

<b>Title</b>	<b>Plan a complex recreation event or programme</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is intended for a person working in a recreation facility in a supervisory or managerial role.</p> <p>People credited with this unit standard are able to: establish the feasibility of a planned complex recreation event or programme; design a programme for the complex recreation event or programme; develop and implement organisational structures and processes for the complex recreation event or programme; prepare plans to recruit and assemble resource requirements for the complex recreation event or programme; and prepare plans to promote compliance with the constraints and requirements related to running the complex recreation event or programme.</p>
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<b>Classification</b>	Recreation and Sport > Recreation and Sport - Programmes and Events
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Recreation events and programmes include festivals, sport events and competitions, community events and competitions, functions, conferences, holiday programmes, celebrations, and arts events and performances.
- 2 Definitions
 

*Event* refers to the overall event or smaller events within the overall event or programme.

*Programme* refers to the overall programme, or a timetable of smaller events within the overall event or programme, and information relating to both the smaller events and the overall event or programme.

*Recreation* is an activity through which leisure may be experienced and enjoyed. Recreation involves freely chosen activities engaged in for wellbeing. Recreation activities include: sport, fitness and health, art and crafts, outdoor pursuits, hobbies, continuing education, ngā mahi a te rēhia, and activities with a service orientation. Participation in recreation has individual, community, and social benefits.
- 3 A complex recreation event or programme demonstrates a combination of all or most of the following factors:
  - long lead time (more than three months);
  - large organising team or group (more than three people);
  - several events within the overall event or programme;

participant and/or audience origin varied;  
complex organisational structure.

- 4 Documentation must comply with the requirements of the organising body and/or funder(s).
- 5 This unit standard forms part of a cluster of unit standards focusing on planning, implementing and evaluating complex recreation events: Unit 4868, *Plan a complex recreation event or programme*; Unit 4869, *Implement a complex recreation event or programme*; and Unit 4867, *Evaluate a complex recreation event or programme*. It is recommended that assessment against these unit standards be based on the same event or programme.
- 6 Recommended skills and knowledge: Unit 4863, *Plan, implement and evaluate a recreation event*.

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## Outcomes and performance criteria

### Outcome 1

Establish the feasibility of a planned complex recreation event or programme.

### Performance criteria

- 1.1 The concept of the event or programme is developed to meet the needs of the intended participants and the requirements of the organising body and/or funders.
- 1.2 Objectives of the event or programme are developed and documented to meet the requirements of the organising body and/or funders.
- 1.3 Resource implications are identified and documented.  
  
Range resources may include but are not limited to – location, human resources, venues, facilities, equipment, consents, funding, sponsorship, accommodation, transport, environmental impact.
- 1.4 Market research is conducted to identify the target market, its characteristics, and its needs.  
  
Range areas of research may include but are not limited to – anticipated participant and spectator interest, other events.
- 1.5 Market research results and resource implications are evaluated against the event or programme objectives.
- 1.6 Recommendations regarding the feasibility of the event or programme are based on evaluation results.
- 1.7 The proposed date and time of the event or programme is scheduled in the context of other events that may be taking place at the same time.

**Outcome 2**

Design a programme for the complex recreation event or programme.

**Performance criteria**

- 2.1 The purpose of the event or programme is determined and documented in consultation with the organising body and/or funders.
- 2.2 The objectives and planned outcomes of the event or programme are identified and documented in consultation with the organising body and/or funders.
- 2.3 The programme is designed to meet the identified purpose and objectives of the event or programme.
- Range programme design may include but is not limited to – programme form (such as workshop, competition, drop in, club), frequency (such as one off, annual, weekly), duration, timetable of events, allocation of venues and facilities, personnel, rules and regulations, participant eligibility.
- 2.4 Evaluation criteria are developed and documented for each identified objective.

**Outcome 3**

Develop and implement organisational structures and processes for the complex recreation event or programme.

**Performance criteria**

- 3.1 A timeline of all activities is prepared and documented.
- 3.2 Roles and responsibilities are identified and documented.
- Range roles and responsibilities may include but are not limited to – finance, event or programme design, promotion, participants, support personnel, safety, equipment, venue, sponsorship, media, merchandising, ticketing, registration, community liaison.
- 3.3 Job descriptions are prepared to meet the requirements of all documented roles and responsibilities.
- 3.4 Organisational structures and processes are developed and implemented to meet the requirements of the event or programme.
- Range organisational structures and processes may include – individuals with specific responsibilities, portfolio groups, sub-committees, directorates, executive committees.
- 3.5 Communication systems are developed and implemented to meet the requirements of the event or programme.

3.6 Procedures for reporting are developed and implemented to meet the requirements of the event or programme.

3.7 Administrative systems are developed and implemented to meet the requirements of the event or programme.

Range administrative systems may be required for – entries and registrations, draw or timetable of events, results, communication with participants, newsletters, venues and facilities, income and expenditure, purchasing and equipment inventories, Consent and Moderation Requirements (CMR).

3.8 A contingency plan is prepared and documented.

Range contingencies may include but are not limited to – inclement weather, number of entries or registrations, personnel, equipment, facilities, venues, funding, number of pre-sold tickets.

#### **Outcome 4**

Prepare plans to recruit and assemble resource requirements for the complex recreation event or programme.

#### **Performance criteria**

4.1 Support services required are identified and documented.

Range support services may include but are not limited to – catering, security, first aid, transport, traffic control, merchandising, venue and facility liaison, media, equipment, officials, accommodation, spectators, exhibitors, technicians, transport, hosting VIPs.

4.2 Plans are prepared and documented for recruiting and managing the identified support services.

4.3 A critical path plan is prepared and documented for each support service.

Range plan includes – provision for qualified personnel, training needs, training provision, supervision.

4.4 Venue, facility, and equipment specifications and requirements are identified and documented.

4.5 Plans are prepared and documented for the hireage or use of venues and facilities, and for the assemblage of equipment.

Range may include but is not limited to – collection or construction of equipment and/or facilities.

4.6 Plans are prepared and documented for restoring venues and facilities to previous state and for returning hired equipment on completion of complex event or programme.

- 4.7 Plans are developed and documented to negotiate contracts, make appointments, and manage appointed personnel.

### Outcome 5

Prepare plans to promote compliance with the constraints and requirements related to running the complex recreation event or programme.

Range constraints and requirements may include but are not limited to – local government permits, laws and bylaws, Tangata Whenua, trademarks, drugs, insurance, public liability insurance, cancellation policy, financial obligations, sponsorship obligations, print and electronic media, venue and facility constraints.

### Performance criteria

- 5.1 Constraints and requirements related to running the event or programme are identified and documented.

- 5.2 Agencies which deal with the identified constraints and requirements are identified, and are notified about the event or programme.

Range agencies may include but are not limited to – sport drug agencies, organising bodies, local and regional authorities, sponsors, media, police, first aid providers, fire service, OSH.

- 5.3 Plans are prepared and documented to promote compliance with the identified constraints and requirements, and strategies to deal with non-compliance.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 June 1995	31 December 2012
Revision	2	24 July 1996	31 December 2012
Revision	3	19 February 1998	31 December 2012
Revision	4	15 February 2000	31 December 2012
Review	5	22 January 2002	31 December 2012
Review	6	12 February 2010	31 December 2012
Rollover and Revision	7	20 May 2011	31 December 2023
Review	8	23 January 2020	31 December 2023

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

*This unit standard is expiring*