

Title	Deliver, coordinate and evaluate a sport and/or recreation programme or event		
Level	4	Credits	30

Purpose	<p>This unit standard is intended for people who organise and evaluate a pre-designed sport and/or recreation programme or event.</p> <p>People credited with this unit standard are able to: deliver, coordinate people and resources, and evaluate a sport and/or recreation programme or event.</p>
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Classification	Recreation and Sport > Recreation and Sport - Programmes and Events
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Available grade	Achieved
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Guidance Information

- 1 All learning and assessment against this standard must be carried out in accordance with the following:
 - Relevant legislation including Health and Safety at Work Act 2015, Privacy Act 1993, Human Rights Act 1993, Vulnerable Children Act 2014, Accident Compensation Act 2001, and any subsequent amendments;
 - Industry codes and good practice guidelines including: *Aquatic Facility Guidelines 2015*, available from New Zealand Recreation Association (NZRA) website <https://www.nzrecreation.org.nz>;
 - Organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs) or Normal Operating Procedures (NOPs).
 - current industry good practice.
- 2 Definition
Evaluate means to measure the effectiveness of the programme or event through quantitative and qualitative data.
- 3 Range
Evidence for this standard must be for programmes and/or events that meet the following expectations. This is to ensure that there is sufficient depth and complexity to demonstrate the outcomes required within this standard.
Events must be:
 - minimum 50 participants of at least one day long, or two shorter events with 50 participants (combined);
 - minimum lead-in time of three weeks.

Programme is a regular ongoing series of sessions with a minimum of eight participants. Evidence for at least two programmes or two smaller initiatives is required.

Outcomes and performance criteria

Outcome 1

Deliver a sport and/or recreation programme or event.

Performance criteria

- 1.1 Deliver the programme or event in accordance with the implementation plan and organisational policies and procedures.
- Range may include but is not limited to – marketing, participation, health and safety, people, resources, budget, programme objectives, logistics, run plans, timeline.
- 1.2 Communicate with the programme and/or event team in terms of their roles and responsibilities, the planned schedule, and actions to take when issues arise.
- 1.3 Communicate with participants to optimise programme participation and outcomes.
- 1.4 Monitor participant safety and enjoyment throughout the programme or event.
- 1.5 Demonstrate behaviour that is appropriate for the delivery of the programme or event in accordance with organisational expectations.
- 1.6 Adapt delivery to respond to changes or issues arising, to achieve programme outcomes and manage safety in accordance with contingency plan.
- Range may include but is not limited to – participant needs, behaviours, environment, resources and equipment.

Outcome 2

Coordinate people and resources within a sport and/or recreation programme or event.

Performance criteria

- 2.1 Describe professionalism, responsibilities and expected conduct of self and peers while involved in delivery of a sport and/or recreation programme or event.
- 2.2 Coordinate volunteers, staff, and/or contractors, in a sport and/or recreation programme or event.

- 2.3 Coordinate resources for a sport and/or recreation programme or event.
- Range resources may include – spaces, buildings, equipment, safety gear.
- 2.4 Respond to participant behaviour including conflict in terms of clear instruction, conflict resolution, encouragement, accessibility, and inclusiveness.
- 2.5 Adapt own communication and leadership styles to meet the needs of context, event, and people involved.

Outcome 3

Evaluate a sport and/or recreation programme or event.

Performance criteria

- 3.1 Evaluate the programme and/or event in relation to achievement of the objectives and identify opportunities for improvement and development.
- Range stakeholder and participant feedback, data from the programme or event.
- 3.2 Reflect on and identify improvements to own professional practice taking into account stakeholder feedback and results.
- 3.3 Report findings and recommendations in accordance with organisational requirements.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.