

# Self-assessment multiple-choice test

The purpose of the self-assessment multiple-choice test is to evaluate participants' needs. Test results will not be used for any other purpose.

Completing the test may take about an hour or more.

There are 90 question in the test.

Questions are divided into 6 main fields of sport management:

1. Organising a sport organisation (15 questions);
2. Managing strategically (15 questions);
3. Managing human resources (15 questions);
4. Managing finance (15 questions);
5. Managing marketing (15 questions); and
6. Organising a major sport event (15 questions).

Please make sure that you have planned sufficient amount of time to be able to complete the test.

In case that you don't know the answer to a question, you may skip it.

## Personal information

Test results will be used by course deliverers to prepare the training sessions. Since the test is taking place before the selection of participants, we need your name in order to know the needs of participants that are going to be selected and actually participate in the training sessions.

### 1. First name

.....

### 2. Last name

.....

### 3. Country

*Mark only one oval.*

- Croatia
- Czech Republic
- France
- Italy
- Lithuania
- Slovakia

## Organising a Sport Organisation

**4. Which of the following sport organisations does NOT relate directly with the IOC?**

*Mark only one oval.*

- National Olympic Committees
- international sports federations
- continental NOC associations
- National Sports Federations

**5. Which of the following has the least impact on the management of most sport organisations?**

*Mark only one oval.*

- sociocultural factors
- geographical factors
- political factors
- economic factors

**6. Since it is affected by the legal rules of society, a sport organisation should have some awareness of certain areas of law. All of the following areas are especially important for a sport organisation EXCEPT**

*Mark only one oval.*

- employment law
- drugs and doping
- criminal law
- intellectual property

**7. Which of the following is the best definition of a sport organisation?**

*Mark only one oval.*

- a group of athletes working together to improve their skills
- a group of people working together to accomplish goals related to Olympic sport
- a group of people committed to promoting an individual sport or activity
- a group of people who enforce the rules for a set of Olympic sports

**8. The key functions of a sport organisation's Board include all of the following EXCEPT**

*Mark only one oval.*

- monitoring conflicts of interest
- selecting and compensating key executives
- reviewing business plans and performance objectives
- arranging sport competitions

9. **Organisation A has a paid staff and detailed job descriptions that outline their roles and responsibilities. Organisation B has a volunteer staff with no clear job descriptions. In what two ways are these organisations different?**

*Mark only one oval.*

- organisational size and formalisation
- complexity of task and professionalism
- formalisation and professionalism
- organisational size and complexity of task

10. **Which of the following statements about governance is FALSE?**

*Mark only one oval.*

- It deals with the organisation's strategy and policy direction.
- It manages the organisation's daily operations.
- It tries to ensure the organisation's accountability to stakeholders.
- It can lead to the efficient, effective and ethical management of sport.

11. **Which of the following statements about organisational culture is FALSE?**

*Mark only one oval.*

- It affects how resources are allocated.
- It outlines the accepted ways of working, behaving and dressing.
- It shapes the organisation's goals and objectives.
- It is easily identified by examining the organization.

12. **A sport organisation's volunteer coordinator draws power from which two sources?**

*Mark only one oval.*

- control of resources and ability to prevent things from happening
- position in the organisation and physical size
- ability to prevent things from happening and physical size
- control of resources and physical size

13. **What are the five characteristics of good information?**

*Mark only one oval.*

- accuracy, completeness, relevance, timeliness, understandability
- brevity, completeness, reliability, timeliness, viability
- accuracy, consistency, reliability, transferability, understandability
- brevity, consistency, relevance, transferability, viability

14. **What type of information and communication technology (ICT) would be the best way to communicate your organisation's mission to the public?**

*Mark only one oval.*

- an intranet
- an extranet
- a website
- an online database

15. **What type of information and communication technology (ICT) would be the best way to collect and store information about the athletes and coaches in your organisation?**

*Mark only one oval.*

- an intranet
- an extranet
- a website
- an online database

16. **What is environmental auditing?**

*Mark only one oval.*

- the process of measuring the negative effects of the organisation's policies on the environment and developing methods to reduce those effects
- the process of analysing the operating environments in order to generate information and identify trends that suggest a need for change
- the process of assessing the impact of changes within the organisation via informal polling of stakeholders
- the process of measuring the effects of external factors on the operation of the sport organisation

17. **What is the most effective strategy for dealing with all types of resistance to change?**

*Mark only one oval.*

- Communicate the reasons for change to those affected.
- Involve those affected in designing the required change.
- Reduce the decision-making role of those resisting change.
- Outline the consequences of both changing and not changing.

18. **Which of the following statements regarding the creation of a team of people to effectively implement change is FALSE?**

*Mark only one oval.*

- The organisation's leaders should be part of an effective change team because they control the money required to implement change.
- To make sure that all relevant interests are properly represented during a change, an organisation's main stakeholder groups should participate in a change team.
- The change team should include members from all parts of the organisation that will be affected by the changes.
- The Board is not a part of an effective change team because their influence may block members who are more knowledgeable about the change.

## Managing Strategically

19. **The strategic management cycle is made up of which four steps?**

*Mark only one oval.*

- statement of problem, collaboration, planning, action
- statement of problem, diagnosis, collaboration, decision
- objectives, research, decision, action
- diagnosis, objectives, planning, evaluation

20. **Which of the following is an internal factor that can lead a sport organisation to develop a strategic action plan?**

*Mark only one oval.*

- the need to clearly define roles and responsibilities of participants
- the need to show funding agencies how resources will be used
- the need to reinforce the organisation's image and value of its activities
- the need to communicate goals, values and objectives to partners

21. **Which of the following must happen before beginning to develop a strategic action plan?**

*Mark only one oval.*

- An external consultant must be hired to help with the development of the plan.
- Resources must be secured from external funding agencies.
- The Executive Board must approve the strategic objectives.
- All stakeholders must be aware of the need for a strategic plan and committed to helping with its development.

**22. Why is it important for an sport organisation to identify its stakeholders?**

Mark only one oval.

- to determine if each stakeholder is internal or external to the organisation
- to leave out stakeholders who might oppose the implementation of a strategic plan
- to ensure that the strategic planning process is open only to stakeholders capable of developing an effective strategy
- to determine the perspective of each stakeholder and his or her possible impact on the strategy

**23. Stakeholders can be classified according to how much attention they should receive from the organisation during the strategic planning process; priority 1 stakeholders receive the most attention and priority 4 stakeholders receive the least. Stakeholders with much interest in your strategy but little control over your strategy, such as sponsors, should be considered**

Mark only one oval.

- priority 1
- priority 2
- priority 3
- priority 4

**24. SWOT is an analytical technique that can be used to help an organisation conduct an internal and external analysis. SWOT is an acronym for what four words?**

Mark only one oval.

- strengths, weaknesses, options, techniques
- strengths, weaknesses, opportunities, threats
- strategies, wants, opportunities, threats
- strategies, wants, options, techniques

**25. Which is true of the relationship between vision and values?**

Mark only one oval.

- Values outline what the organisation wants to be in the long term and are based on the underlying vision the organisation wants to promote.
- Vision and values are the same, because each completely determines what the organisation should be in the future.
- Values and vision are decided independently and together determine what the organisation will be in the future.
- Vision outlines what the organisation wants to be in the long term and is based on the underlying values the organisation wants to promote.

**26. Which of the following statements about strategic objectives is FALSE?**

Mark only one oval.

- They set an organisation's long-term direction and guide resource allocations.
- They are always rewritten when a new Executive Board is elected.
- They define what an organisation must achieve in order to remain or become competitive.
- They help categorize the mission and outline the organisation's values in more detail.

**27. Which of the following best describes the relationship between values, vision, mission and strategic objectives?**

Mark only one oval.

- The values that the organisation wants to protect will help develop a vision for the future. An organisation's values and vision can be used to develop a mission and then to create strategic objectives to be met while following that mission.
- The mission and values together decide the vision for the organisation, which leads to the strategic objectives necessary for achieving that vision.
- An organisation will develop a vision and a mission for the future. Based on the vision and mission for the future, an organisation will decide what values it must protect and promote and the strategic objectives that must be met.
- An organisation will develop a vision for the future along with strategic objectives that are to be met. The vision and strategic objectives will decide what the organisation's overall mission is and its values that must be implemented.

**28. All of the following are true of an action plan EXCEPT**

Mark only one oval.

- it is a way to ensure that your organisation's vision, values and mission are made concrete
- it outlines how your organisation will use its resources to meet its objectives
- it addresses general goals your organisation wants to accomplish and specific actions that will be taken to meet those goals
- it should contain highly detailed objectives

**29. Which of the following is a crucial part of an action plan?**

Mark only one oval.

- alternative plans if things go wrong
- a limit to the size of the plan
- who should know what
- the risk involved with each action

30. **Which of the following will NOT help a sport organisation ensure its action plan will be resourced?**

*Mark only one oval.*

- involving salaried professionals in developing the plan
- ignoring possible partners when delivering the plan
- continually promoting the growth and development of available resources
- involving local shareholders in developing the plan to ensure local constraints are taken into account

31. **What is strategic evaluation?**

*Mark only one oval.*

- the process of evaluating internal and external partnerships
- the process of comparing objectives with actual results
- the process of evaluating the feasibility of a strategic plan
- the process of checking for consistency amongst values, vision, mission and objectives

32. **Which of the following is true of performance indicators?**

*Mark only one oval.*

- They explain an organisation's strengths and weaknesses.
- They should be measurable, both quantitatively and qualitatively.
- They explain why a strategic goal was not met.
- They should measure only an organisation's three or four most important objectives.

33. **Which of the following performance indicators provides an accurate measure of the action's success?**

*Mark only one oval.*

- action: increase overall funding; performance indicator: increase in the number of sponsors
- action: increase participation in the sport; performance indicator: increase in the number of members
- action: promote safety in sport; performance indicator: decrease in the number of accidents and injuries
- action: increase the percentage of leadership roles filled by women; performance indicator: increase in the number of female members

## **Managing Human Resources**

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34. **The part of the employment contract between a sport organisation and an employee that summarizes the employee's status, starting salary, and length of the contract is commonly referred to as a**

*Mark only one oval.*

- notice of employment
- notice of commitment
- letter of employment
- letter of commitment

35. **What four elements are frequently covered when deciding on hours of work?**

*Mark only one oval.*

- national labour laws, internet usage, smoking policy, leave benefits
- national labour laws, maximum daily and weekly hours, smoking policy, work space regulations
- daily working hours, internet usage, overtime conditions, work space regulations
- daily working hours, maximum daily and weekly hours, overtime conditions, leave benefits

36. **Which of the following statements regarding work hours within a sport organisation is true?**

*Mark only one oval.*

- The rules established by a sport organisation may frequently exist independently of national labour laws.
- Financial considerations often lead to conditions for salaried employees that are less favourable than those outlined by national labour laws.
- For an organisation to function effectively it should maintain an activity schedule of meetings and other important events.
- Sport organisations should not attempt to set work hours for volunteer staff.

37. **The first step in developing a human resources strategy is**

*Mark only one oval.*

- analysing existing human resources within the organisation
- creating educational, cultural, and social missions and objectives
- creating the efficient use of resources
- making sure that Olympic values are followed

38. **Which of the following statements about the analysis of human resources is true?**

*Mark only one oval.*

- The analysis can be based on internal documents, questionnaires and interviews.
- To keep up to date, perform in-depth analyses annually.
- The analysis should not be performed by an outside consultant.
- The analysis should not be performed by a Board member.

39. **When an HRM action plan has been implemented, what is the next most important step?**

*Mark only one oval.*

- Staff should sign a notice of commitment stating that they will follow the plan.
- Remuneration should be adjusted to account for changes resulting from the plan.
- The plan should be evaluated.
- Human resources should begin preparing new plans as the organisational environment continues to change.

40. **Which of the following statements regarding recruitment within a sport organisation is true?**

*Mark only one oval.*

- Recruitment strategies should be the same for all positions in order to increase efficiency.
- An HRM audit is meant to attract suitable candidates to vacant positions.
- Working hard to retain members will remove the need for a recruitment strategy.
- The first step of recruitment is performing an HRM audit to discover recruitment needs.

41. **When completing an HRM audit, your organisation should**

*Mark only one oval.*

- take into account only the existing human resource needs
- identify shortfalls in the sport organisation's human resources
- ignore effects that cannot be quantified, such as the future departure of staff
- use qualitative rather than quantitative assessment methods

42. **Which of the following is a characteristic of intrinsic rewards?**

*Mark only one oval.*

- Intrinsic rewards are more valued when functioning as a motivator.
- Intrinsic rewards involve a financial cost to the organization.
- The value of intrinsic rewards decreases with use.
- Intrinsic rewards cannot be used for volunteers.

43. **Which of the following is true of the assessment of training needs in an organisation?**

*Mark only one oval.*

- It does not need to be performed regularly.
- It should find areas of weakness within the organisation.
- It should be a quantitative evaluation.
- It should be performed only when requested by staff.

44. **Which of the following is true when ensuring that elected members receive necessary training?**

Mark only one oval.

- The honour of being elected will encourage them to accept training more readily.
- Their full-time professional activities may conflict with a training programme.
- They can be encouraged to accept training using the methods used to encourage paid staff.
- Because they are elected, it is less important to obtain their support for the training programme.

45. **Which of the following statements about the evaluation of training is FALSE?**

Mark only one oval.

- It highlights where corrections to the training are needed.
- It should consider the training's impact on the organisation's operation.
- It should identify whether trainees gained the skills outlined in the training objectives.
- It should focus only on objective, measurable factors.

46. **Risky decisions are made when you**

Mark only one oval.

- are uncertain about the choices available
- understand the choices available but are unsure of their outcomes
- make decisions without precedents
- rely on previous experience to determine what you should do

47. **The most effective way to solve problems in HRM is**

Mark only one oval.

- to come to the solution alone
- to consult with others to identify the problem and its causes
- to refer to problems in other organisations
- to look for people who caused the problem

48. **Which of the following statements about constructive conflict is FALSE?**

Mark only one oval.

- It can help define roles.
- It is concerned with the absolute preservation of power.
- It increases understanding of others' feelings.
- It can increase understanding of the problem.

## Managing Finance

49. Which of the following statements about financial management is true?

Mark only one oval.

- Staff members have the greatest responsibility for it.
- Volunteers have the greatest responsibility for it.
- Sponsors have the greatest responsibility for it.
- The treasurer has the greatest responsibility for it.

50. The financial management cycle can be divided into four main stages. What are those stages?

Mark only one oval.

- planning, budgeting, implementation and accounting, evaluation and reporting
- planning, setting a time line, creating objectives, evaluation and reporting
- preparation, diagnosis, setting a time line, budgeting
- preparation, diagnosis, creating objectives, implementation and accounting

51. What is the best definition of assets?

Mark only one oval.

- the amount of excess income over expenditure
- money that can be used immediately to pay the sport organisation's debts
- something of value that the sport organisation owns or has the use of
- the amount of available funds at any given point

52. All of the following could be considered financial mismanagement EXCEPT

Mark only one oval.

- spending money given for a specific purpose on an alternative activity that better supports the organisation's mission without the permission of the funder
- investing all resources in the development of a few elite athletes when the organisation's mission is junior development
- paying unnecessarily high rent to secure an office location closer to the organisation's training site
- returning the balance of funds to funders when there is a budget surplus

53. When deciding whether to pursue a source of income, all of the following are crucial considerations EXCEPT

Mark only one oval.

- how much money the source has contributed over time
- how much benefit your organisation has received from the money contributed
- the rate of turnover at the contributing organisation
- which activities are most suitable for the source to support

**54. Which of the following statements regarding financial plans is FALSE?**

*Mark only one oval.*

- They should be created before sources and amounts of income have been identified.
- The time frame of the plan may differ between Sport organisations.
- They should cover all of the sport organisation's programmes.
- They are connected to the design and implementation of the sport organisation's objectives.

**55. Which of the following statements regarding budgets is true?**

*Mark only one oval.*

- Financial planning must take place before a budget can be established.
- Once an annual budget is established, it should be revised monthly as circumstances change.
- All individual members of the organisation must agree on the budget.
- Budgets are concerned mainly with an organisation's expenditures.

**56. Regular reporting on the differences between actual and budgeted results allows your organisation to do all of the following EXCEPT**

*Mark only one oval.*

- predict potential problems
- identify where corrective action is required
- move budget resources from one line item to another
- plan and coordinate the use of resources

**57. Which of the following statements regarding budget income is true?**

*Mark only one oval.*

- It is important to have more than one funder to cover each budget item.
- It is important to target where funds will come from and for what projects they will be used.
- Grants are not a good source of income because they are difficult to obtain and cannot be counted on from year to year.
- It is important to rely on one key source for most or all of your organisation's income.

**58. All of the following can serve to reduce financial risk for an sport organisation EXCEPT**

*Mark only one oval.*

- holding insurance policies
- requiring waivers of liability
- avoiding conflicts of interest
- eliminating staff to cut costs

**59. Which of the following presents a financial conflict of interest?**

*Mark only one oval.*

- Your organisation accepts the sister of one of your Board members as a volunteer.
- Your organisation allows a club that your biggest sponsor is a member of to train at your facilities free of charge.
- Your organisation leases its headquarters from a local church.
- Your organisation offers free training to students at a local university.

**60. A waiver of liability is a document that releases an organisation from any legal responsibility**

*Mark only one oval.*

- for the reckless or illegal behavior of another party
- should injury or death occur as a result of participating in an activity of the organisation
- should confidential information be disclosed to a third party
- for failing to perform its duties

**61. Which of the following statements about monthly financial reports at the project level is FALSE?**

*Mark only one oval.*

- They should be given to all staff working on the project.
- They should be supported by receipts and other financial records.
- They should continue throughout the project.
- They should include a financial summary table outlining the spending for the month compared to year-to-date spending and the overall budget.

**62. Operating statements, or profit and loss accounts, must show all of the following EXCEPT**

*Mark only one oval.*

- income from rents
- turnover
- value of patents and trademarks
- interest on loans

**63. Which of the following statements regarding a balance sheet is true?**

*Mark only one oval.*

- It lists the assets and liabilities an organisation has at a given time.
- It explains how the capital or net worth of an organisation has changed over a period of time.
- It should be read, interpreted and explained only by a trained accountant.
- It should contain information about tax charges (if applicable).

## Managing Marketing

64. Which of the following statements regarding services is FALSE?

Mark only one oval.

- Ensuring quality is difficult because services change across time and people.
- It is impossible to separate the service from the person who delivered it and the person who received it, meaning everyone must be marketed.
- Services are perishable, and it is difficult to predict supply and demand.
- Services are easily inventoried and copied, making pricing easy.

65. A third party sells a shirt branded with the name of an event your sport organisation is promoting. This is an example of

Mark only one oval.

- advertising
- sponsoring
- supporting
- licensing

66. Which of the following statements regarding sponsorship agreements is true?

Mark only one oval.

- Payment to the sport organisation must be made in cash and cannot include value in-kind contributions.
- All sport organisations can use the Olympic rings in their logo to help to attract sponsorship agreements.
- The sport organisation should be able to review and have prior approval of any communication containing its symbol or image.
- The agreement includes the right to sell merchandise with the sport organisation's logo.

67. What two dimensions should be considered when trying to manage the quality of your sport organisation's offerings?

Mark only one oval.

- perceived quality and expected quality
- delivered quality and perceived quality
- expected quality and received quality
- received quality and delivered quality

68. **If your sport organisation is able to measure only one aspect of marketing effectiveness, what should that aspect be?**

*Mark only one oval.*

- number of new sponsors
- number of new members
- stakeholder expectations
- stakeholder satisfaction

69. **There are five main service dimensions that should be addressed when trying to meet stakeholders' expectations. What are the five dimensions?**

*Mark only one oval.*

- intangible elements, associated products, physical evidence, people, functional processes
- physical evidence, procedures, customer service, associated products, people
- tangible elements, customer service, resources, advertising, procedures
- resources, functional processes, intangible elements, tangible elements, advertising

70. **Which of the following statements about pull tactics is true?**

*Mark only one oval.*

- They actively promote the organisation and its service to the market.
- They work only if the sport organisation brand is attractive to stakeholders.
- They include plans such as direct marketing and sales promotions.
- They are likely to be the main tactics used by most Sport organisations.

71. **When assessing the results of a communication strategy, four questions should be answered. Which of the following is NOT one of those questions?**

*Mark only one oval.*

- When should the evaluation take place?
- Which target should be evaluated?
- What should be assessed?
- What types of media should be used?

72. **Following which of these principles will help ensure your organisation communicates effectively?**

*Mark only one oval.*

- Always keep messages short to reduce the cost of communication.
- Invest in more expensive media to ensure your message reaches the largest number of people.
- Don't make messages too complex.
- Use a variety of messages to prevent your communication targets from getting bored.

73. **The interactions between a sponsor and the sponsored entity result in all of the following processes EXCEPT**

*Mark only one oval.*

- transfer of associations and characteristics of the sponsor to the sponsored entity
- transfer of associations and characteristics of the sponsored entity to the sponsor
- strengthening of the common associations and characteristics between the sponsor and the sponsored entity
- strengthening of the unique associations and characteristics of the sponsor and the sponsored entity

74. **The criteria for evaluating fit between your organisation and a potential sponsor include all of the following EXCEPT**

*Mark only one oval.*

- a match between the characteristics associated with your organisation and the sponsor
- acceptability of the sponsorship association to the stakeholders of both parties
- compatibility between the sponsor's objectives and what can be achieved by the programme
- the types of media the sponsor uses to promote its products

75. **Which of the following statements regarding the assessment of return on investment (ROI) is true?**

*Mark only one oval.*

- It benefits the sport organisation as well as the sponsor.
- Assessment of hard benefits indicates the quality of the exposure to the target audience.
- Assessment of soft benefits indicates the amount of exposure to the target audience.
- It is necessary only when payments have been made in cash.

76. **Market diagnosis involves all of the following steps EXCEPT**

*Mark only one oval.*

- identifying the market in which your sport organisation operates
- collecting information about your stakeholders
- analysing your sport organisation's competitors
- performing an internal environmental analysis

77. The marketing mix is made up of the components of the service that the sport organisation uses to promote, sell and deliver its offerings. The marketing mix of an sport organisation is composed of seven components. Which of the following is NOT one of those components?

Mark only one oval.

- products
- people
- processes
- profits

78. Sport organisation competitiveness can be assessed by all of the following EXCEPT

Mark only one oval.

- the competitors' capability of satisfying target segment expectations
- the growth or decline in involvement with the organisation
- the existence of direct and indirect competitors
- the financial risk involved in targeting a particular segment

## Organising a Major Sport Event

79. Which of the following statements regarding sport events is FALSE?

Mark only one oval.

- They are a way of developing the sport organisation's image.
- They need to be part of the sport organisation's strategic plan.
- They are susceptible to conditions outside the sport organisation's control.
- Once a specific event has been staged, it can be staged again in exactly the same manner.

80. Which of the following should NOT be an important goal of a sport event?

Mark only one oval.

- to challenge talented athletes
- to establish independence from other sport organisations
- to raise the profile of the sport
- to further the development of the discipline

81. Staging events helps sport organisations to develop by providing opportunities to do all of the following EXCEPT

Mark only one oval.

- improve and increase infrastructure
- generate revenue without risk
- create new resources
- improve and develop partnerships

82. **There are three aspects to developing an organizational structure for a sport event. Which of the following is NOT one of those three aspects?**

*Mark only one oval.*

- coordinating individuals and operational units
- creating operational units and assigning tasks
- getting funding for the operational units
- creating a legal structure to drive the project

83. **Once the legal structure of a host organisation has been decided, all of the following should be defined in the host's statutes EXCEPT**

*Mark only one oval.*

- the members of the group
- the makeup of the decision-making and administrative bodies
- the scope of the decision-making and administrative bodies' activities
- the source of financing for the event

84. **Organisers of an event can outsource all of the following functions to other organizations EXCEPT**

*Mark only one oval.*

- accommodation
- promotion
- auditing
- budgeting

85. **Sport events can be divided into four major phases. What are those phases?**

*Mark only one oval.*

- design, development, implementation, dissolution
- planning, execution, analysis, evaluation
- design, execution, evaluation, dissolution
- planning, development, execution, analysis

86. **Which of the following statements regarding evaluating and learning from an event is true?**

*Mark only one oval.*

- It should be carried out by someone not involved in the event.
- It is a large part of the third phase of an event.
- It is essential in order to see if the event met its objectives.
- It falls under the function of logistics.

87. Which function does NOT have tasks associated with all four phases of an event?

Mark only one oval.

- management and coordination
- promotion and sales
- secretarial, administrative and management work
- managing sport operations

88. All of the following are crucial elements in the organisation of any sport event EXCEPT

Mark only one oval.

- human resources
- facilities
- finances
- merchandising

89. There are three goals of internal communication during the planning of a sport event. Which of the following is NOT one of those goals?

Mark only one oval.

- to share information with the event team throughout the process
- to encourage individual participation and involvement
- to help with advanced planning to avoid problems and make improvements
- to highlight key features of the event for the media

90. Which of the following statements regarding a time line of tasks for a sport event is FALSE?

Mark only one oval.

- It states how long activities will take.
- It is given only to managers.
- It shows how tasks overlap.
- It outlines the coordination required between tasks.

91. When identifying the materials, facilities and amenities needs of an event, which of the following do organisers NOT refer to?

Mark only one oval.

- the sports and technical regulations of the relevant federations
- the regulations specific to the contest being organised
- the requirements of sponsors
- local legislation and regulations concerning the security of public venues in the country in which the competition takes place

92. **Auxiliary sites for a sport event often include all of the following EXCEPT**

*Mark only one oval.*

- reception sites for sport delegations
- press rooms
- event headquarters
- athlete villages

93. **Which of the following statements regarding the environment of a sport event is true?**

*Mark only one oval.*

- There is impact only on the local environment when large changes, such as the building of new facilities or transport links, are made.
- Environmental issues need to be only addressed during the final phase of an event.
- Environmental concerns can arise during small events.
- A sport event should have no lasting impact on the local environment.

## Thank you

Thank you for taking the time to complete the test. We will use your results to prepare the training sessions in accordance with your needs.

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