



COMPETITION LEVEL ADMINISTRATORS Pathway Advance Sport Management Course Programme 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.

The OSEP offers Community, Development and Competition levels of training programmes in the following streams:

1. Sports Administration
2. Coaching
3. Strength & Conditioning
4. Team Manager
5. Trainer

ADVANCED SPORT MANAGEMENT COURSE

The Advanced Sport Management Course is an initiative between the International Olympic Committee and the Oceania National Olympic Committees. The course is designed for executive level volunteers and senior paid staff in sport organisations in the Pacific region to expand their managerial skills. Participants will learn the skills to effectively manage their sport organisation and ultimately improve sport as a whole in their sport and country.

OSEP Advanced Sport Management Course will take approximately take 6 sessions of 3 - 4 days each session to complete and consists of six modules:

1. Organising an Olympic Sport Organisation
 - a. Operating environment of Olympic Sport Organisation
 - b. Nature of Olympic Sport Organisations
 - c. Governance of organisations
 - d. Information management and information technology
 - e. Management of change
2. Managing Strategically
 - a. Preparing for the strategic process
 - b. Diagnosis of the Olympic Sport Organisation environment
 - c. Vision, values, mission and strategic objectives
 - d. Action plans
 - e. Control and evaluation
3. Managing Human Resources
 - a. Organising human resources management
 - b. Developing a human resource strategy
 - c. Recruiting and motivating human resources
 - d. Developing human resources through training
 - e. Developing skills for managing human resources
4. Managing Finance
 - a. Good financial management
 - b. Financial planning
 - c. Budgeting
 - d. Accounting for finances
 - e. Evaluation and reporting
5. Managing Marketing
 - a. What we can market
 - b. Managing the quality of the offering
 - c. Developing a marketing and communication strategy
 - d. Managing sponsorship
 - e. Developing and managing a marketing strategy

6. Organizing a Major Sport Event
 - a. Deciding whether to organise a sport event
 - b. Legal and functional structures
 - c. Organising the sport event
 - d. Managing human resources for a sport event
 - e. Organising amenities, sites and spaces

Upon successful completion of the OSEP Advanced Sport Management Course, the participants will be able to:

- Manage the sport organisation or Olympic Sport Organisation more effectively, thereby improving sport as a whole in their sport and country

Prerequisite

- Complete OSEP Management in Sporting Organizations OR
- Appointment Letter by national federation or NOC supporting participant involvement financially and access to information in the organisation for assessment purpose
- Board member of a sport organization or direct involvement in Olympic Sport Organisation governance and management
- Involved in human resources planning programme and financial planning
- Engaged in board activities such as development, implementation or monitoring of a strategic plan
- Involved in at least one of the following: communication (public relations and media), sponsorship management, or product development
- Engaged with organising national games, volunteer training, facilities management and bidding for national or regional sport event

Post course requirements

- Complete all assigned activities in each module
- Development of a strategic plan