



Sports Administration and Governance Training Course

28 December 2026 – 1 January 2027
Tokyo

Sports Administration and Governance Training Course

Ref: 1604_218417 **Date:** 28 December 2026 – 1 January 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Sports Administration and Governance Training Course is a one-week intermediate course for sports administrators, club and federation managers, governance officers, public-sector sports officials, facility leaders, and program coordinators who leave with a Sports Governance and Administration Control Pack. Participants practice governance structures, delegated authority, policy, ethics, stakeholder coordination, strategic planning, financial and risk oversight, integrity, event and facility interfaces, performance monitoring, and board reporting. Agile Leaders Training Center develops sports administration and governance capability.

Who Should Attend

- Teams responsible for sports organization administration and operating coordination
- Functions responsible for board governance, policy, and delegated authority
- Teams responsible for finance, risk, ethics, and integrity controls
- Functions responsible for events, facilities, and stakeholder relationships
- Leaders responsible for strategy, performance monitoring, and board reporting

The course assumes participants already coordinate sports services, clubs, federations, facilities, or public programs, and it leaves coaching qualification, competition officiating, and sports-law practice outside its scope.

Departments and Industries

The course supports sports administration and governance across clubs, federations, public services, education, and leisure operations.

- Sports clubs, leagues, and governing bodies
- Public sports and community-service departments
- Universities, academies, and school sports functions
- Event, venue, and facility-management teams
- Nonprofit, recreation, and athlete-support organizations

Learning Objectives

By the end of this course, participants will be able to:



- Apply governance structures and accountability controls
- Use delegated-authority and policy-management tools
- Build stakeholder, ethics, and integrity arrangements
- Analyze finance, risk, event, and facility interfaces
- Diagnose performance and control gaps
- Evaluate strategy delivery and board reporting

Course Agenda

Day 1: Governance Structure and Accountability

- Sports Organization Purpose and Governance Map
- Board and Executive Responsibility Matrix
- Matters Reserved and Delegated Authority Schedule
- Committee Terms of Reference Checklist
- Decision Record and Accountability Register

Day 2: Policy, Ethics and Stakeholders

- Sports Policy Architecture and Review Calendar
- Code of Conduct and Ethics Control Matrix
- Conflict-of-Interest Declaration Register
- Stakeholder Influence and Engagement Map
- Integrity Concern and Escalation Protocol

Day 3: Strategy, Finance and Risk Oversight

- Sports Strategy Outcomes and Initiative Map
- Annual Operating Plan and Responsibility Chart
- Financial Oversight and Approval Control Sheet
- Enterprise Risk and Assurance Register
- Resource Prioritization and Scenario Matrix

Day 4: Operations and Performance Reporting

- Event Governance Interface Checklist
- Facility Oversight and Service-Control Dashboard
- Sports Performance Indicator Catalogue
- Management Exception and Corrective-Action Log
- Board Reporting and Disclosure Pack



Day 5: Sports Governance Practice

- Governance Structure and Delegation Exercise
- Ethics and Stakeholder Case Simulation
- Strategy, Finance, and Risk Review Exercise
- Performance Dashboard and Board Briefing Exercise
- Sports Governance and Administration Control Pack Capstone

Practical Exercises

The course uses suggested activities to turn sports governance requirements into usable administration and oversight controls.

- Suggested activity: assign board, executive, committee, and operational responsibilities
- Suggested activity: resolve an ethics, conflict, and stakeholder escalation case
- Suggested activity: review strategy, finance, risk, event, and facility interfaces
- Suggested activity: present a Sports Governance and Administration Control Pack

FAQs

Who suits sports administration and governance training, and what does it assume?

Sports administrators, club and federation managers, governance officers, public officials, facility leaders, and program coordinators suit the training when they already coordinate sports services, organizations, or facilities.

How does sports administration and governance differ from sports event management training?

Sports administration and governance connects organizational authority, policy, ethics, strategy, finance, risk, integrity, performance, and board reporting, while sports event management concentrates on planning and delivering particular competitions or events.

How should responsibilities be divided in sports governance?

Responsibilities should distinguish board oversight and reserved decisions from executive management, committee duties, operational delivery, independent assurance, stakeholder consultation, and documented escalation routes.

What controls support integrity in sports organizations?

Integrity controls include codes of conduct, conflict declarations, transparent decisions, reporting channels, investigation routes, financial controls, risk review, welfare responsibilities, corrective actions, and regular policy evaluation.



How can sports governance performance be reported?

Sports governance performance can be reported through strategy outcomes, financial position, risk exposure, policy status, stakeholder engagement, integrity cases, event and facility controls, corrective actions, and decisions requiring board attention.

Conclusion

Participants take back a Sports Governance and Administration Control Pack. The work product connects structures, authority, policy, ethics, stakeholders, strategy, finance, risk, operations, performance, and board reporting. It supports clearer decisions, traceable accountability, coordinated administration, and evidence-based oversight across sports organizations.