

HPSNZ Wellbeing Policies and Processes Review Checklist



Step 3 – Use this Checklist to Guide Your Evaluation

The following checklist has been developed to provide guidance so that your NSO can target its efforts when reviewing the extent to which your Policies and Processes are sufficient, including whether they adequately incorporate and promote aspects of wellbeing. This list is not exhaustive as it is intended to provide high-level considerations and best practices.

| | General Best Practices |
|--|------------------------|
| Conduct documentation review to ensure alignment with HPSNZ Wellbeing Framework and Guidelines - i.e., apply a people-first wellbeing lens to policies/processes to support transparency, inclusion, continuous growth and overall safety | |
| Conduct cross-documentation review to ensure alignment, consistency and continuity across policies/processes | |
| Identify and incorporate wider policy and specific relevant updates to documentation (e.g., revisions to legislation and operations/systems) | |
| Ensure that language is clear, specific and accessible | |
| Articulate <i>Who</i> is responsible for <i>What</i> - apply RACI (responsible, accountable, consulted, informed) to clarify appropriate level of involvement | |
| Articulate <i>Who</i> is covered by the scope and <i>How</i> the policy/process will be enforced, including mechanisms of accountability for all parties | |
| | Transparency |
| Be transparent and provide clarity about the design, implementation and evaluation of policies/processes | |
| Share policies/processes with relevant stakeholders so that they are clear and easily accessible | |
| Ensure that all relevant stakeholders are aware of requirements regarding the policies/processes as they relate to them | |
| | Inclusion |
| Engage relevant experts in the design, implementation and evaluation of policies/processes | |
| Actively involve relevant stakeholders (coaches, staff, athletes, whānau) in the design, implementation and evaluation of policies/processes | |
| Design policies/processes to be contextually relevant | |
| Consider possible inequities and adverse impacts that policies/processes may incur, and establish mechanisms to address unintended consequences/outcomes | |
| | Continuous Growth |
| Evaluate the previous policy/process implementation cycle, and identify and incorporate any necessary revisions accordingly | |
| Review and embed best practices specific to policy/process as per the evolution of what we know and learn year-on-year (e.g., via literature searches and/or with support from Wellbeing Managers/Leads and HPSNZ Wellbeing and Engagement Lead) | |