**COACH MANAGEMENT PLAN TEMPLATE:   
CLUB / SCHOOL EXAMPLE**

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|  | **WHAT?** | **HOW?** | **WHEN?** | **WHO?** |
| **RECRUITMENT** | Contact local universities early in the year. | Ring appropriate contacts in advance of season starting to sound out potential coaches. | End of season. ASAP | Sue |
| **SELECTION & SCREENING** | Introduce compulsory Police vetting of coaches. | Include Police vetting process in induction pack. Ensure coach is cleared to coach before giving them a team. | Ongoing | John |
| **INDUCTION** | Develop an induction pack that is distributed to all coaches at the beginning of the season. | This will include   * Welcome letter from the club * Key dates * First steps in coaching manual * Code of conduct   Distribute to all coaches at the beginning of the season | Put together in week 3.  Hand out when team/management sorted so time will vary. | Dale & Sue |
| **COMMUNICATION STRATEGIES** |  |  |  |  |
| **TRAINING & DEVELOPMENT** | Implement a coaching buddy system | Present the idea to coaches and pair interested coaches together. | Week 4 | John |
| Host a generic Sport Waikato workshop | Contact Sport Waikato Coach Development Advisor and request a workshop at the club and invite all the coaches. | Week 5 | Dale |
| **RECOGNITION** | Recognise our coaches for the work they are doing for the club. | Have a coach of the month award.  Ask parents to bring a coffee for the coach on game day.  Nominate 1 coach a month into the Sport Waikato SportMaker programme. | Throughout the season | Sue & Dale |
| **RETENTION** |  |  |  |  |
| **REPLACEMENT** |  |  |  |  |