

COACH MANAGEMENT GUIDE



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FOREWORD

The purpose of this document is to assist in the formation of a coach management plan – or to support a plan that is already in place.

This resource has been provided by Sport Waikato as a guide to your club/school. Sport Waikato would like to acknowledge Aktive Auckland Sport and Recreation Coaching and Development Team for the development of this resource and allowing us to utilise and adapt it to meet the needs of our region.

Within the Coach Management Plan you will find information on developing simple policies and strategies to enable clubs/schools to:

- Recruit volunteer coaches effectively
- Develop coaches
- Retain coaches from season to season

Throughout the document we may refer to ‘clubs’ or ‘schools’ however, where this occurs we refer to both. This also includes Regional Sporting Organisations (RSO’s) and other community organisations that engage sport coaches.

Coaches are an essential component to every club and school. Good coaches have a huge positive impact on the development of New Zealanders, and good coaching is seen as one of the key factors in retaining people in sport. Coach recruitment, development and retention is vital to ongoing sustainability.

Coaches play an important role in nurturing and developing athletes and players however, they also need to be nurtured and developed themselves.

Often the coach recruitment and retention process is left to chance, however, with a dedicated coach management plan the process can be made easier, less stressful and more effective. This guide will take you through the step by step process required to develop your club or school coach management plan.

Sport Waikato Coaching Unit

IDENTIFYING YOUR COACHING NEEDS

A good place to start gathering information is with a review of your club's needs. A needs' assessment will assist you in painting a clear picture of what your club is doing well and what areas you might like to develop further. Following the completion of a needs assessment you should have a clear picture of your requirements, which will allow you to develop or modify your coach management plan.

A needs assessment template can be found [here](#), or in the library under coaching in the Sport Waikato website.

Upon completion this you are now ready to develop your own Coach Management Plan.

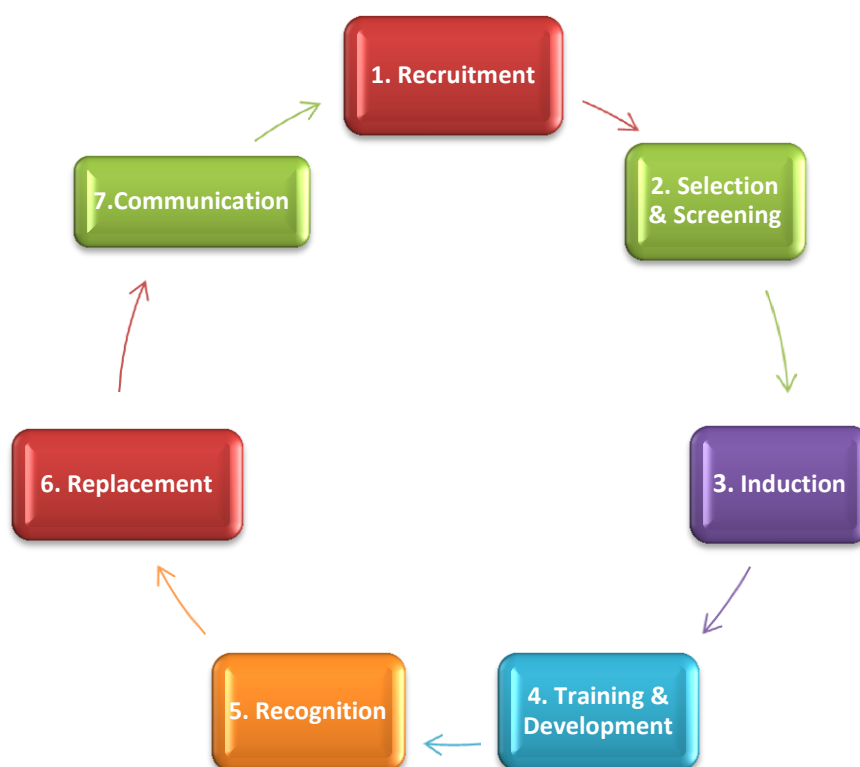
COACH MANAGEMENT PLAN

The key to effective management of your coaches is having a plan in place. This will cover areas that are necessary to recruit, develop and retain your coaches. Writing this process down will make it a lot easier for the club to implement, therefore enhancing the efficiency of the club. As change within the club occurs, the process can continue to be implemented.

A Coach Management Plan should cover the following:

- Recruitment
- Selection and screening
- Induction
- Training and development
- Recognition
- Replacement

Each step of the plan will be detailed throughout this guide. The plan should be developed by working through each step and writing down what actions need to be taken, who will be responsible, and when the action needs to be completed.



Note: Refer To Your Needs Assessment As You Work Through These Steps

TOP TIP: COACH COORDINATOR

In order for a management plan to be successful there needs to be someone responsible for seeing that the plan is implemented. Some of the roles within the plan may be delegated to other club members (e.g. managing the database, training etc.) however, it is important that someone has an overall responsibility for seeing the implementation of the plan. It is also good for coaches to have a point of contact within the club/school.

The Coach Coordinator should be provided with a role description which explains what they are responsible for managing. Schools should appoint someone with the required skills and available time. For some schools it may be difficult to find an employee with the required amount of free time to undertake such an important role. However, it could be a trusted and respected volunteer, who has the required skills that could be utilised.

A template can be found [here](#), or in the library under coaching in the Sport Waikato website.

1. COACH RECRUITMENT

You are asking people to give up their time to coach on a voluntary basis. To increase the likelihood of people taking on a coaching role, it is important that you make the role less intimidating and provide the potential volunteers with a sense of control and ownership over their involvement. Having a specific, clear plan for recruiting coaches is an important step in securing the quality people that you want coaching at your club. A haphazard approach to coach recruitment will result in greater stress, less success and a greater turnover of coaches.

1.1 WHY DO PEOPLE VOLUNTEER TO COACH?

To be able to work effectively with volunteers it is important to understand some of the motivations behind their reasons to coach, which include:

- Having fun
- Socialising
- Learning new skills
- Giving something back
- Developing athletes
- Desire to feel needed
- Explore career opportunities
- Building confidence
- Developing new friends

Given the various motivations for volunteering, it is important to promote a number of elements in your recruitment plan. Let potential coaches know that you intend to:

- Keep coaching enjoyable and not a chore
- Make it social – create opportunities to network
- Maximise involvement – allow coaches to have a voice in the club
- Develop skills – educate and develop coaches so they can continue to grow

TOP TIP: VOLUNTEER SURVEY

To assist your club to identify your volunteers' motives, you could ask them to complete a quick survey as part of your club's induction process. A template can be found [here](#), or in the library under coaching in the Sport Waikato website.

1.2. STEPS TO COACH RECRUITMENT

There are many ways that you can go about recruiting coaches. We have broken the coach recruitment phase down into six steps and under each step we have provided a range of possible strategies.

STEP 1: IDENTIFY THE NUMBER OF COACHES REQUIRED

The first step is to determine how many coaches you will need to recruit for the coming season. Start by looking at how many teams you expect to field and how many coaches you will require for each team. It is a good idea at this point to contact all of the previous season's coaches and confirm that they are available to coach again next season. By subtracting the number of coaches that confirm from the number that are required, you will have the number of coaches that you need to recruit for the coming season. See below a template you may find helpful to determine and keep track of the number of confirmed and needed coaches. This can be adapted to cater for different sports as well as different teams within a sport system.

HOW MANY COACHES DO YOU HAVE AND HOW MANY DO YOU REQUIRE?

	TEAMS	CONFIRMED COACHES	COACHES NEEDED
SENIOR	e.g. 7	e.g. 3	e.g. 4
INTERMEDIATE			
JUNIOR			

STEP 2: IDENTIFY THE SKILL SETS REQUIRED OF COACHES

It is important to know what level of skill set are required of each coach, for each team, to ensure that you recruit appropriate coaches to the right teams.

You may find it easier to group the skill sets or experience levels for different roles, so that you can identify how many coaches you need at each level. For instance, a given position may require a coach with experience in certain areas. Remember that the coach needs to fit the team, so when assigning coaches to teams you will need to consider the following:

- Age group of players
- Previous coaching experience
- Sport specific knowledge
- Qualifications held
- Experience as a head coach

STEP 3: IDENTIFY WHEN COACHES ARE REQUIRED

In order to determine the timeline for the recruitment process, it is important to know when coaches will need to be recruited by. Look at when the coaches will need to start working with the teams, and allow some time prior to this to have all of the coaches in place. If there are pre-season meetings/workshops with the coaches then have all your coaches recruited before these dates. Once a cut-off date is decided, work backwards to determine when each step of the plan will need to be completed in order to recruit coaches for all positions in time.

STEP 4: IDENTIFY POTENTIAL SOURCES OF COACHES

Look at where coaches could potentially come from – where is an easy source, who has the skill sets, who has the available time? Potential sources of coaches could include:

- Students
 - Secondary: Do you have senior students who would like to coach? Could the students coach in pairs? Could a student be an assistant coach to a parent to gain the proper skills for future years? Students who are on school leadership programmes (such as The Growing Coaches Programme) may be interested so that they are able to put their theory into practice.
 - Tertiary: This could be sports students or education students who are keen to prove their credentials in a school setting. Do you have a student teacher in your school that could assist for a term?
- Parents
- Players
- Teachers
 - For new teachers: ask your principal what co-curricular activities they said they would be involved in, and hold them to it
 - Ask for the principal's support and get them to push the benefits of getting involved with students outside of the class room
 - For existing teachers: put a signup sheet in the staffroom so everyone sees where the gaps are, and who is putting their hand up to help
- Corporate companies
 - Social responsibility and volunteering are part of many businesses strategic plans. Contact them early to see if they are willing to partner with you and explain some of the benefits. For example connecting with the community, developing leadership skills, team work and enriching the future generation. You can also offer them access to your school or club facilities. The company may even be able to sponsor the team or school
- Alumni
 - Have you ever asked past students to come back and coach? Senior students who coached junior teams in their last year may be happy to come back if someone asked, to feel like a valued member of the school community
 - Many ex-students will end up working in your local community. Use school pride and loyalty to convince them to return and coach at your school

STEP 5: DETERMINE THE METHODS OF RECRUITMENT

Each club will have certain methods of promotion that will be the most effective. It is important that you have a number of recruitment methods covered rather than relying on just one way of finding coaches. Some possible methods for recruiting coaches include:

- Direct approaches
 - Do not underestimate the power of simply asking. The worst they can say is no
 - Ask coaches at the end of the season if they will come back. Write it down so you do not forget then make contact with them pre-season
- Opt-in on player registration forms
 - On your registration form, have a section that asks “Would you be happy to... a) coach b) manage c) drive the van d) wash uniforms.....”
- Approach universities/tertiary institutions
 - Create a link with your local tertiary provider. You can offer volunteer opportunities to students who are keen to get extra experience
- Web notice
 - Put advertisements on your school website and be clear about what commitment is required. If the job seems too big, it may put people off
 - Advertise with your local club providers. There may be coaches who are willing beyond your current networks
- Facebook/Social Media
 - Advertise for coaches on your school’s Facebook page and ask stakeholders to “share” it. Interested people will try to help you. Or ask to “tag a friend”
- Coaching Experience on enrolment form
 - Ask what coaching parents have had in sport on the school enrolment form. As the season approaches, contact these parents directly
- School Open Days
 - Always advertise sporting opportunities at School Open Days and make coaching an attractive option. Showcase the fun, success and development the students get and show how you celebrate as an organisation and support coaches
- Volunteer Organisations
 - There are a many organisations dedicated to helping with volunteers such as Volunteering Waikato <http://volwai.org.nz/>. They can upskill volunteers but also post vacancies on their website. Seek.co.nz also have a volunteer section within their website where vacancies are posted
- School-Community Sports Councils
 - Sports Councils are a great way to access parents, their businesses and local communities
 - If your school does not have a community sports council, talk to the Regional Sport Director at Sport Waikato

- Local Clubs
 - Approach a local club to help find coaches but remember it needs to be a win-win situation
 - What can you offer as a school:
 - Access to playing facilities access to future members
 - Secondary school coaches for their junior teams
 - Access to classrooms for meetings or functions
 - Joint development of the sport e.g. school and club linking to apply for funding for facilities or equipment
 - Running a fundraising event for the sport together
 - PE staff providing senior teams with information around nutrition or team building sessions
- Email notice
 - Regularly email families and local organisations about coaching vacancies and development opportunities for those already involved
- School Newsletter
 - Feature available coaching positions within the school newsletter
- Coach referral
 - Coaches often know other coaches, ask them if they know anyone else who would like to coach
- Newspaper Advertisements
 - Tried and tested, pop an advertisement in the local newspaper
- Recruitment events
 - Hold a breakfast, dinner and/or networking event to give people who are interested in coaching the opportunity to talk with existing coaches
- Student Job Search
 - If you are able to pay your coaches, a good tool is student job search. They advertise many part time jobs that suit tertiary students. Visit www.sjs.co.nz

STEP 6: REVIEW THE RECRUITMENT PROCESS

A review is an important step for ensuring that you continue to be effective in recruiting coaches to your club. The findings of your review process should guide how you implement the process the following year. A recruitment review template can be found [here](#), or in the library under coaching in the Sport Waikato website.

TOP TIP: MAKE SURE BENEFITS ARE KNOWN

Remember to always highlight the benefits of coaching. Outline both tangible as well as intangible benefits when advertising any coaching role.

2. SELECTION AND SCREENING

Every coach that applies at your club should be screened, prior to selection being made. It is important that you screen applicants in order to prevent people that are not suited to coaching or working with children from being appointed. In addition, it is important to ensure that a coach will fit in with your club's culture and value system.

A good way of screening coaches is to have them complete an application form, which allows you to collect information for your database. A template can be found [here](#), or in the library under coaching in the Sport Waikato website.

After the applications have been received, screened selections should be made, with the most suitable candidates placed with the appropriate teams. This decision should be based on the skills required, qualifications and experience of the applicants, and the strength of their references. Remember, the coach has a significant impact on the players' long term involvement in sport. It is therefore imperative that you find the right coach rather than just make an appointment for the sake of it.

CHECK YOUR SPORTS GOVERNING BODY ON POLICE VETTING

3. INDUCTION

A great way to make coaches feel welcome is to take them through an induction. This process more than anything will make coaches feel important and valued. An induction process will inform the coaches of the requirements and introduce them to the culture of the club. An effective induction process will reduce the stress and challenge of taking on a coaching role. Some components of an induction programme might include:

- Familiarisation of facilities
- Providing a Coaches/Manager/Volunteer Manual
- Providing a Code of Conduct/Code of Ethics
- Providing resources and gear
- Induction event
- Rules and procedures outline
 - Who to contact for issues or disputes
 - Who to contact for new equipment or reporting broken equipment
 - The rules around sponsorship or funding
 - Processes around attending tournaments
 - Processes for using school vans, gym keys etc.
 - Rules regarding uniform
- Health and Safety issues, including RAMS procedures when needed
- Coach position description including tasks, expectations and responsibilities
- An introduction to other coaches and key staff members
- An introductory coaching course (e.g. Sport Waikato's Community Coach Workshop)
- Upcoming development courses
- Coach questionnaire asking the coach's goals, needs and requirements for support
- List of support services & contacts (for example School Sports Coordinator, Club President, Sport Waikato – Coaching Unit & Regional Sports Director)
- List of resources that maybe helpful (for example Sport New Zealand website, Sport Waikato website, National Sports Organisations websites)

TOP TIP: ROLE DESCRIPTION

A role description is an important document for inducting coaches. Potential volunteers may be put off if they are unsure of what a coaching role entails, or if they think that it will take too much time or be too difficult. The coach role description should be brief. A template can be found [here](#), or in the library under coaching in the Sport Waikato website.

4. TRAINING AND DEVELOPMENT

4.1 SUPPORTING YOUR COACHES

Just as players need support, encouragement and development - so do your coaches. Below are eight different methods that will ensure your coaches have a support network packaged around them to help them in their roles, keep them motivated and develop them into the best coaches they can be.

METHOD 1: REGULAR CONTACT WITH COACHES

Effective communication with coaches can go a long way to improving their experience with the club and retain their services.

Having a designated person as a point of contact (coach coordinator) can help with maintaining effective communication. It's important that coaches are kept in the loop and have someone they can contact and rely on. They need to feel they are connected to the club and other coaches, and not just on their own. This person can be the coach coordinator, sport coordinator, or teacher in charge of the sport.

How often are you in contact with your coaches? It is important to make the effort to contact them and find out how the teams' trainings and games are going and whether the coach is happy. Ideally, person to person contact is best. Going along to trainings or games and asking them if they need any support or help with anything will be greatly appreciated.

To enhance communication there are several actions the club/school can take:

- Providing coaches with information as early as possible – e.g. venue or competition changes, requests etc.
- Having coaches meetings and encouraging coaches to network
- Making use of the club website – or you could set up a coaches forum
- Understanding the coaches family and work situation to give context to the communication

TOP TIP: DATABASING

Communicating with your coaches and managing them will be much easier if you have a database of your coaches. The database will be a central point for collecting contact information for your coaches. Information for developing a coach database is found in the coach application form which again can be found [here](#), or in the library under coaching in the Sport Waikato website. This information should then be updated regularly.

METHOD 2: TEAM MANAGER

The role of a team manager is to support and work alongside the coach.

Examples of how a team manager may support a coach include:

- In conjunction with the coach establish and communicate team policies - particularly outside of the game situation
- In conjunction with the coach set up and establish a clear communication network
- Give clear notification to players of games, practices, venues and cancellations
- Carry and maintain a suitable first aid kit and ensure proper medical attention is available to any injured players
- Be responsible for the teams playing equipment
- If attending an event or tournament, the manager could oversee all the arrangements for travel, accommodation and food
- In conjunction with the coach apply a consistent approach to all matters requiring discipline

METHOD 3: TEAM CAPTAIN

A team captain plays a crucial role in communicating messages between the coach and the rest of the team. You should appoint two responsible team members to hold the position of Captain and Vice-Captain.

Responsibilities of the Team Captain can include:

- Liaise with the coach/manager and the team
- Assist in communicating messages between the coach, manager and the rest of the team
- Ensure that players and parents support the coach and the team, and adopt a positive attitude
- Lead by example in terms of actions, dress, behaviour, attitudes and fair play
- Ensure team displays good sportsmanship and represents the school and themselves in a correct and responsible manner
- Lead the encouragement of the team in practice, at team meetings and on the field/court
- Support all players, both on and off the field
- Assist coaches with the equipment at practices and games, ensuring others assist also
- Assist with tidying changing rooms and facilities, ensuring others assist also
- Ensure team results are communicated to the relevant person in the school
- Ensure the team recognises the efforts of coaches/managers

METHOD 4: SUPPORT FROM SPORT/COACHING COORDINATOR

As well as supporting the coach by providing them with the basics, such as gear and information on the team, the Sport/Coach Coordinator should be answering any questions a coach may have, passing on important information either sport relevant or generic. You should also be making regular contact with your coaches and encouraging them to take up PD opportunities when possible. To find out more about PD options, contact Sport Waikato or the relevant RSO.

METHOD 5: SUPPORT FROM OTHER COACHES AND MENTORS

Having a buddy system with two coaches is an excellent tool for development. This system provides a duality in which the coaches can listen, observe and offer supportive feedback to one another throughout the duration of the season - thus further developing their coaching skills. It can also aid in succession planning if you place assistant coaches within your teams.

If the resources are available, have senior coaches mentor the junior coaches at your school. Facilitate sessions which allow the senior coaches to give constructive feedback on how the junior coach's trainings went. This practice of support will help the developmental growth of junior coaches and also help the senior coaches critically think about their coaching practice.

METHOD 6: PERSONAL DEVELOPMENT SPECIFIC & GENERIC

Providing development opportunities is a good way of rewarding your coaches. If your club has a budget for coach development then you may be able to put coaches through courses for free or subsidise their attendance.

Even if you do not have any money for coach development, you should still have a plan for professional development and the opportunities available to your coaches. For example, networking events, coaching manuals, observation sessions and review templates for self-assessments.

METHOD 7: SPORTSFORCE DEVELOPMENT OFFICERS AND REGIONAL SPORT ORGANISATIONS (RSOs)

The SportsForce programme is managed by Sport Waikato and is designed to support, educate and share ideas that work with the people that make sport happen (coaches, referees and organisers). With many sports being covered by the programme, SportsForce officers are a great first point of contact. They are happy to help with any queries you may have. For more information about SportsForce click [here](#), or find contact details on page 23.

RSO's oversee their specific sports within the Waikato region. They should be your first point of contact for any queries. Website details for many sports are located on page 24.

METHOD 8: REGIONAL SPORTS TRUST – SPORT WAIKATO



Sport Waikato run a number of generic coaching workshops aimed at community coaches. These workshops cover from the basics of being an effective coach, to more specific workshops for coaches wanting to build their knowledge. These are open to the community to attend for either little to no cost. Check the events calendar on the Sport Waikato website for all workshop dates throughout the year.

5. RECOGNITION AND RETENTION

Ensure coaches feel valued for the role they play in your organisation. Ask all coaches at the end of the season if they want to be involved again next season. Then engage the coaches in a feedback process so they know that their opinions are valued and considered. If you have a formal coach contract/M.O.U., sign the coach up for next season as soon as the current season ends. Recognising the contributions they make is a great way to make coaches feel valued and goes a long way in being able to retain their services.

There are a number of ways in which coaches can be recognised, and ideally this should occur throughout the year. Some ways of recognising coaches include:

VERBAL THANKS

Take the time to personally thank your coaches. Turn up to a game and tell them they are doing a good job, shake their hand at the end of the season and thank them in person.

LETTERS OF APPRECIATION

Letters are a great way to formally acknowledge the work your coaches are doing. Send welcome and thank you letters at the start and end of each season.

SCHOOL NEWSLETTER

Recognising coaches in newsletters can be done when talking about a teams' success or you can have a 'Coach of the Month' section where you profile the great work a coach has done.

MEDIA PROFILES

Local newspapers can often do a human interest piece on them. This is a great way to recognise coaches outside of the school setting.

FACEBOOK

A quick name mention on Facebook when talking about sports teams and results is an easy way to show appreciation to a coach that has done a great job.

AWARD NOMINATIONS

By nominating your coaches for awards it shows that you recognise that they are doing a great job. Nominate your coaches for your school awards, the Sport Waikato Secondary School Sports Awards and the Sport Waikato District and Regional Awards.

FUNCTIONS

At the end of the season put on a small function for all coaches of your school teams.

DISCOUNT ON FEES

If you have a coach taking a sport that their child plays you may be able to discount their fees for the season. This shows appreciation without being over the top.

CLOTHING

A great way to make a coach feel appreciated and a part of the team or school is to provide them with a part of the team or school sport uniform.

GIFTS

A common way to recognise coaches is to give them a gift at the end of the season. Most coaches do not expect gifts, and any gifts given do not need to be of a high monetary value. Gifts could include tickets to a sports game, dinner vouchers, a ball or piece of sport equipment signed by the members of the team, or even a framed photo of the team.

PAYMENT

If you are able to pay coaches pocket money that can go a long way to making their efforts feel worthwhile. Other options include petrol and grocery vouchers. A sponsorship from one of these entities can help with payment of coaches in all its forms.

SPORTMAKER

Through the [SportMaker programme](#) you can send your coaches thank you e-cards which gives them the chance to enter into a draw to win \$500 of quality sporting goods. They also receive a letter thanking them for their efforts.

REFERENCE LETTERS

Some coaches may want reference letters to help add to their CV to further their coaching development. This is an avenue which many young coaches may seek.

6. REPLACEMENT

It is critical to realise that all coaches will need to be replaced at one time or another, some positions more frequently than others. It is important to have a system and plans in place to make sure the transition is smooth.

6.1 SUCCESSION PLANNING

Succession planning is a tool for clubs to use to assist them in replacing coaches. This is done by identifying coaches with the potential to fill vacant roles that may come up in the future.

Succession planning incorporates schoolwide buy-in where everyone gets behind and supports the coaching structure and coaches themselves, thus making it easier to secure coaches. Success on the courts or fields shows those outside the programme that you are doing things right. This also can lead to expressions of interest from potential coaches. Planning is essential for effective long term coach management and succession. Make sure you put the time and effort into developing a plan and reviewing it.

The succession planning process might include:

- Ask existing coaches if they are aware of anyone else who may be interested in coaching
- Make sure you know when existing coaches intend to finish in their roles
- Where possible, use assistant coaches who can take over when the head coach vacates
- Word of mouth is a powerful tool. If your existing coaches feel valued and are enjoying their experience, they are likely to let others know
- The Growing Coaches Programme available through Sport Waikato provides a process whereby you can develop coaches from within your student body. To find out more about The Growing Coaches Programme click [here](#) (Insert hyperlink) or contact the Coach Development Advisor at Sport Waikato

When a coach leaves your club it is a good idea to gather some information around why they are leaving, and also assist them in their transition to their new club or role. This will enhance their goodwill, increasing the likelihood that they will return to coach in the future. An example of an exit survey can be found [here](#), or in the library under coaching in the Sport Waikato website.

7. RESOURCES

There are some very useful resources and templates that can be used to develop your coach management plan into an organised, useful tool.

Here is a list of useful resources and contacts that you can use to develop your coach management plan:

SPORT NEW ZEALAND

www.sportnz.org.nz

Sport New Zealand is the government agency responsible for the development and delivery of sport to New Zealanders. Visit their website and you will find a section dedicated to the support of coaches.

SPORT WAIKATO

www.sportwaikato.org.nz

Sport Waikato is the Regional Sports Trust (RST) that provides support, resources and education for organisations within the greater Waikato Region. There are Sport Waikato offices in every District within the region and the Head Office is based at the Brian Perry Sports House, Wintec Rotokauri Campus, Akoranga Road, Hamilton.

The contacts for the Sport Waikato Coaching Unit are:

Guy Schwikkard (Community coaching)
Coach Development Advisor
guys@sportwaikato.org.nz

Mark McLaughlin (Performance coaching)
Coach Development Manager
markm@sportwaikato.org.nz

NEW ZEALAND COACH MAGAZINE

The New Zealand Coach Magazine comes out monthly and is free to sign up to. There is great information on coaching techniques, best practice and development workshops.

It is strongly suggested you and your coaches sign up to it by following the link below

<http://www.sportnz.org.nz/get-into-sport/coaching-guide/>

8. SPORTSFORCE CONTACTS

If you are interested in sport-specific information and support for coaching, contact your Sport Waikato SportsForce Development Officer who can provide you with details of coaching pathways in their sport.

Athletics

Alan McDonald

alanm@sportsforce.org.nz

Cricket

Cliff Dickeson

cricketsf@sportsforce.org.nz

Golf

Jason Boobyer

Jason@waikatogolf.co.nz

Hockey

Waikato Hockey

waikatohockey@xtra.co.nz

Netball

Katie Horne

netballsfs@sportsforce.org.nz

Squash

Glenda Knox

squashsf@sportsforce.org.nz

Tennis

Nikki Howlett

tennisssf@sportsforce.org.nz

Basketball

Maraea Thomson

basketballsfs@sportsforce.org.nz

Football

Alec Wilson

alecw@sportsforce.org.nz

GymSports

Haidee Farmilo

gymssfs@sportsforce.org.nz

Kaiwhakahaere

Taane Te Koi

taanet@sportsforce.org.nz

Parafed

Carol Armstrong

parafedsfs@sportsforce.org.nz

Swimming

Christine Jolly

christinej@sportsforce.org.nz

Waka Ama

Paul Roozendaal

wakamasfs@sportsforce.org.nz

9. NATIONAL & REGIONAL SPORT ORGANISATIONS (NSO's, RSO's)

If there is no SportsForce Development Officer for your sport, you can contact the NSO for more information on coaching.

www.bikenz.org.nz

www.slsnz.org.nz

www.rowingnz.com

www.rowingwaikato.com

www.badminton.org.nz

www.waikatobadminton.co.nz

www.snowsports.co.nz

www.specialolympics.org.nz

www.softball.org.nz

www.waikato-softball.org

www.bowlsnz.co.nz

www.bowlswaikato.co.nz

www.canoeracing.org.nz

www.triathlon.org.nz

www.tabletennis.org.nz

www.sportsground.co.nz/wtta

www.nzequestrian.org.nz

www.horses.net.nz

www.volleyballnz.org.nz

www.volleyballwaikato.org.nz

www.waterpolo.org.nz

www.waikatowaterpolo.co.nz

www.yachtingnz.org.nz

www.surfingnz.co.nz

www.touchnz.co.nz

www.waikatotouch.co.nz

www.nzru.co.nz

www.mooloo.co.nz

For all other sports, please visit the Sport New Zealand website www.sportnz.org.nz

SUMMARY

1. Recruitment

- Identify numbers needed
- Identify skills required
- Identify potential coaches, students, teachers, alumni, corporates, parents
- Identify recruitment methods: open days, opt in on registration forms, Facebook, local clubs, shoulder tapping
- Review recruitment process

4. Replacement

- Plan Plan Plan!
- Growing Coaches
- Keep a database of current and past coaches
- Word of mouth
- Assistant coach succession
- Exit surveys

2. Retention

- Keep it enjoyable
- Make it social
- Opportunities to work in teams
- Offer upskilling opportunities
- Develop skills
- Ensure coaches are reimbursed
- Communicate with your coaches, make them feel valued

3. Recognition

- Letters of appreciation
- Verbal thanks
- Nominate them for a Sport Waikato SportMaker Award
- Facebook acknowledgment
- Provide them with clothing/merchandise
- Small gift
- Sports award nominations