

# HOW TO USE THE CLUB COACH PLANNER



## Why use the tool?

We understand that many clubs already have data on their coaches in various other formats, but we hope this tool will be a really useful way of storing all this data in one place, and using the charts and tables created in the Summary Page to create a unique Action Plan for the workforce within your Club.

This tool helps Clubs understand the coaches they have now, and also help plan for the coaches they may need in the future. This tool will help clubs make decisions on coach recruitment, development and retention; taking in both junior and senior provision, for now and in the future. The tool automatically populates a summary page of all the data you have entered to give an easy to view one page summary.

Feedback on the tool has been positive with clubs creating specific and bespoke action plans to create environments to inspire more, better and happier players. There are numerous outcomes, ranging from bespoke workshops through to the future support of young leaders and coaches.

## What information should I include in each of the tabs?

The planner is split into 6 tabs; each sheet asks for different information and will automatically populate the data into the Summary Sheet

1. **Instructions** - Summary of the tool and definitions on some of the terms used
2. **Current Coaches**
  - Coach Name – when completing information on your coaches you can choose to use their full name, first name or a reference that works for you (or leave this blank)
  - Gender – male or female drop down options
  - Age – age brackets drop down options
  - Role – choose from Lead Coach, Coach or Helper. See Instructions Tab for definitions for each of these roles
  - Coach Development – drop down options for workshops and courses accessed
  - Safeguarding Course – drop down options for suitable course linked to the role they are doing. Please see the “What Makes a Safe Session” document for more support on what course is suitable for what role
  - Number of sessions coached per week with each group – for each coach indicate how many sessions (not players) they coach each week and with which age group
  - Total sessions coached - this will automatically populate

\*If there is any data that you are not sure on please leave this blank, the summary sheet will still populate the information you have entered.

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### 3. Current Sessions

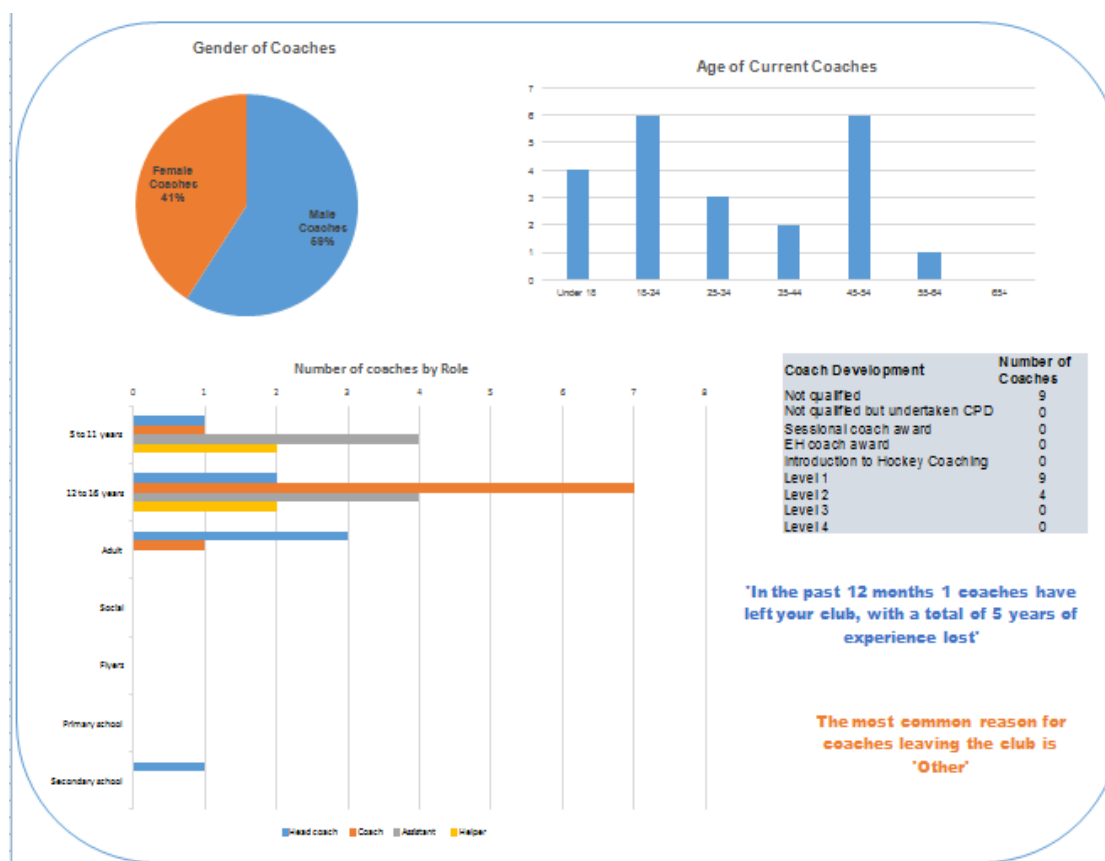
- Total number of players – how many players do you have registered at the club in each age group
- Total number of sessions – how many training sessions do you run a week for each age group
- Average number of players in a session – on average how many players do you get in attendance at each session for each age group
- Average number of coaches per session - on average how many coaches (including lead coaches, coaches and helpers) do you get at each session for each age group
- Desired growth of players (over the next season) – if you are looking to grow how many extra players would you like to recruit over the next season

\*If there is any data that you are not sure on please leave this blank, the summary sheet will still populate the information you have entered.

### 4. Summary Page

This page will automatically populate based on the information you have inputted on tabs 2 and 3. These figures and charts will help you decide on what this means for your people and what development opportunities are available to more effectively recruit, develop and retain your coaches.

Below is an example of what will be populated in the Summary Sheet from the data in the 'Current Coaches' tab. This data can be really useful to see the demographics of your current coaches and what sort of development may be most appropriate for the role they are doing.



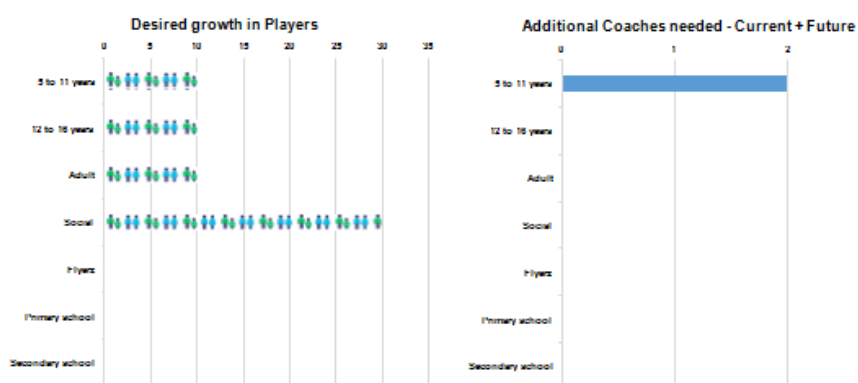
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Here are some questions to ask when you are looking at the data;

- Are people just helping out and have not yet accessed any development opportunities?
  - Could a workshop be the best way to help people to coach hockey with confidence ensuring that the sessions are safe, suitable and inspiring for the players they coach?
- Have they already accessed some development but perhaps could do with a refresher?
  - Is some online learning via Hockey Hub a good starting point?
- Is there a group of people that have accessed courses or workshops?
  - Could a peer working group with opportunities to observe and talk about best practice or challenges be an option?
- Is there a need for people to run independent session?
  - Is a qualification an option?

Below is an example of what will be populated in the Summary Sheet from the data in the Current Sessions tab. This data can be helpful when looking at growth, retention and current provision. This can help with succession planning for future seasons and when linked with the data from the current coaches tab can be used to target recruitment.

Group	Current				Future		Total number of coaches required (Current+ Future)
	Total Number of Players	Total Number of Coached Players	Player to Coach Ratio	Additional coaches needed (based on recommended ratio)	Desired growth of coached players	Additional coaches (based on recommended ratio)	
5 to 11 years	51	15	8:1	0	10	2	2
12 to 16 years	115	100	10:1	0	10	0	0
Adult	100	60	10:1	0	10	0	0
Social	0	0	-	0	30	-	-
Flyers	0	0	-	0	0	-	-
Primary school	0	0	-	0	0	-	-
Secondary school	0	0	-	0	0	-	-
<b>Total</b>	<b>266</b>	<b>175</b>			<b>60</b>		<b>2</b>



### 5&6. Development Needs and Action Plan

Following on from the summary sheet these tabs gives you some ideas for development you could look to provide to support your coaches and an opportunity for you put together an Action Plan based on the actions you have highlighted

#### Where can I go if I need more support filling in this tool?

For more support please contact your Relationship Manager or email [coaching@englandhockey.co.uk](mailto:coaching@englandhockey.co.uk) and we will be more than happy to support you in completing this tool and working out what this means for the objectives and goal of your individual club.