

# DLA001

## MANAGEMENT IN SPORT ORGANISATIONS

### A Development Level Course in the Administration Pathway



The Oceania Sport Education Programme (OSEP) is an initiative of the Oceania National Olympic Committee. It is designed to develop sport education in the Pacific region with National Olympic Committees, Regional Sports Federations in Oceania and their member National Federations.

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. The programme underwent an external, independent evaluation which involved several layers of stakeholder consultations, compilation of findings, recommendations, validation with stakeholders before moving into a new strategy and direction. At its core, the courses remain the same.

The courses are in five streams targeting community, development and national level sport volunteers and paid professionals:


1. Administration
2. Coaching
3. Strength and Conditioning Coaching
4. Team management
5. Trainer

### 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.

### PREREQUISITE

It is designed for sport administrators and managers who have completed the OSEP Sport in Communities Training Programme.

PROGRAMMES	ADMINISTRATION (A)	COACHING (C)	STRENGTH & CONDITIONING (S)	TEAM MANAGEMENT (M)	TRAINER (T)
<b>COMMUNITY LEVEL</b> (CL)	<b>CLA001</b> Sports in Communities Administrator	<b>CLC001</b> Community Beach Volleyball Coach  <b>CLC002</b> Community Coach and Official Coach			<b>CLT001</b> Presenter  <b>CLT002</b> Assessor  <b>CLT003</b> Educator
<b>DEVELOPMENT LEVEL</b> (DL)	<b>DLA001</b> Management in Sporting Organisation 	<b>DLC001</b> Development Coach	<b>DLS001</b> Community Strength and Conditioning Coach  <b>DLS002</b> Development Strength and Conditioning Coach		<b>DLT001</b> Master Educator
<b>NATIONAL LEVEL</b> (NL)	<b>NLA001</b> Building Better Management – eOSEP  <b>NLA002</b> Advanced Sport Management			<b>NLM001</b> National Team Manager	<b>NLT001</b> Regional Master Educator  <b>NLT002</b> Mentor

### LEARNING OUTCOMES

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

#### Plan and prepare club and or federation

- strategic action plans
- marketing plans
- budgets
- event and facility management plans

#### Conduct

- effective meetings
- effective 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

## DURATION

OSEP Management in Sporting Organisations is offered face to face and soon to be launched online which will take approximately 32 hours to complete. It can be completed two ways:

- 5 continuous days
- 7 modules delivered over an agreed period of time
- Individual modules as per need by sport organisation

## MODULES

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

## FURTHER INFORMATION

Please talk to an officer in charge of OSEP in your National Olympic Committee or an OSEP Training Provider for further details.