



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Appraisal Guidelines

Introduction:

NDSC has adopted an annual performance appraisal/development review for all teaching/coaching personnel at the end of each calendar year.

The aims of the appraisal are to:

- To motivate teachers/coaches by providing feedback on their progress.
- To improve club development by identifying and pin-pointing key personnel development needs and setting future performance objectives.
- To serve as an input for determining mutual beneficial training needs.

Each teacher/coach will be appraised by the Head Coach or an appropriate member of the Club Committee.

Each teacher/coach is responsible for preparing in advance for their annual review.

Each teacher/coach should also review next year's annual club plan considering which objectives they directly contribute to and should revisit their job descriptions.

Following the appraisal meeting, the teacher/coach and the appraiser should complete the writing of the annual review and training plans as soon as possible.

By the end of the appraisal process the teacher/coach, together with the appraiser, will have:

- Reviewed their performance over the previous 12 months;
- Reviewed how their role contributes to the club's objectives;
- Set performance targets for the next 12 months;
- Established training needs for the next 12 months.

At the end of the appraisal process, the appraiser should submit a report to the Club Management Committee to confirm:

- Whether the teacher/coach's performance for the previous twelve months met with the Club's objectives
- That a development plan has been agreed for the next 12 months.
- That skill and knowledge gaps have been identified and that a training plan has been agreed

A blank appraisal form to be normally used in conducting appraisals is attached below.



Newbury District Swimming Club

(Affiliated to Southern Counties A S A)

ROLE APPRAISAL AND PERFORMANCE REVIEW

Details

Name:	
Job Title:	
Length of time in current position:	
Appraiser's Name:	
Appraiser's Job Title:	
Date of Review Meeting:	
Date of Next Review:	

Part 'A' of the questions to be completed by the appraisee before the meeting.

Part 'B' of the questions to be completed by the appraiser during the meeting.

1. ACHIEVED OBJECTIVES

A. What have been your main objectives achieved since your last performance review meeting. Comment on any development activities (e.g. CPD workshops, courses) that you have undertaken during the review period and how these have had a positive impact.

B. What have been the employee's main objectives achieved since their last performance review meeting. Please also comment on the appraisee's key positive attributes, behaviours and strengths they have displayed.

2. LEARNING AND DEVELOPMENT

A. Comment on any changes and further developments which you believe would benefit your role.

B. Comment on any development activities that the appraisee would benefit from to support the position and responsibilities that are required for the role.

3. REVIEW OF OVERALL PERFORMANCE

A. Comment on your overall performance in your role since your last appraisal. Include general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here.

B. Comment on the overall performance of the appraisee during the review period. Please also use this section to document any comments, changes and further developments, which you would like to record.

By signing below the appraiser and appraisee acknowledge that the performance review has been discussed and agreed.

Signed by Appraisee:		Date:	
Signed by Appraiser:		Date:	
Signed by Club Officer		Date:	