

ORGANIZATIONAL STRUCTURE, BEHAVIOR, AND EVENT MANAGEMENT IN SPORT AND RECREATION PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. Span of control and its impact on a sport organization's design.

- A. The total number of departments in an organization.
- B. The level of employee empowerment across the organization.
- C. The geographic reach of the team's operations.
- D. The number of direct reports a manager has; a wide span reduces overhead and fosters a flatter structure, while a narrow span increases supervision and can create a taller hierarchy.

2. What is the difference between qualitative and quantitative data in evaluating event success?

- A. Qualitative is numerical; quantitative is narrative.
- B. Qualitative data captures perceptions and experiences; quantitative data measures numerical outcomes like attendance and revenue.
- C. Both are the same.
- D. Qualitative is only about weather.

3. Budgeting involves which of the following?

- A. Scheduling and controlling labor resources.
- B. Setting the organization's values.
- C. Overseeing external partnerships.
- D. Planning and controlling financial resources.

4. What describes informal authority?

- A. Influence based on the relationships, respect, trust, or expertise, not written in the org chart.
- B. Official power given by the organization through position/title.
- C. The direct authority to make decisions and give orders down the chain of command.
- D. The power to advise and support line managers.

- 5. What is the difference between a functional organizational structure and a divisional structure in a sport organization?**
- A. A functional structure organizes by product lines, while divisional groups by functions like marketing and operations.
 - B. A functional structure groups roles by function across the entire organization, while a divisional structure groups activities by product, sport, region, or event, each with its own functional units.
 - C. A functional structure concentrates decisions at the top and a divisional structure distributes all decisions to local units.
 - D. A functional structure uses dual reporting lines, while a divisional structure uses single reporting.
- 6. Which of the following supports accessibility planning for sport events?**
- A. Signage in multiple languages
 - B. Accessible facilities
 - C. Alternative formats for registration and signage
 - D. No accessibility accommodations
- 7. What is crisis communication and why is it critical during a major event incident?**
- A. Advertising posts on social media.
 - B. Internal emails only; no public updates.
 - C. Structured, timely communication to manage information and perceptions during a crisis; essential to maintain trust and prevent misinformation.
 - D. A post-event press release only.
- 8. Which components are included in a program schedule besides activities and durations?**
- A. Market research and sponsorship packages.
 - B. Insurance certificates and permits.
 - C. Milestones, dependencies, resource assignments, and the critical path.
 - D. Social media calendar.
- 9. Which of the following is NOT a common type of departmentalization?**
- A. Functional
 - B. Product/Service
 - C. Customer
 - D. Centralized control across units

10. In Maslow's hierarchy, which level specifically addresses safety and security needs in a work environment?

- A. Safety.
- B. Physiological.
- C. Belonging.
- D. Self-Actualization.

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Answers

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1. D
2. B
3. D
4. A
5. B
6. C
7. C
8. C
9. D
10. A

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Explanations

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1. Span of control and its impact on a sport organization's design.

- A. The total number of departments in an organization.
- B. The level of employee empowerment across the organization.
- C. The geographic reach of the team's operations.
- D. The number of direct reports a manager has; a wide span reduces overhead and fosters a flatter structure, while a narrow span increases supervision and can create a taller hierarchy.**

Span of control refers to how many direct reports a manager oversees. This design choice directly shapes the hierarchy of an organization: a wide span means one manager oversees many staff, leading to a flatter structure with fewer layers; a narrow span means fewer direct reports, resulting in more layers and a taller hierarchy. That statement is the best because it explicitly links the number of direct reports to the organization's design. It also shows the trade-offs: a wide span reduces overhead and the number of levels, which can speed decision-making and cut administrative costs; a narrow span increases supervision, adds layers, and can create a taller, more hierarchical structure that may slow communication but provide tighter control. In a sport organization, imagine a manager overseeing several event coordinators or facility staff. A wide span can empower teams and streamline responses during events, but it risks overloading the manager and diluting supervision. A narrow span allows closer oversight and more detailed direction, at the cost of higher administrative overhead and potentially slower adaptation. The other options describe different organizational characteristics—like the total number of departments, how empowered employees feel, or how broadly the organization operates geographically—that don't define how many direct reports a manager has and thus don't capture how span of control drives design.

2. What is the difference between qualitative and quantitative data in evaluating event success?

- A. Qualitative is numerical; quantitative is narrative.
- B. Qualitative data captures perceptions and experiences; quantitative data measures numerical outcomes like attendance and revenue.**
- C. Both are the same.
- D. Qualitative is only about weather.

Evaluating event success relies on understanding two kinds of data: what people experience and what can be counted. Qualitative data captures perceptions, experiences, attitudes, and meanings—things like attendee satisfaction, reactions to the program, and feedback from participants. Quantitative data measures numerical outcomes—attendance numbers, revenue, costs, and satisfaction scores on a numeric scale. The best answer recognizes both: it says qualitative data captures perceptions and experiences, while quantitative data measures numerical outcomes like attendance and revenue. In practice, you'd use qualitative insights to explain the "why" behind the numbers and quantitative data to show the "how much" and allow comparisons over time or between events. This combination gives a fuller picture of event success. The other statements don't fit: one reverses the typical roles of qualitative and quantitative data, another wrongly claims the two data types are the same, and a third incorrectly confines qualitative data to weather.

3. Budgeting involves which of the following?

- A. Scheduling and controlling labor resources.
- B. Setting the organization's values.
- C. Overseeing external partnerships.
- D. Planning and controlling financial resources.**

Budgeting is about planning and controlling financial resources. It involves forecasting income and expenses, allocating funds to various programs or activities, and monitoring actual spending against the plan to keep finances on track. This financial focus guides decisions such as what can be funded, how resources are distributed, and when adjustments are needed to stay within available money. Scheduling and controlling labor resources relates to staffing and operations rather than the financial plan itself, so it isn't the core focus of budgeting. Setting the organization's values pertains to culture and ethics, not money management. Overseeing external partnerships deals with relationships and collaborations, not the financial planning and control that budgeting provides.

4. What describes informal authority?

- A. Influence based on the relationships, respect, trust, or expertise, not written in the org chart.**
- B. Official power given by the organization through position/title.
- C. The direct authority to make decisions and give orders down the chain of command.
- D. The power to advise and support line managers.

Informal authority is influence that comes from who you are and what you know, not from a title or position. It exists because of relationships, respect, trust, and expertise, and it isn't shown on the organizational chart. People will listen to and follow someone because they believe in their knowledge or credibility, even though that person has no formal mandate to command. This explains why the description focusing on influence rooted in relationships, respect, trust, or expertise, and not written in the org chart, is the best fit. By contrast, official power tied to a position or title is formal authority and carries the right to make decisions and issue orders within the chain of command. The idea of advising and supporting line managers can be part of either formal roles or informal influence, but it doesn't by itself define informal authority, which hinges on earned credibility and personal influence rather than a formal mandate. For example, a veteran team member who is trusted for sound judgment can guide others even without an official leadership title.

5. What is the difference between a functional organizational structure and a divisional structure in a sport organization?

- A. A functional structure organizes by product lines, while divisional groups by functions like marketing and operations.
- B. A functional structure groups roles by function across the entire organization, while a divisional structure groups activities by product, sport, region, or event, each with its own functional units.**
- C. A functional structure concentrates decisions at the top and a divisional structure distributes all decisions to local units.
- D. A functional structure uses dual reporting lines, while a divisional structure uses single reporting.

Organizational design in sport hinges on how work is grouped and where decision-making rests. In a functional structure, people are organized by their functions across the entire organization—for example, marketing, finance, operations, and human resources exist as separate departments that serve all sports or events. In a divisional structure, the organization is arranged around products, sports, regions, or events, and each division contains its own functional units (like marketing, operations, and finance) tailored to that division's scope. The key difference is where grouping occurs and how autonomy is allocated. Functional design concentrates expertise and centralized control within functional areas, which can be efficient but may hinder coordination across different sports or regions. Divisional design creates closer alignment and faster responsiveness within a specific sport or region by embedding functional units within each division, though it can lead to duplication of functions and higher costs. So, the best way to describe the difference is: a functional structure groups roles by function across the organization, while a divisional structure groups activities by product, sport, region, or event, each with its own functional units.

6. Which of the following supports accessibility planning for sport events?

- A. Signage in multiple languages
- B. Accessible facilities
- C. Alternative formats for registration and signage**
- D. No accessibility accommodations

Making sport events accessible means ensuring both information and participation are usable by everyone. Providing alternative formats for registration and signage addresses a range of needs beyond language alone, such as visual, cognitive, or literacy differences, and even different device or platform access. By offering materials in large print, Braille, audio, easy-to-read versions, translations, and accessible online forms, along with signage that can be effectively read and understood by diverse users, organizers remove barriers to entering and navigating the event. This holistic approach ensures people can register, find their way, and participate without frustration. Signage in multiple languages helps with language barriers but doesn't cover other accessibility needs; accessible facilities are essential but focus on a different aspect of participation; providing no accommodations would prevent inclusive access altogether.

7. What is crisis communication and why is it critical during a major event incident?

- A. Advertising posts on social media.
- B. Internal emails only; no public updates.
- C. Structured, timely communication to manage information and perceptions during a crisis; essential to maintain trust and prevent misinformation.**
- D. A post-event press release only.

Crisis communication is about delivering structured, timely information to manage what people hear and how they perceive what's happening during a major incident. It matters because clear, coordinated updates guide actions, reduce confusion, and prevent misinformation, all while maintaining trust in the organization and its ability to respond. This approach goes beyond promotional posts or private messages. Advertising on social media tends to be reactive and promotional rather than informative and factual during a crisis. Limiting updates to internal emails excludes the public, partners, and other stakeholders who need to know what's going on. Relying on a post-event press release ignores the ongoing nature of a crisis and misses the crucial window to provide accurate, reassuring, and actionable information while uncertainty remains.

8. Which components are included in a program schedule besides activities and durations?

- A. Market research and sponsorship packages.
- B. Insurance certificates and permits.
- C. Milestones, dependencies, resource assignments, and the critical path.**
- D. Social media calendar.

The main concept here is understanding what a program schedule includes beyond just listing activities and how long they take. In scheduling, you map not only tasks and their durations but also how they connect and how they are resourced. Milestones are key points that mark important progress or deliverables. Dependencies show the order in which tasks must occur, which helps you sequence work correctly rather than starting everything at once. Resource assignments clarify who or what is needed for each activity, ensuring you can allocate people, equipment, or space without overloading anyone. The critical path flags the longest chain of dependent activities; this is the route that sets the minimum possible project duration, so monitoring it helps you spot where delays will impact the whole program. Others don't fit because market research and sponsorship packages belong to broader planning and stakeholder work, not the scheduling framework. Insurance certificates and permits are about compliance and risk management, not how the schedule is laid out. A social media calendar sits in communications or marketing planning, not the core schedule elements that govern sequencing, resources, and overall timing.

9. Which of the following is NOT a common type of departmentalization?

- A. Functional
- B. Product/Service
- C. Customer
- D. Centralized control across units**

Departmentalization is about how tasks and roles are grouped into units to specialize work and coordinate activities. The main ways this grouping is done include by function (specialists in the same job family), by product or service (units focused on each product line), and by customer (units serving different customer types). What's different about centralized control across units is that it describes who makes decisions and how authority is shared, not how work is grouped. You can have centralized control whether a company is organized functionally, by product, or by customers—the structure might still group people by function or product, but the decision-making authority sits at the top. So centralized control is about governance and power distribution, not the way departments are formed.

10. In Maslow's hierarchy, which level specifically addresses safety and security needs in a work environment?

- A. Safety.**
- B. Physiological.
- C. Belonging.
- D. Self-Actualization.

In Maslow's hierarchy, safety needs focus on protection and security, including in the workplace. In a job setting, this means job security, safe working conditions, reliable resources, and plans for emergencies. Once basic physiological needs are satisfied, people seek safety to feel stable and protected, which allows them to focus on other goals like belonging, esteem, and self-actualization. Hence, safety needs specifically addresses safety and security in a work environment, such as safe equipment, hazard controls, and job security. The other categories correspond to different needs: physiological covers basics like food and rest; belonging covers social connections; self-actualization covers personal growth and realizing potential.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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