

St.Helens Swimming Club

Affiliated to the ASA NW Region, Lancashire County SWPA



Appraisal Guidelines

1. St.Helens Swimming Club 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.

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

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

4. 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.

5. 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.

6. 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.

7. 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.