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PERFORMANCE & DEVELOPMENT

HANDBOOK



PERFORMANCE & DEVELOPMENT

Introduction

Committee and staff will work together to determine how Club needs can be met, through feedback on current performance, and options for training and/or development.

The Club now expects committee and coaching staff to regularly meet and discuss individual performance and development plans.

Coaches at all levels are required to establish a regular pattern of effective planning, discussion and feedback on both performance and development for Committee at monthly meeting by written report or personal attendance

Why is this different to the other performance systems that have been implemented in the past?

This is a two-way communication process, which is meant to encourage and provide opportunity for coaches and committee to set aside some fixed time to talk together in order to:

- recognise and acknowledge work successes,
- identify development requirements for the players,
- identify and discuss problems and issues,
- provide feedback, and clarify role accountability

All coaches are to establish both performance and development plans.



Coach's Role

1. Talk to players, explaining the process :

Emphasise that this is a two-way communication process, providing the opportunity to :

- recognise and acknowledge game successes
- identify development requirements for each player
- identify and discuss problems and issues
- provide feedback to committee

2. Schedule discussion times with players

- find a mutually agreed time and a relaxed meeting place

3. Work with other coaches to determine how results can best be achieved, through

- feedback on current performance
- identification of any obstacles or setbacks
- options for training / development

(see attachment A)

The committee prepares (for reference only) a simple follow-up sheet, bulleting **only** the agreed development action.

The committee will arrange for any actions related to the development plan. The onus for providing player development is that of the coach.

The coach will evaluate the progress at the identified review date. A good period to conduct the review is each month prior to the committee meeting.

4. Report back on progress :

- Report monthly to the Committee on the status of performance planning and development planning in their team
- Evaluate the progress at the identified review date. This should occur shortly after the middle of the season or prior to the second round.

Please list the three most important coaching tasks, which you feel are crucial to the successful delivery of the coach's role. Please ensure that the tasks are specific, measurable, achievable, realistic and time-bound.

1.

2.

3.

4.

Please identify a minimum of 1 or a maximum of 2 areas for improvement or development, which would enable the coach to deliver his role more effectively. Identify a suitable development plan to ensure this improvement.

Area for Development	Plan for Development
1.	
2.	



Committee Role

1. Think about the upcoming season:

- What is coming up in the next 6 months? Review the Business Plan and list some of the key initiatives associated with the next 6 months
- What is working well? What ideas do you have, what has been solved, what improvements are required?
- What is not working well? What are some of the causes, solutions, first steps, and ideas? What is having a negative impact?
- How are you feeling about this season? What would help you to be more effective in the club?

2. Think about your role:

List a maximum of three to four work-related tasks, which will contribute to successful delivery of your role this season. Work related tasks could range from something as simple as %Attend training+to something more involved as %Prepare a sponsorship proposal for the next 3 years+(see attachment A).

Your C.E.O. will prepare a similar list. This way he/she could highlight any important task you may have overlooked. Take care to make the tasks specific and measurable. On your list, for example, the tasks mentioned above should read %Attend training at least once each week+or %Prepare a sponsorship proposal for the next 3 years and deliver by March 1st+

On a preparatory sheet:

- Identify highlights of performance over 12 months
- Document key initiatives for the next year (around 3-4)
- Set goals for achieving those tasks

3. Identify any development or training goals required for the next year :

- Identify a minimum of 1 and a maximum of 2 areas for work-related development, which would be useful in delivering the role more effectively. You may like to look at the following areas for identifying the development needs :
 - Knowledge (you do not know something, eg. a procedure)



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...e to do something, lack adequate training, eg. How
)
...agree with something or show indifferent
...orting each month to committee meeting)

4. Determine how you can help your team to meet its needs through

- feedback on your current performance
- identification of any obstacles or setbacks
- options for training / development

An illustrative list of Alternate Development Options is attached for ready reference (attachment B).



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ATTACHMENT A

SION PREPARATORY SHEET
(For use by the Coach)

Please list (maximum) three/ four key coaching tasks, which you feel are crucial to successful delivery of your role

1.

2.

3.

4.

Please identify a minimum of 1 or a maximum of 2 areas for improvement or development, which would be useful in delivering your role more effectively

1.

2.



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USE BY COACHES AND COMMITTEE)

ate Development Options

1. Work with a task force to resolve a business issue
2. Receive coaching from an expert for a day or week
3. Teach someone how to run a process
4. Study a new area
5. Plan a new operation or process
6. Install a new system
7. Integrate systems across units
8. Present a proposal to senior management
9. Mentor a new committee member
10. Write a media release
11. Manage a renovation project
12. Complete a project with a tight deadline
13. Supervise cost cutting
14. Complete a difficult project (where others have not succeeded)
15. Summarise trends and present analysis
16. Write a proposal for a new process or system
17. Study and analyse player needs
18. Design and run a training course or session
19. Take up a position in the group or association