OFFBOARDING TRANSITIONS GUIDANCE CHECKLIST

HIGH PERFORMANCE
SPORT NEW ZEALAND

This checklist is designed to be used in conjunction with the HPSNZ Offboarding Transitions Guidance for Sport resource. The purpose of the checklist is to enhance consistency and effectiveness of your offboarding transitions processes as part of promoting wellbeing of people within your high performance environment.

Note: There are additional checkboxes and a blank section for notes that you can tailor to your needs.

Ensure regularly scheduled meetings with athletes that encourage open discussion about progression and planning, to minimise occurrence of unplanned and unexpected offboarding transitions.

Offboarding focus	Items to promote effective offboarding transitions	Notes (e.g., status, responsible person)
Individual considerations	**Starting point:** The sport and/or athlete initiates the offboarding process ☐ Schedule time to discuss 4 key areas in order to focus support ☐ Reason/nature (planned, unplanned, voluntary, involuntary) ☐ Journey (exiting sport, staying connected to sport, undecided, seeking re-entry) ☐ Anticipated timeframe (immediate, extended/longer term, unknown) ☐ Available support (career planning, networks, health & wellbeing resources) ☐	
Sport considerations	**Based on clarification of the above items** ☐ Develop transition plan with athlete input and resources specified ☐ Confirm and implement communications plan ☐ What is the message that will be shared – ensure clarity and consistency ☐ Who will know What information – privacy balanced with transparency ☐ When will information be shared with others – phased, sequenced &/or targeted ☐ How will information be shared – verbal, 1:1 &/or group, via social media outlets ☐ Complete administrative tasks for the sport and HPSNZ (e.g., exit letter, athlete performance support plans if relevant, TAPS and Finance tasks) – factoring: ☐ Context (de/centralised sport, defined or newer/developing systems) ☐ Capacity and capability (assigned staff person/s, available technical expertise) ☐ Available support at the sport/system level ☐	
Individual considerations	**Closing the loop:** Seek feedback to promote a culture of care ☐ Schedule time approx. 1-2 months after the individual has transitioned out of the sport to reconnect with them about: ☐ Reflections on the offboarding transition process ☐ Recommendations for others in future ☐	

General note: Tailor the type and level of information according to available resources, relevant needs and individual characteristics (e.g., age, stage, prior experience).