

**MODULE 3 · ACTIVITY SHEET**

# DESIGN YOUR SUPERVISION STRUCTURE

Use a real upcoming EOTC event of your own. Work through the steps to plan your structure, then critique it against the five questions.

**BEFORE YOU START**

Choose an upcoming EOTC event you're involved in planning. Have your **Supervision Methods** and **Competencies & Attributes** reference cards to hand. The Rotorua Worked Example is a useful template — but build for *your* event, not theirs.

**1 Your event in brief**

Describe the activity, location, duration, and group.

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**2 The six factors — what does your event demand?**

For each factor, note the key things you'll need to plan for.

**THE GROUP**


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**ACTIVITY & ENVIRONMENT**


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**STAFFING**


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**COMPETENCE**


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**SUPERVISION METHODS**


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**COMMS & EMERGENCIES**


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**3 Your supervision structure — roles & responsibilities**

List each adult, their role, what they're responsible for, and how many students they directly supervise. Note who covers them when they're unavailable (driving, cooking, first-aiding).

ROLE	PERSON	RESPONSIBILITIES & COVER ARRANGEMENTS	STUDENTS DIRECTLY

**ROLE**

**PERSON**

**RESPONSIBILITIES & COVER ARRANGEMENTS**

**STUDENTS  
DIRECTLY**

**4 Critique your structure — five questions**

① Sufficient staff & competency to run the activity?

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② Sufficient staff & competency to manage an emergency?

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③ What if your designated first-aider is indisposed?

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④ Can your structure adapt as conditions change?

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⑤ What communication has occurred before, during, and after the activity?

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**5 Reflection**

Where is your structure strongest? Where is it most fragile? What's one thing you'll change before the event?

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**REMEMBER**

Set the structure to deal with **emergencies**, not normal operations. If your plan only works when everything goes right, it's not a plan.