

GUIDANCE FOR SUPPORTING OFFBOARDING TRANSITIONS



HIGH PERFORMANCE
SPORT NEW ZEALAND

OPTIMISING OUR PEOPLE IN, THROUGH AND OUT OF THE PERFORMANCE PATHWAY

SUPPORTING OFFBOARDING TRANSITIONS

Each individual's offboarding transition journey will be unique. Keeping the person's wellbeing at the centre of the process is essential for successful transitions.

The high performance environment requires dedication and commitment, and it forms a large part of people's identity and daily living routines. As a result, even positive transitions can be challenging. Planning and thoughtful consideration are important for supporting people in offboarding transitions.

This guidance provides clear considerations that have been found to consistently support individuals and sports in making successful offboarding transitions. Establishing good offboarding transition systems and processes means you have the necessary building blocks to:

- promote wellbeing within your sport,
- according to your context, and
- for every person.

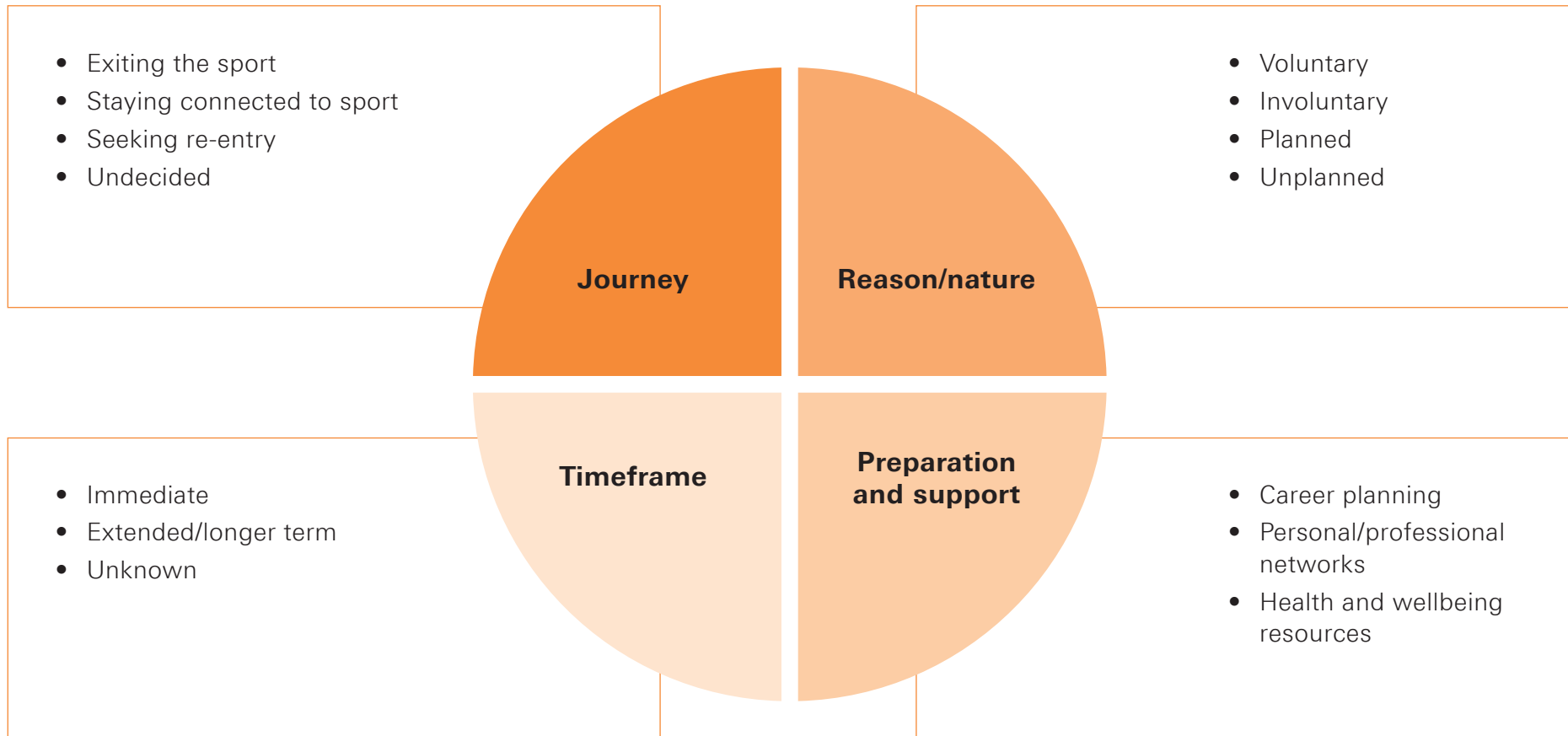
KEY PRINCIPLES

Transitions should be:

- Sport-led
- Contextualised
- Transparent
- Inclusive
- Curiosity-driven

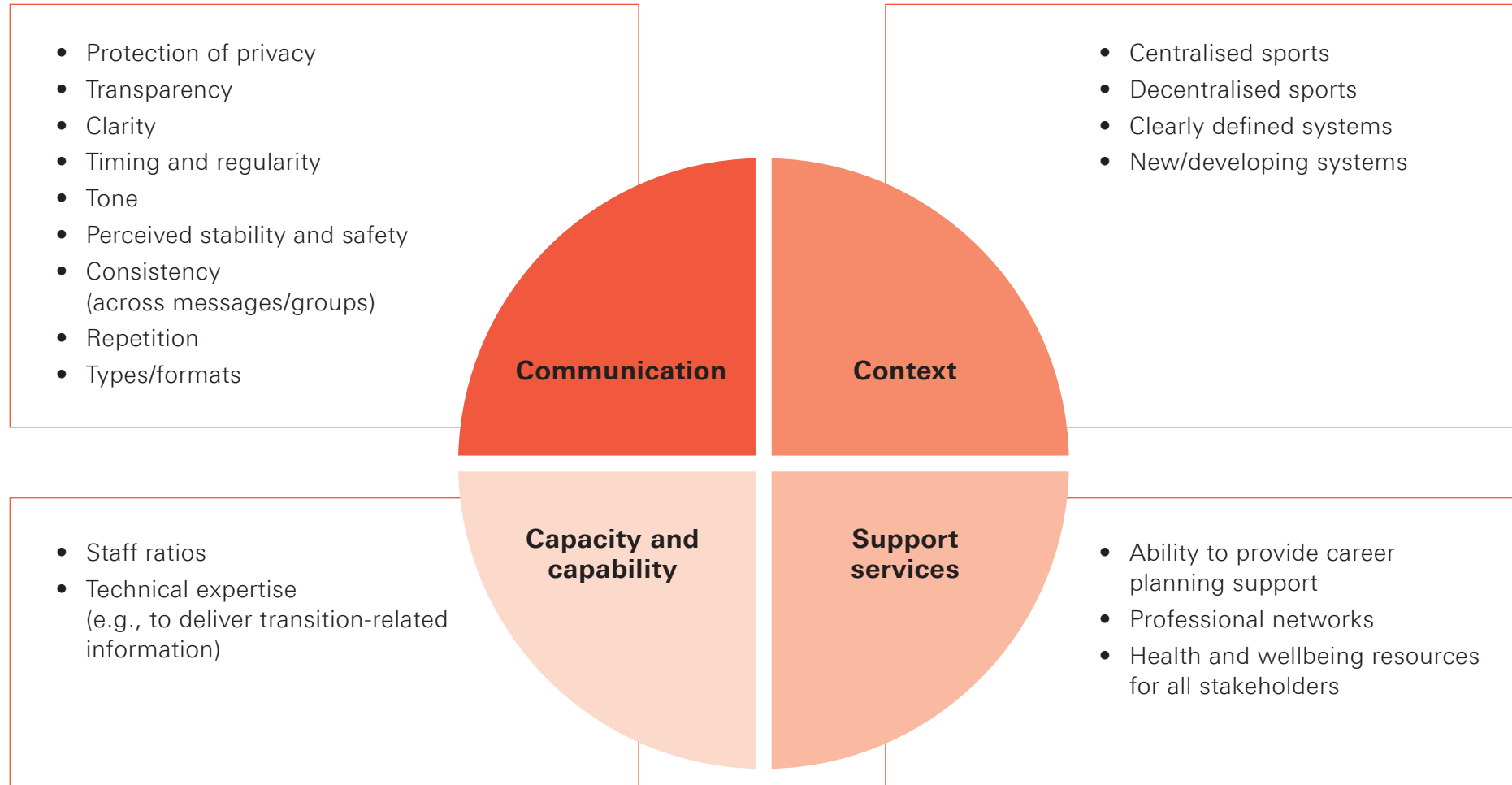
SUPPORTING OFFBOARDING TRANSITIONS:

INDIVIDUAL CONSIDERATIONS TO PROMOTE HEALTHY ADAPTATION



SUPPORTING OFFBOARDING TRANSITIONS:

SPORT CONSIDERATIONS TO PROMOTE HEALTHY ADAPTATION



The following pages provide recommendations and considerations.

This provided guidance will require contextual adaptations according to the sport/NSO needs and resources.

INDIVIDUAL CONSIDERATIONS TO PROMOTE HEALTHY ADAPTATION

Journey	Reason/Nature	Timeframe	Preparation and Support	
<ul style="list-style-type: none">• Ask questions respectfully to provide support• Consider what type of journey the individual may be taking<ul style="list-style-type: none">– e.g., whether they are:<ul style="list-style-type: none">– Exiting the sport– Staying connected to sport– Seeking re-entry– Undecided• Recognise that each journey is unique	<ul style="list-style-type: none">• Be sensitive to the circumstances that are leading to offboarding transitions• Consider whether the reasons are:<ul style="list-style-type: none">– Voluntary– Involuntary– Planned– Unplanned• Provide tailored resources and communications that align with the support that is required	<ul style="list-style-type: none">• Discuss regularly to help seed the ground regardless of actual timelines• Consider whether the anticipated or actual timeline is:<ul style="list-style-type: none">– Immediate– Extended/longer term– Unknown• Plan for the range of timeline possibilities that could occur for individuals – assess knowns whilst also planning for the unknown	<ul style="list-style-type: none">• Ensure clarity and uptake of available resources for offboarding transitions• Consider the activities and support that can be utilised, including:<ul style="list-style-type: none">– Career planning– Personal/professional networks– Health and wellbeing resources• Educate and engage individuals so that they are supported to lead their offboarding transitions• Promote 2-way conversations as well as sharing guidance/advice• Support dedicated time to intentionally reflect and consider ‘where to, from here?’	
Sport-led	Contextualised	Transparent	Inclusive	Curiosity-driven

SPORT CONSIDERATIONS TO PROMOTE HEALTHY ADAPTATION

Communication	Context	Capacity and Capability	Support Services	
<ul style="list-style-type: none">• Establish a clear plan that connects and supports individuals and best fits your environment, attending to:<ul style="list-style-type: none">– Protection of privacy– Transparency– Clarity– Timing and regularity– Tone– Perceived stability and safety– Consistency (across messages/ groups)– Repetition– Types/formats• Engage individuals while factoring preferences and contexts to ensure communication is effective	<ul style="list-style-type: none">• Adapt support and resources for a range of contexts and levels of system maturity, including:<ul style="list-style-type: none">– Centralised sports– Decentralised sports– Clearly defined systems– New/developing systems• Identify ways that individuals can be best supported in light of environmental and structural factors that need to be considered	<ul style="list-style-type: none">• Optimally utilise available tools to support individuals through offboarding transitions, particularly in consideration of:<ul style="list-style-type: none">– Staff ratios– Technical expertise (e.g., to deliver transition-related information)• Seek consultation, expertise and support to best leverage internal resources, as supporting offboarding transitions can be complex and not always part of available resources	<ul style="list-style-type: none">• Ensure clarity and uptake of available resources for offboarding transitions• Consider the activities and support that can be utilised, including:<ul style="list-style-type: none">– Ability to provide career planning support– Professional networks– Health and wellbeing resources for all stakeholders• Educate and engage individuals so that they are autonomy supported to plan for offboarding transitions• Recognise that individuals who have contributed to your sport community may feel a strong sense of identity and seek to remain part of the community	
Sport-led	Contextualised	Transparent	Inclusive	Curiosity-driven

OFFBOARDING TRANSITION RESOURCES

- [Wellbeing Programme – HPSNZ](#)
- [Wellbeing Programme Resources Hub – HPSNZ](#)
- [Psychology – HPSNZ](#)
- [Health and Performance Resources to Support Referrals – HPSNZ](#)
- [Performance Life – HPSNZ](#)
- [Pathways – HPSNZ](#)
- NSO/sport website resources (if applicable)



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