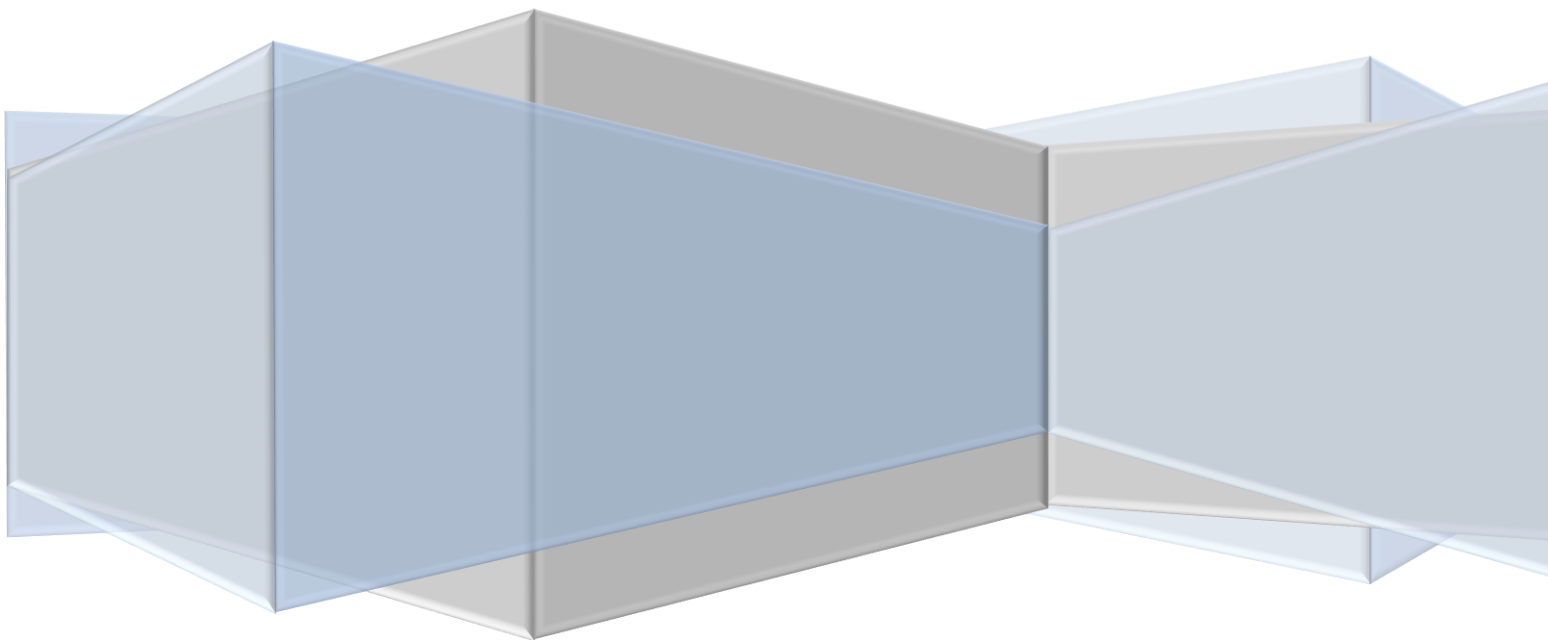




# NHSSP Leadership

## Booklet





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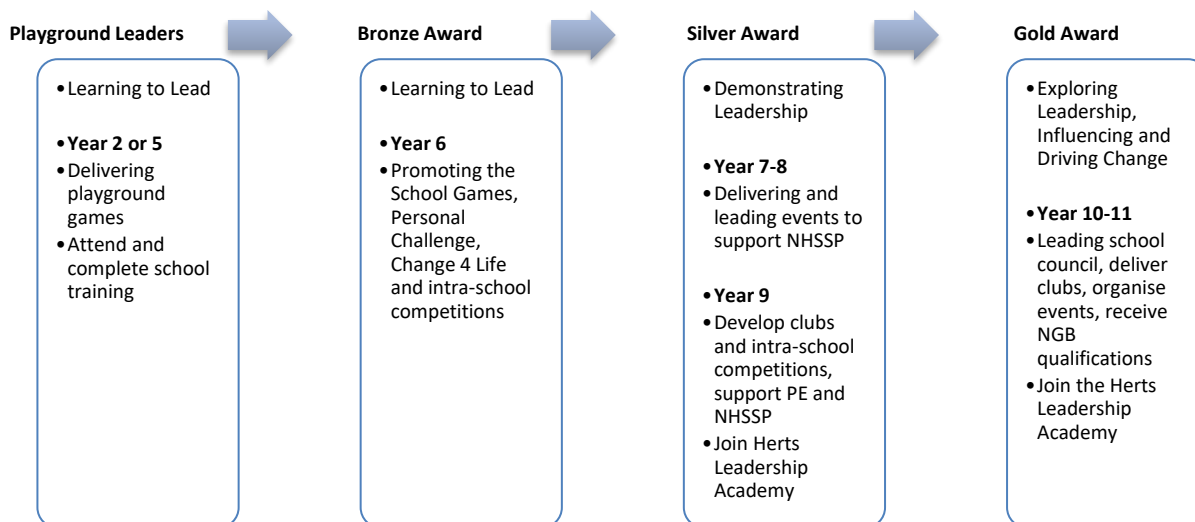
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# The Leadership Pathway

The **Leadership Pathway** is a route young leaders may wish to follow in order to develop their leadership skills through volunteering in PE and Sport settings. Leaders can access opportunities to volunteer within their schools, at events and festivals, and local community events. This pathway has been developed in consultation with the School Games Organisers across Hertfordshire.



## Being a Leader

As a Young Leader you have the ability to:

- Lead your peers (friends, classmates)
- Be a role model in school and the community
- Influence and inspire other young people
- Actively promote the Olympic and Paralympic Values, your school values, the British values or School Games spirit of the games values
- Actively support and promote school sport



## Roles and Responsibilities

- Increase participation in PE and promote healthy lifestyles within your school
- Be a role model, advocating PE and school sport within your school
- Actively promote the Olympic and Paralympic Values, your school values, the British values or School Games spirit of the games values within your school
- Give other young people a voice on PE and school sport within your school

## *Things you could do as a Young Leader*

There is set criteria to achieve the Playground Leader, Bronze, Silver or Gold Awards, but most include the following tasks;

- Attend school meetings to act as a representative for young people
- Create a PE and school sport notice board
- Ensure that the **School Games** is known within your school and the 'spirit of the games' values are promoted at sports events and festivals
- Help organise sports events and festivals within school
- Lead assemblies and presentations on PE and school sport opportunities within your school
- Organise a group of leaders to develop games at playtime for younger years
- Help set up and run a **Change4Life Club / Activity Club**
- Help set up and run a School Sport Organising Crew / School Sport Council
- Set up and organise a media group to be at local events with your school teams (reporters, photographers, etc.)
- Support teachers to run existing teams and clubs within school



# My Skills

*Rate how good you think your skills are below*

Skill	Not good at all	Slightly good	Moderately good	Very good	Extremely good
Speaking in public					
Writing					
Drawing					
Working with others					
Planning and organising					
Being a role model					
Being a leader					
Giving instructions					



## Top Tip

- It's good to find out the different skills you and others around you have before starting a task
- Choose the right people for the right tasks

# Goal Setting

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*My dream goal in life:*

*My dream goal in sport:*

*My dream goal in education:*

*My dream goal as a Sports Leader:*

# A Good Leader

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## *A good leader should...*

Think about the different things that you think a good leaders should try to do and try to be. Also think about why they will need to try to be or do these things when they are the leader.

Write down as any as you can in the table.

A good leader should...	so that...

# PACE

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## *What is the 'PACE'?*

The word PACE is used to help you learn how to lead others and develop these basic skills to help you progress as a leader.

**P** - participants

**A** - area

**C** - communication

**E** – equipment

## *Participants*

This is all about organising the people who are taking part in your activity. You will need to make sure the participants know what they are doing, where they must stand and that everyone is involved if you are going to be a good leader.

## *Area*

This is all about making sure you use the working area available to you in the best possible way, so that participants can do the activity safely and have fun.

## *Communication*

This is all about making yourself understood and ensuring the participants know what you want them to do, when you want them to do it and how you want them to do it.

## *Equipment*

This is all about making sure you use the equipment available to you in the best possible way, so that participants can do the activity safely and have fun.

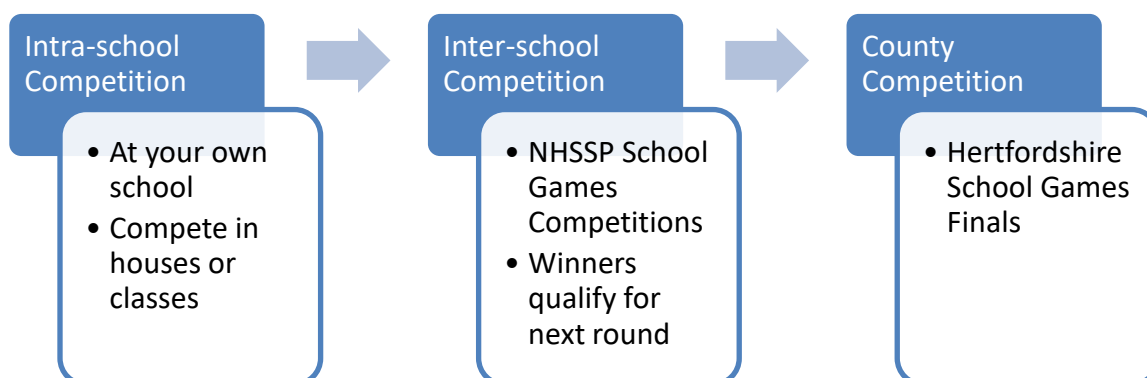


# School Games

## *What is the 'School Games'?*

The School Games is a national initiative aimed at raising the participation of young people in schools across the country through competition.

## *Levels of competition*



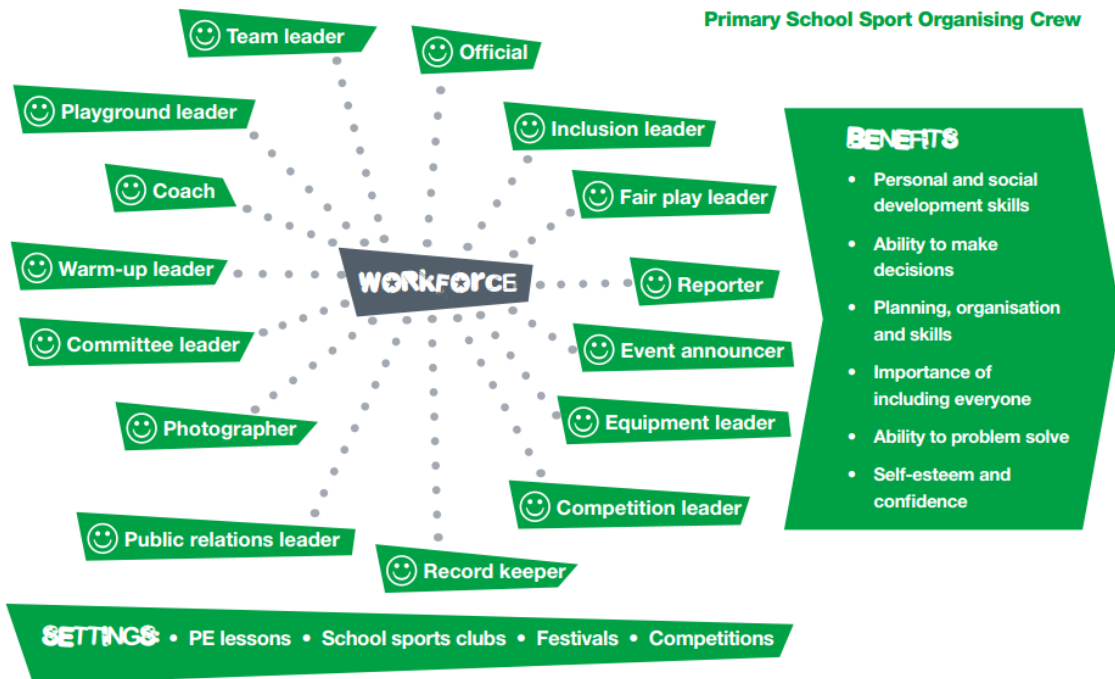
## *Spirit of the Games: Excellence through competition*



## School Sport Organising Crew / Sports Council

<p><b>What is a School Sport Organising Crew / Sports Council?</b></p>	<ul style="list-style-type: none"> <li>• A group of young people in a school who come together to support the organisation of PE, School Sport and Physical Activity in their school</li> </ul>
<p><b>What can the Crews / Councils do?</b></p>	<ul style="list-style-type: none"> <li>• Help organise and promote the School Games</li> <li>• Work with teachers to improve school sport</li> <li>• Organise a survey to find out what young people think about sport in their school</li> </ul>
<p><b>How can I set up a Crew / Council?</b></p>	<ul style="list-style-type: none"> <li>• Everything you need to set up a Crew can be found on the 'resources' section of the School Games website once you register</li> </ul>

An example of a School Sport Organising Crew might include the following roles:

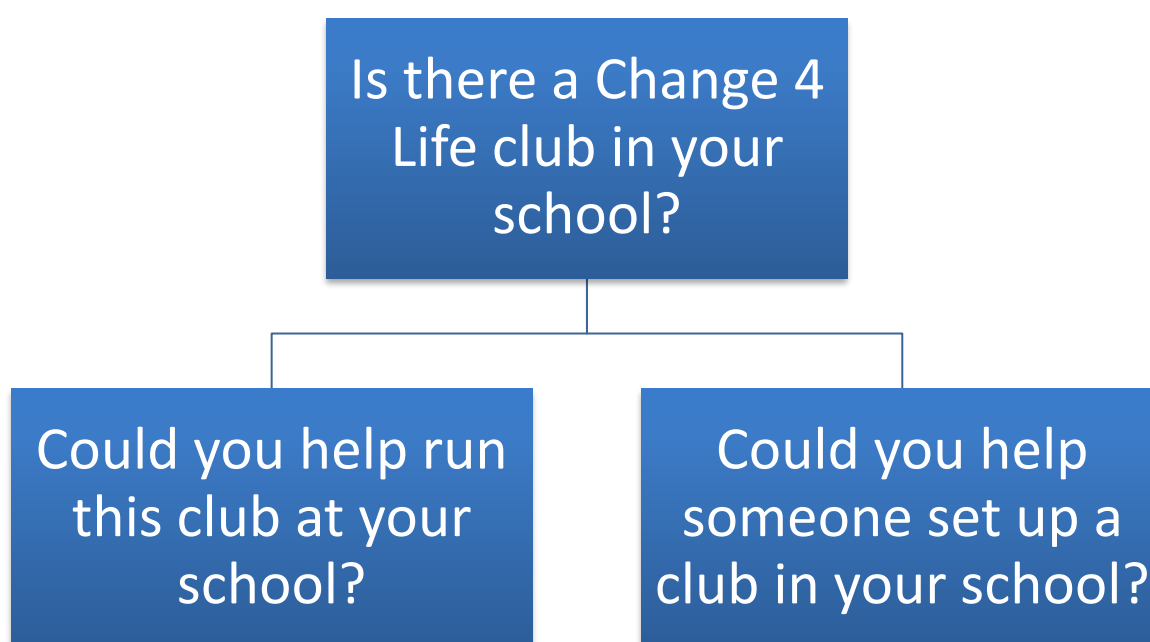


Could you organise a Crew within your school?

## *Change 4 Life / Activity Club*

Change 4 Life is a government campaign to encourage people to take part in physical activity and lead a healthy lifestyle.

As a Young Leader part of your role is to be a **Change 4 Life Champion**. You will be responsible for supporting and promoting healthy active lifestyles in your school.



## *Using the School Games website*

Make sure your school is registered on the School Games website – [www.yourschoolgames.com](http://www.yourschoolgames.com)

As a Young Leader you will need to help your teachers upload information onto the school games website – the next few pages will help you to do that.

Ask your teacher and make a note of the log in details here:

Username

- 

Password

- 

Once you're on your school page there are lots of things you can do.

# Main things you need to do as a Young Leader

Upload any intra-school competitions your school runs

Blog about all the fantastic sporty things your school is doing

Use the FREE resources available to help with your planning

# Planning

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## Top Tips

### Establish your goal

- Set clear aims and objectives to allow you to work towards your end goal

### Set a date

- Avoid conflict with other major events, holidays or similar events happening

### Structure your work

- Decide on the schedule for your work and be sure you can fit everything in

### Preparation

- How long do you need to plan and prepare well for your event/activity? Make sure you have enough time and help
  - Establishing peoples skills will help you organise your event

### Select your target audience

- Who are you going to work with? Identify and invite them

### Do some research

- Check out what they have done before, what knowledge they already have and establish what works

### Resources

- What do you need?

### How much will it cost?

- Do you have a budget? Establish what it is and work out how you will spend it. Ensure you have enough money to cover everything

### Promote your event

- Who needs to know it is happening? Write letters to any VIPs you would like to invite/inform

### Thank you, thank you, thank you

- Always remember to thank everyone involved



*Planning overview*

What	By when	Help needed



*Session planning template*

<b>Date &amp; Time of Session</b>	
<b>Age of Participants</b>	
<b>Number of Participants</b>	
<b>Activity</b>	
<b>Participant</b>	<i>What groups do you need? How will you organise them?</i>
<b>Area</b>	<i>What space will you use? Where will the participants stand?</i>
<b>Communication</b>	<i>What instructions will you give? What communication methods will you use?</i>
<b>Equipment</b>	<i>What equipment do you need? How many of each thing?</i>

*Event planning template*

Main objective	
What are we going to do?	
How are we going to do it?	
When are we going to do it?	
What resources will we need?	
Who are the people that could help and support us?	
Who is our target audience?	
When do we start?	
Other ideas	







# NHSSP Playground Leader Award

There are 3 levels of achievement to gain the Playground Leader Award

In order to achieve Level 1 you must complete 5 / 12 tasks

In order to achieve Level 2 you must complete 8 / 12 tasks

In order to achieve Level 3 you must complete 10 / 12 tasks

Task List	More info	Tick once complete	Signed off
Leading Physical Activity	Lead a warm up and / or cool down in your PE lesson		
	Lead a warm up and / or cool down in a school club		
	Help the teacher get participants into teams or groups during a lesson or at a club		
	Help the teacher organise the equipment ready for the lesson or club		
	Lead activities on the playground on 5 different days		
Leading and Linking	Help the teacher at a festival, competition or other event		
	Help the teacher organise the equipment for a sports day		
	Help lead an activity at a sports day		
Volunteer	Complete <b>10 hours</b> of volunteer hours during break, lunch or after schools clubs / PE lessons		
Leading for Life	Act as a buddy or helper for a younger person in school		
	Help the teacher with the PE display board - putting up photos or reports of activities		
Leading your Community	Help organise and run the sports festival for other pupils on Tuesday 16 <sup>th</sup> June at Knights Templar School		

# Hertfordshire Bronze Award

There are 3 levels of achievement to gain Bronze  
 In order to achieve Level 1 you must complete 5 / 15 tasks  
 In order to achieve Level 2 you must complete 9 / 15 tasks  
 In order to achieve Level 3 you must complete 13 / 15 tasks

Task List	More info	Tick once complete	Signed off
Article	Write an article for the school newsletter or website to promote and publicise intra school events		
Assemblies	Help to plan a presentation to promotion your intra-school competition and speak in assembly		
Clubs	Help to lead activities at a school sports club or Change 4 Life Club		
Competitions	Support an intra-school competition as a sports leader or official		
	Help design and run an intra-school competition		
	Run a cultural competition. For example: flag design, medal design, poetry competition or dance festival at your school		
PE Lessons	Help with the setting up and putting away of equipment during PE lessons over one half term		
	Design and lead a warm up and cool down in a PE lesson		
Recruitment	Help teachers to develop a team of playground leaders in your school and help train new leaders		
School Games display / PE and Sport notice board	Help to create a display board which includes photos of your Crew / sports leaders		
	Maintain the board with regular updates including events and reports.		
School Sport Organising Crew / Sports Council	Meet with a member of the Senior Leadership Team or Head of PE at your school to explain what a Crew could do and how it will impact school		
	Hold your first meeting as a Crew / Committee		
Student Voice	Design and questionnaire and gather suggestions on how to improve the PE and school sport offer within your school and feedback to teacher		
Volunteer	Complete <b>20 hours</b> of volunteer hours during break, lunch or after schools clubs / PE lessons		

# Hertfordshire Silver Award

There are 3 levels of achievement to gain Silver  
 In order to achieve Level 1 you must complete 5 / 13 tasks  
 In order to achieve Level 2 you must complete 9 / 13 tasks  
 In order to achieve Level 3 you must complete 12 / 13 tasks

Task List	More info	Tick once complete	Signed off
Assemblies	Help to plan an assembly to promote sport		
Clubs	Support a sports club or Change 4 Life club in your school or a local primary school and sports leaders over a half term		
	With a small group, organise and run an activity at a sports club or change 4 life club in your school or local primary school		
Competitions	Help lead activities at an inter-school competition (NHSSP)		
	Help to plan an intra-school (within school) or inter-school (between schools) competition		
	Design and run a cultural competition. Advertise and promote it within your school. This could include a flag design, medal design, poetry competition or dance festival at your school.		
	Volunteer at a county School Games event as a sports leader or young official		
Promotion	Work together with a media team where appropriate to promote events at your school through a variety of marketing and social media channels. Coordinate with the student media and events team to promote and publicise events, take photos and produce a report to publish on the school website (or similar).		
Recruitment	Help to recruit and support suitable young people for your schools sports leaders team. Help teachers to develop a team of leaders in your school and help train new leaders.		
School Games display / PE and Sport notice board	Update board with upcoming events, photos and competition / match reports		
School Sport Organising Crew / Sports Council	Attend meetings and contribute to those meetings each half term		
Student Voice	Design and questionnaire and gather suggestions on how to improve the PE and school sport offer within your school and feedback to teacher		
Volunteer	Complete <b>30 hours</b> of volunteer hours during break, lunch or after schools clubs / PE lessons		

# Hertfordshire Gold Award

There are 3 levels of achievement to gain Gold  
 In order to achieve Level 1 you must complete 4 / 12 tasks  
 In order to achieve Level 2 you must complete 7 / 12 tasks  
 In order to achieve Level 3 you must complete 10 / 12 tasks

Task List	More info	Tick once complete	Signed off
Academy	Be selected to be part of the Herts Academy		
Competitions	Be part of creating a cultural competition and support its launch to local schools		
	Produce a plan and coordinate an intra-school event, assigning roles to other young leaders		
	Volunteer at a county School Games event		
	Coordinate an intra-school event for local clubs or primary schools, giving roles to other leaders. Review the plan and performance of leaders and feedback.		
Promotion	Work together with media teams to promote events at your school. Coordinate a press release with your school and local media to promote and publicise intra school events with a follow up report.		
Qualifications	Complete a National Governing Body Qualification. Attend and pass an official workshop.		
School Games display / PE and Sport notice board	Oversee and support Silver leaders to update events calendar, reports and photos on the display board.		
School Sport Organising Crew / Sports Council	Organise, write and agenda and chair a meeting. Set targets in meetings and review these targets at the following meetings.		
Training	Plan and deliver workshops to train younger leaders with your PE teacher		
	Help deliver workshops to train primary leaders with your SGO		
Volunteer	Complete <b>50 hours</b> of volunteer hours during break, lunch or after schools clubs / PE lessons		