



COMPETITION LEVEL Administrators Stream Training Program Overview

The Oceania Sport Education Programme (OSEP) is a joint initiative of the Australian Sports Commission, the Oceania National Olympic Committee and the Organisation of Sports Federations of Oceania to support the development of sport education in the Pacific region.

The OSEP comprises a number of training programmes that have been specifically designed to provide a regional approach to sport education by developing flexible, relevant, modern curricula and training support resources in the areas of coaching, officiating, administration and assessor/presenter training.

The OSEP offers three levels of training programmes:

1. Community Coach/Official and Sport in Communities Administrator
2. Competition Coach and Management in Sporting Organisations
3. Assessor and Presenter Training

MANAGEMENT IN SPORTING ORGANISATIONS

The Management in Sporting Organisations training programme will assist the developmental needs of people who are actively working with clubs or federations (whether paid or voluntary), to manage and administer sport in the Pacific. It is designed for sport administrators and managers who have completed the OSEP Sport in Communities Training Programme.

OSEP Management in Sporting Organisations is a self-paced, distance training programme which will take approximately 32 hours to complete. It consists of seven modules:

1. Structure of Sports in the Pacific
 - a. The International Olympic Movement
 - b. The International Olympic Committee and International Paralympic Committee
 - c. National and regional Olympic and Paralympic Committees
 - d. International Federations
 - e. National and regional federations
 - f. Local leaders
 - g. Sporting Clubs
 - h. Informal sport and recreation
2. Effective meetings
 - a. Outcomes of ineffective meetings
 - b. Spending less time in meetings
 - c. Tips for effective meetings
 - d. Types of meetings
 - e. Meeting procedures
 - f. Making decisions

- g. Chairing meetings
 - h. The Secretary
 - i. Listening and conflict negotiation skills
3. Marketing and public relations
 - a. Public relations for clubs/federations
 - b. Sponsorship proposals
 - c. Sponsorship proposals
 4. Financial management for clubs/federations
 - a. The role of the club/federation treasurer
 - b. Preparing your club/federation budget
 - c. Financial reporting
 5. Event and facility management
 - a. Event management
 - b. Facility management
 - c. Customer Service
 6. Club/federation governance
 - a. Good governance principles
 - b. Club/Federation structures
 - c. Constitutional issues
 7. Planning for development
 - a. General club planning information
 - b. The planning process

Upon successful completion of the Management in Sporting Organisations Training Program, participants will be able to:

Plan and prepare

- Plan and prepare relevant club/federation strategic action plans
- Plan and prepare relevant club/federation marketing plans
- Plan and prepare relevant club/federation budgets
- Plan and prepare relevant club/federation event and facility management plans.

Conduct

- Organise and conduct effective club/federation meetings
- Organise and conduct effective club/federation events.

Monitor/review

- Identify the human, physical, financial and structural needs of a club/federation.
- Review the operational performance of a club/federation.

Evaluate

- Evaluate achievement of the objectives of a club/federation strategic action plan.

Adapt

- Analyse and implement appropriate modifications to a club's/ federation's activities and plans.