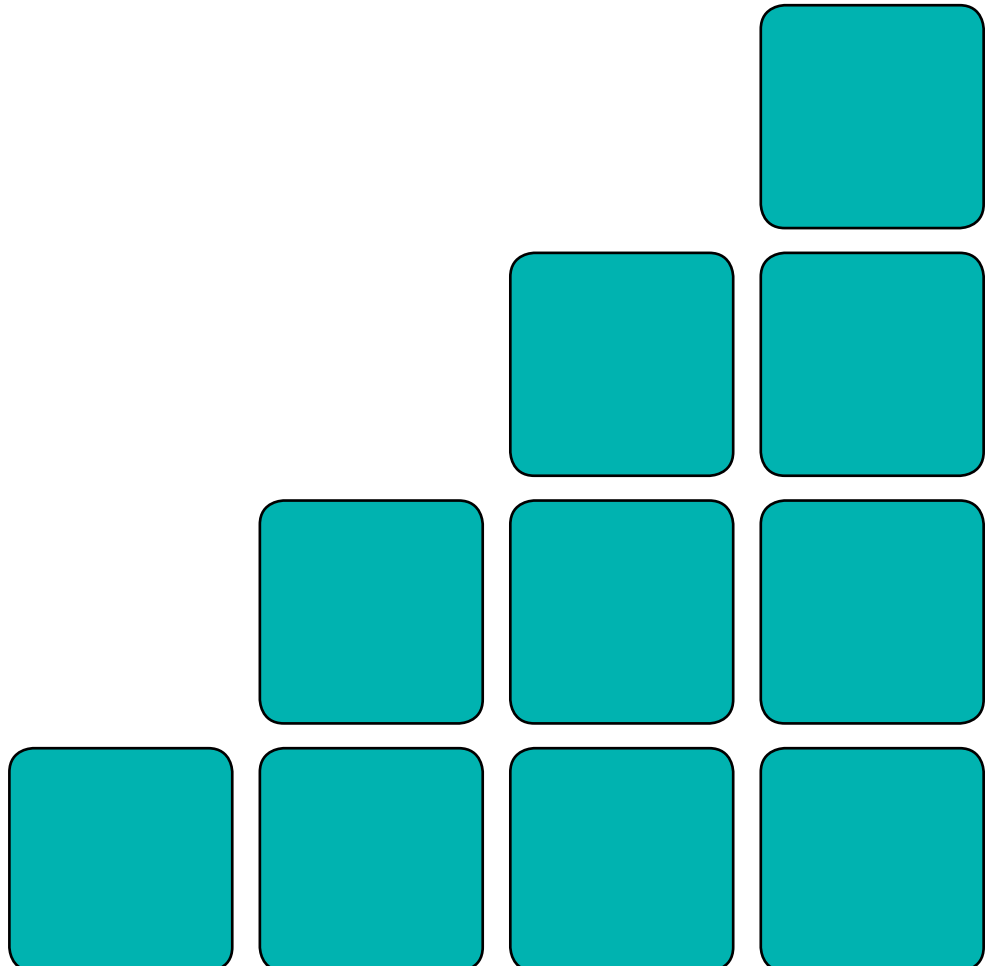
UV21537

H/502/5542

Learner name:

Learner number:

VRQ





# UV21537

## Planning and running a sports event

The aim of this unit is to develop the knowledge, understanding and skills required to plan, contribute to the organisation of, and review the success of a chosen sporting event.

Level

**2**

Credit value

**10**

GLH

**60**

Observation(s)

**0**

External paper(s)

**0**



# Planning and running a sports event

## Learning outcomes

On completion of this unit you will:

1. Be able to plan a sports event
2. Be able to contribute to the organisation of a sports event
3. Be able to contribute to the running of a sports event
4. Be able to review the success of a sports event

## Evidence requirements

1. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*  
There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below\*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*\*This is not an exhaustive list.*

# Knowledge



Learning outcome 1

## Be able to plan a sports event

You can:

Portfolio reference

- a. Produce a plan for a chosen sports event, outlining the planning process to meet given participant or customer requirements



## Outcome 2

### Be able to contribute to the organisation of a sports event

You can:

Portfolio reference

a. Contribute to the organisation of a chosen sports event





## Outcome 3

### Be able to contribute to the running of a sports event

You can:

Portfolio reference

a. Contribute to the running of a chosen sports event



## Learning outcome 4

### Be able to review the success of a sports event

You can:	Portfolio reference
a. Design and use methods for collecting feedback on the success of a sports event	
b. Assess feedback received, identifying strengths and areas for improvement	

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Learning outcome 1: Be able to plan a sports event

**Sports events:** Coaching day, taster day, competition or tournament, training camp, charity fundraiser.

**Planning:** Type of event, size and scope, aims and objectives, location, target

audience, date and timings, facilities and resources, staffing, budget, costs, proposed activities, contingency plans, constraints, risk assessment, insurance, informed consent, first aid procedures, methods for reviewing the event.

## Learning outcome 2: Be able to contribute to the organisation of a sports event

**Organisation:** Own roles and responsibilities, contributing (perform own tasks, team work, communication), arranging facilities and resources (booking venue, sourcing equipment, staff, transport), contingencies, health and safety, advertising and promotion, team meetings to monitor progress.

## Learning outcome 3: Be able to contribute to the running of a sports event

**Setting up the event:** Staff briefing, signage, parking, reception or registration, activity areas, equipment, service areas, seating areas.

**Running the event:** Guidance and information for customers, meeting the needs of customers, following the event plan (timings, activities, staffing), making changes to the plan if required, following contingencies if required, ensuring health and safety.

**Ending the event:** Collecting customer feedback, ensuring customers leave safely, tidy away equipment, waste disposal, taking down signage, staff debriefing.



## Learning outcome 4: Be able to review the success of a sports event

**Feedback:** Methods (questionnaires, comment cards, verbal feedback, observation records, witness statements), sources of feedback (customers, self, colleagues, tutor, supervisor), success criteria (organisation, timings, customer participation level, customer satisfaction, team work, health and safety).

**Assess feedback:** Against success criteria, against aims and objectives, strengths and areas for improvement, recommendations for future events.