

Internship BSINT3A – PORTFOLIO ASSIGNMENTS

1. Identify the services of the organisation/club/company (profit or non-profit)

Portfolio A (end of July)

Compile a report where you state the advantages and disadvantages of this profit or non-profit organisation. Include also in your report the evaluation of the sports-organisation, club/ institutions' strong points, weak points, opportunities and constraints.

2. Demonstrate how to compile a budget for a tournament;

Portfolio B (end of Aug)

Compile a budget for a tournament which was planned by you. Include also an elementary financial statement of a sports club/organisation/company (for a month) which was compiled by you. Also state how the sports institution/organisation/club manages their records and the inventory of equipment and goods. Evaluate also the purchasing of equipment and goods by using the purchasing cycle.

3. Have adequate knowledge about the legal aspects involved in a sports club/organisation/company.

Portfolio C (end of Sept)

- Compile a report about the legal contracts between the sports club/organisation/company and the employees and athletes; procedures which the sports club/organisation/company follow when terminating contracts with employees and athletes; the duties of the employer; the employee's obligations; special requirements for legal sales contracts; and the procedures which are followed when a disciplinary actions is taken.

4. Practise different managerial decision making skills

Portfolio D (end of Oct)

Compile a report where you evaluate the managerial decision making skills of the managers at the sports club/organisation/company. Include in your report factors like certainty, risk and uncertainty in decisions made in and by the sports club/organisation/company; which problems did you experience and how you identifying possible solutions to solve this problem situations; and your experience when you were part of a group decision making process where techniques such as brainstorming, nominal group technique, the Delphi –groups technique and the interacting group were used.

5. Demonstrate the procedures which need to be followed in preparation of a meeting, during the meeting and after a meeting; and when a new sports club is formed.
6. Coach a variety of sporting codes;

Portfolio E (end of Nov)

Write a report on the procedures followed during the sports club/organisation/company meetings and the procedure which was followed when a new sports club is formed. Include also in this report how athletes safety are assessed and a completed accident report.

7. Illustrate how the human resource management department of a sport company/ organisation/club is working

Portfolio F (1st Dec)

Write a report on how the sports company/ organisation/club is managing HIV/AIDS in the workplace and on the sports field.