

HPSNZ Wellbeing Policies and Processes

Guidance Notes



The purpose of this review template is to provide support for National Sporting Organisations (NSOs), coaches, wellbeing managers/leads and support staff to evaluate high performance sport policies and processes with a wellbeing lens. The use of this tool directly supports requirements per the NSO Health Check process, although completing this template itself is not a requirement.

Step 1 – Review these Guidance Notes

- “Policies” typically refer to issues that require minimum standards and/or duty of care (e.g., anti-bullying policies, child safeguarding policies), whereas “processes” tend to reflect supporting systems that are designed to ensure consistency and/or clarity (e.g., IPP processes).
- This template includes foundational items for consideration when establishing or reviewing policies and processes (P&P) – however, this template does **not** assess *how well* policies and processes are implemented (for this latter point, please refer to the Checklist document as part of Step 3 and seek consultation to support you).
- After reviewing these Guidance Notes, go to the "HPSNZ Policies and Processes Review" template (**Step 2**) which contains policies/processes categorised into three sections - i.e., those which are (a) highly recommended, (b) more likely to be relevant to only some NSOs (e.g., helmet policy), and (c) other types of complementary procedures or resources that may be helpful whilst not being specifically "a" or "b".
- Then, review the policies/processes and adapt the "NSO Policy or Process" column as appropriate for your NSO. You may want to slightly adapt the look and feel so it works for your needs. Importantly, the purpose of this tool is to provide guidance and an initial structure, so **how this looks in the end should be fit for your purposes** whilst also ensuring that minimal requirements re: policies/processes with respect to wellbeing are sufficiently met. Every section/column has a dropdown menu that you can use to **save time**.
- Next, once you have populated the review template with each of your relevant policies/processes (Column E), you should:
 - complete Columns A - D, and F - H (which speak to implementation/logistics)
 - complete Columns I through T (which allow for explanation of what you **do** in relation to each policy/process according to the HPSNZ Wellbeing Framework and Guidelines and NSO Health Check metrics)
- After completing Step 2, go to the "HPSNZ Wellbeing Review Checklist" document (**Step 3**) for critical prompts and questions for your consideration in regard to *how well* your policies/processes may be working. This is not an exhaustive checklist and provides a starting point that is aligned with best practices, the HPSNZ Wellbeing Framework and Guidelines and NSO Health Check metrics.
- After completing Step 3, be sure to share and publicise P & P updates with all relevant parties for transparency and educational purposes. For this part of the process, utilise the Dissemination Template (**Step 4**) to support you.
- Finally, remember to have an ongoing, regularly scheduled review plan - e.g., set calendar reminders and discuss an approach with relevant parties in advance of reviewing &/or updating policies/processes.
- For additional support and guidance, please reach out to initiate discussions with others (e.g., HPSNZ wellbeing leads/contacts).