

# My Team & Me

## *Organisational Guidelines*



TM

**NETBALL NEW ZEALAND**  
*Pōitarawhiti Aotearoa*

# **COACH**FORCE

**TIMELINE FOR ORGANISING SESSIONS FOR YEAR 7 & 8 AND SECONDARY SCHOOL COACHES  
FOR 'MY TEAM & ME' WORKSHOP**

<b>TIME</b>	<b>TO BE COMPLETED</b>	<b>PERSONNEL</b>
3 months prior	<ul style="list-style-type: none"> <li>• Meet with organisation group of Region/Centre administrators, potential facilitators etc.</li> <li>• Discuss how to group schools into clusters (possibly separate secondary and Year 7 &amp; 8). Larger regions/Centres may wish to cluster according to location</li> <li>• Set dates – this may need to be confirmed later in conjunction with the host school so perhaps offer 2 possible dates per venue</li> <li>• Set venues – this will need to be confirmed after consultation with suggested schools</li> <li>• Prepare a budget – any charge to participants should reflect expenses outside of the funding allocated</li> </ul>	<p>RM/Designated person</p> <p>RM, regional or centre GD person</p>
2 months prior	<ul style="list-style-type: none"> <li>• Contact all schools with all the information regarding 'My Team &amp; Me' to ascertain interest.</li> <li>• Enclose a simple form for their reply and request the name of a contact person (Appendix 1) for future liaising</li> <li>• Organise/finalise facilitator for the courses</li> <li>• Organise copies of the 'My Team &amp; Me' booklet</li> </ul>	Centre/region GD person
6 weeks prior	<ul style="list-style-type: none"> <li>• Contact appropriate, selected host schools and receive written confirmation of the date, time and venue requirements</li> </ul>	Centre/region GD person
1 month prior	<ul style="list-style-type: none"> <li>• Notify all schools in each cluster with details of date, venue and time for the workshop.</li> <li>• Enclose a Registration form (Appendix 2) and stress that attendance at the workshop is by registration only</li> <li>• Liaise with Facilitator</li> </ul>	Centre/region GD person
3 days prior	<ul style="list-style-type: none"> <li>• Confirm booking with host school</li> <li>• Reminder to all participants who have registered and been accepted (8 – 15)</li> </ul>	Centre/region GD person
2 days prior	<ul style="list-style-type: none"> <li>• Collate equipment needed, photocopy booklets, registration form</li> </ul>	Facilitator

At the workshop	<ul style="list-style-type: none"> <li>• Follow the Facilitators Guide</li> </ul>	Facilitator
After the workshop	<ul style="list-style-type: none"> <li>• Complete and collect in Evaluation forms</li> <li>• Summarise evaluation forms and keep a copy on file</li> <li>• Note any changes needed for the next workshop to improve the smooth running of the session</li> <li>• Ensure registration forms are filed with Region/Centre admin person</li> <li>• Return any borrowed equipment</li> <li>• Thank host school</li> <li>• Contact all participants with follow up information requested by them or of interest to this group of coaches</li> </ul>	Facilitator
1 month – 2 months after the workshop	<ul style="list-style-type: none"> <li>• Follow up with all schools to see if a further workshop is required for coaches who were unable to attend; enclose a copy of evaluation summary</li> <li>• Check on coaches who attended the workshop to see how they are going and if they need any support. Contact Facilitator and / or CoachForce for further assistance if needed by the coaches.</li> </ul>	Region/Centre Administrator

**'MY TEAM & ME' CONTACT PERSON**

**SCHOOL:** .....

**NAME:** .....

**PHONE:**      **SCHOOL:** .....

**HOME:** .....

**MOBILE:** .....

**EMAIL:** .....

Please return this completed slip to the 'My Team & Me' Organiser

