

Title	Implement a complex recreation event or programme		
Level	6	Credits	5

Purpose	<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: manage the operation of a complex recreational event or programme; assemble resource requirements for the complex event or programme; coordinate the execution of the complex event or programme; monitor compliance with the requirements of the complex event or programme, and disassemble and restore venues, facilities and equipment following a complex event or programme.</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 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 recreational 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 recreational 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 the assessment against these unit standards be based on the same event.
- 6 Recommended skills and knowledge: Unit 4863, *Plan, implement and evaluate a recreation event*.

Outcomes and performance criteria

Outcome 1

Manage the operation of a complex recreation event or programme.

Range this may include management of a large component of the complex event or programme (for example the transition area of a large triathlon).

Performance criteria

1.1 Operational management plans are implemented as specified by the organising body and/or funder(s).

Range plans may be required for – catering, security, first aid, childcare, parking, transport, traffic control, merchandising, venue and facility liaison, media, equipment officers, drugs testing procedures, admittance, seating and dispersing of spectators, participants and support personnel, ceremonies and displays, social activities, promotion, contingency, services recruitment and management, venue and/or equipment assembly and disassembly.

1.2 Administration systems are implemented as specified by the organising body.

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), recording and processing results.

Outcome 2

Assemble resource requirements for the complex event or programme.

Performance criteria

- 2.1 Required equipment is identified and assembled to specifications.
- Range specifications may be from the – organising body, hire company, manufacturer.
- 2.2 Equipment, facilities, and venues are available for use where and when they are required.
- 2.3 Support personnel are briefed and are available where and when they are required.
- Range support services may include – catering, security, first aid, transport, traffic control, merchandising, venue and facility liaison, media, equipment, officials, accommodation, spectators, exhibitors, technicians, transport, hosting VIPs.

Outcome 3

Coordinate the execution of the planned complex recreation event or programme.

Performance criteria

- 3.1 Support personnel are managed as specified by operational management plans.
- Range support personnel may include – officials, venue and facility liaison personnel, equipment officers, volunteers, community groups.
- 3.2 The event or programme is executed according to the planned timetable.
- 3.3 Difficulties and opportunities are identified as they arise, assessed for their impact on the event or programme, and addressed in accordance with operational management plans.
- 3.4 Contingency plans are communicated and implemented as specified by the organising body.

Outcome 4

Monitor compliance with the requirements of the complex recreation event or programme.

Performance criteria

- 4.1 Plans are implemented to monitor compliance with the requirements of the event or programme as specified by the organising body.
- 4.2 Strategies for dealing with non-compliance with the requirements are implemented when cases arise as specified by the organising body.

Outcome 5

Disassemble and restore venues, facilities and equipment following a complex recreation event or programme.

Performance criteria

- 5.1 Disassembly and restoration are carried out according to operational management plans.

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

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>.