

SOUTH-AFRICAN SPORT ANGLERS AND CASTING CONFEDERATION



DEVELOPMENT PROGRAM

COURSE:

ANGLING MANAGEMENT COURSE

MANUAL FOR ANGLING SPORT MANAGERS

Contents

INTRODUCTION	5
BIOGRAPHY	6
1. LEGISLATION, POLICY, AND GOVERNANCE DOCUMENTS.....	7
2. SPORT STRATEGIC MANAGEMENT.....	11
3. VALUES	22
3.1 ANGLING SPORT VALUES	
3.2 INCLUSION AND EQUITY	
3.3 FAIR PLAY	
3.4 VIOLENCE AND HARASSMENT	
3.5 ETHICS IN SPORT	
4. ORGANIZATIONAL CULTURE	28
5. ORGANIZATIONAL STRUCTURE	29
6. MANAGEMENT SKILLS.....	36
6.1 COMMUNICATION	
6.2 LEADERSHIP	
6.3 SOLVING PROBLEMS	
6.4 MAKING DECISIONS	
6.5 MANAGING TIME	
6.6 MANAGING MEETINGS	
6.7 MANAGING CONFLICT	
7. DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURE POLICY	39
8. GOVERNMENT AND SPORT	39
9. ENVIRONMENTAL SUSTAINABILITY.....	40
10. MANAGING THE ENVIRONMENT	40
10.1 THE OPERATING ENVIRONMENT OF SPORT ORGANISATIONS	
10.2 GOVERNANCE OF SPORT ORGANISATIONS	
10.3 WORKING IN PARTNERSHIP	
10.4 KEY ROLES IN SPORT ORGANISATIONS	
10.5 CONSTITUTION OF AN ORGANISATION	
10.6 HEALTH AND SAFETY	

10.7 PROTECTION	
11. MANAGEMENT OF RESOURCES:	40
11.1 STRATEGIC PLANNING	
11.2 MANAGING PEOPLE	
11.3 PERFORMANCE MANAGEMENT AND EVALUATION	
11.4. TRAINING NEEDS	
11.5 FINANCIAL MANAGEMENT AND BUDGETING	
11.6 SOURCES OF FUNDS	
11.7 INFORMATION TECHNOLOGY	
12. DEVELOPING ELITE ATHLETES	41
12.1 TALENT IDENTIFICATION	
12.2 TECHNICAL COACHING	
12.3 DEVELOPING ATHLETES	
12.4 ANTI-DOPING	
13. MANAGEMENT OF ACTIVITIES	41
13.1 PROJECT MANAGEMENT	
13.2 PROMOTION AND SPONSORSHIP	
13.3 RISK MANAGEMENT	
13.4 PLANNING A SPORT EVENT	
13.5 ORGANISING AN EVENT	
13.6 MANAGING AND OPERATING FACILITIES	
14. ANNEXURES & REFERENCE TEMPLATES.....	41