

# HPSNZ Wellbeing Roles and Responsibilities Guidance Notes



The purpose of this resource template is to provide support for National Sporting Organisations (NSOs), coaches, wellbeing managers/leads and support staff to clarify roles and responsibilities in their respective high performance sport environments 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

- The Wellbeing Roles and Responsibilities template is designed to be adapted by NSOs to fit needs and contexts as applicable; thus, the enclosed roles and responsibilities are written at a level with the expectation that specific details may need to be adjusted, such as adding/deleting roles as relevant (revising columns) and including different or more specific detail for responsibilities (revising rows).
- Accordingly, the template is not designed to provide an exhaustive or precise list of roles and responsibilities, rather to provide a foundational starting point that is helpful for conversations which should occur with relevant parties within the NSO. It is anticipated that discussions will reflect the three core wellbeing principles (transparency, inclusion and continuous growth) per the HPSNZ Wellbeing Framework and Guidelines.
- After reviewing these Guidance Notes, go to the "Wellbeing Roles and Responsibilities" template (**Step 2**) and review and revise as needed the roles (columns) and responsibilities (rows) for your needs. Every section/column has a dropdown menu that you can use to save time.
- Note that responsibilities are organised into three main phases/stages, including (1) building foundations, (2) ongoing maintenance and (3) evaluation. Overall, responsibilities reflect a flow or process of develop-implement-evaluate (then back around), thus some items may appear in different phases but be aligned to a different role.
- After you have adapted the review template to reflect your relevant roles and responsibilities, utilise the RACI model to identify the level of responsibility as part of your discussion process, and input "R", "A", "C", or "I" in the respective cell for each role (or leave blank if that role is not relevant for a particular responsibility). See "**Further information – RACI model**" below.
- It is recommended that you include colour coding however is most helpful for you to provide a quick visual representation of roles and responsibilities, such as highlighting cells to either reflect a person's role (e.g., green=GM) OR each of the four RACI components (e.g., green=R; yellow=A, and so on).
- Please note that whilst the template provides a baseline for reviewing roles and responsibilities, it does not provide information related to quality/evaluation of roles and responsibilities. Clarification re: evaluation of roles and responsibilities along with potential development of a timeline (to clarify *who* is responsible for *what*, and *when*) may be something that you do in addition to and/or as part of this process.
- For additional support and guidance, please reach out to initiate discussions with others (e.g., HPSNZ wellbeing leads/contacts).

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## Further information – RACI model

The acronym RACI stands for responsible, accountable, consulted, and informed. This is how each of the four components is defined.

- **Responsible:** a manager or team member who is directly responsible for successfully completing a project task
- **Accountable:** the person with final authority over the successful completion of the specific task or deliverable
- **Consulted:** someone with unique insights who the team will consult
- **Informed:** an individual who isn't directly involved, but you should keep up to speed