

SPORTS PERFORMANCE DEPARTMENT

SELF-APPRAISAL TOOL

Overview

This tool is designed to help teams evaluate their sports performance department - from both systems and people perspectives.

It ensures alignment with best practices, organisational goals, and sustainability.

This tool has been informed by and based on evidence-based academic research, design and practical experience - from multi-national businesses, and high performing sports teams that we have worked with.



Building your team
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ASSESSMENT FRAMEWORK

Systems Perspective:

Focus on processes, structures, and tools that support the department's functionality.

People Perspective:

Focus on the structure, expertise, and dynamics of the individuals within the department.



SYSTEMS

Strategic Alignment

- Does the department have a clear mission and vision aligned with the team's overall strategy?
- Are performance goals (e.g., injury rates, win-loss records, player development) measurable and reviewed regularly?

Processes and Protocols

- Are there documented processes for training, injury prevention, and recovery?
- Is there a system for data collection and analysis to guide decision-making?
- Are processes consistently followed, reviewed, and updated?

Technology and Tools

- Are the right technologies (e.g., GPS tracking, video analysis, performance software) in place and used effectively?
- Is there a budget for upgrading or integrating new tools?
- Are tools used to facilitate collaboration between coaches, medical staff, and analysts?

Communication and Collaboration

- Are communication channels clear between performance staff, coaches, and players?
 - Are systems in place to share performance data and insights effectively?
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PEOPLE

Expertise and Roles

- Does the department have the right mix of specialists (e.g., strength coaches, physios, sports scientists)?
- Are job descriptions clear, and do individuals have the necessary qualifications?

Culture and Collaboration

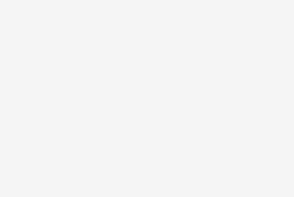
- Is there a culture of trust, cohesion and collaboration among staff?
- Are staff encouraged to provide input and innovate within their roles?

Professional Development

- Are staff members given opportunities for training, certifications, or professional growth?
- Are there mentorship programs or pathways for career progression?

Workload and Wellbeing

- Are workloads balanced, and is staff burnout addressed?
- Are there mechanisms for staff feedback and wellbeing support (mental/ emotional)?

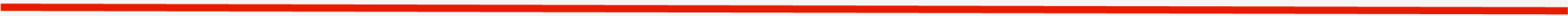


DIAGNOSTIC TOOL

Scoring system (e.g., 1 = Poor, 3 = Average, 5 = Excellent) to evaluate the department across the key areas.

This is not all-encompassing but should paint a picture of where a department is in terms of function.

Key Area	Criteria	Score (1-5)
Strategic Alignment	Mission/vision, goal clarity, alignment with team objectives	
Processes and Protocols	Documented processes, consistency, adaptability	
Technology and Tools	Access to tools, effective usage, budget for upgrades	
Communication	Data-sharing systems, inter-department collaboration	
Expertise and Roles	Adequate specialization, clarity of roles, qualifications	
Culture	Collaboration, trust, openness to innovation	
Professional Development	Training opportunities, mentorship, career pathways	
Workload and Wellbeing	Balance of workload, staff burnout prevention, wellbeing support	



GAPS ANALYSIS

Identify areas scoring 3 or below (less than average) and explore these questions:

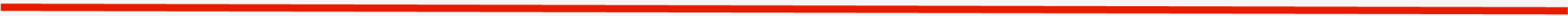
- *What's the root cause of the low score?*
 - Lack of resources?
 - Misaligned priorities?
 - Insufficient communication?
 - *What's the impact?*
 - Is it affecting player performance and athlete health, team cohesion, or long-term goals?
 - *What's the solution?*
 - What resources, training, or changes in processes are needed to improve this area?
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ACTION PLAN

For each identified gap, create an actionable improvement plan.

Use the following template for example:

Area of Improvement	Issue Identified	Proposed Action	Timeline	Owner	Resources Needed
Example: Communication	Data-sharing inconsistent across teams	Implement centralized data-sharing platform	3 months	Performance Analyst	Budget for software



CONTINUOUS IMPROVEMENT CYCLE

Think Kaizen - a Sino-Japanese word for "improvement", referring to activities that continuously improve all functions and involve all employees in a business

- 1. Conduct Quarterly Reviews:** Repeat the appraisal process every 3-6 months.
 - 2. Engage Stakeholders:** Include input from coaches, players, and senior management.
 - 3. Celebrate Success:** Acknowledge areas of high performance to reinforce positive practices.
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DESIRED OUTCOME

By systematically appraising the sports performance department from systems and people perspectives, teams can identify strengths, address weaknesses, and align their operations with the demands of high-performance environments.
