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# **AIS HP Coach Development**

## **ICDP Facilitator Network Engagement Guidelines**

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# Guidelines for NSO/Ds and external network facilitators for the delivery of the AIS Individual Coach Development Plan (ICDP) Program

## Purpose

These guidelines outline the process and expectation for NSO/Ds and external facilitators in delivering the AIS ICDP Program. The approach ensures that:

- The ICDP program is delivered in alignment with the AIS HPCD guidelines and the ICDP structure.
- The relationship between the contracted facilitator, and NSO/D is supported appropriately throughout the process by the AIS HPCD team.
- The engagement model and fee structure are co-designed by the facilitator and sport. Models of engagement and service agreements have been provided by the AIS HPCD an example of different program types, timeframes, and delivery formats with the aim of maintaining a mutually fair and consistent approach to remuneration and deliverables.
- By aligning with established system-wide HP Coach Frameworks, including the capability framework that underpins the ICDP process, sports and coaches can have greater clarity on development needs and HP coaching requirements.
- By aligning with established system wide templates and programs, and utilising facilitators onboarded with AIS systems and directly supported by the HPCD team, sports organisations and coaches can enhance their awareness of relevant programs, grants and other opportunities.

## Background

The Individual Coach Development Plan (ICDP) program is a comprehensive, system-wide initiative designed to enhance the capabilities of individual coaches.

Developed by the AIS, the ICDP program provides National Sporting Organisations (NSOs) and the National Institute Network (NIN) with a unified approach to coach development that is founded upon the HP Coach Development Framework.

A suite of resources and tools support and guide the process and are provided to all involved parties (see Appendix 1).



## Principles of Engagement

1. Engaged facilitators to deliver programs in accordance with the AIS HPCD teams established structure, objectives, and quality standards.
2. The AIS HPCD team to ensure facilitators are appropriately experienced and have been onboarded in the AIS ICDP process and familiar with all resources including having access to the online CMS platform.
3. The AIS HPCD team will make recommendations and facilitate the connection between sport and facilitator, and assist as appropriate throughout the engagement period, to ensure smooth program delivery.
4. The provided example engagement models and associated remuneration aim to provide a consistent, and fair model. It is recommended that final fees are determined based on the number of coaches, type, and timeframe of program delivery, ensuring fairness and transparency.
5. Sports and facilitators are responsible for creating the contract and service agreement that outlines expectations, roles, and financial arrangements before engagement.

## Roles and responsibilities throughout the engagement and implementation process

### 1. Facilitator selection

- The Sport (HPD) will confirm the HP Coach Development program requirements and strategic objectives as well as available budget. The Sport will also identify the targeted / prioritised coaches to undertake the ICDP process.
- The AIS HPCD team can support the NSO/D to identify suitable facilitators with relevant expertise and availability. Sports will have final say on facilitator selection.

### 2. Establishing the relationship with the NSO/D

- The NSO/D lead within the AIS HPCD team can help initiate the relationship with the facilitator and sport. Where needed this could include supporting the co-design of the engagement plan between sport and facilitator.
- The service agreement remains the responsibility of the sport and facilitator. This service agreement should:
  - Clearly define roles and responsibilities of all parties.
  - Establish communication protocols.
  - Establish reporting processes as well if and how the CMS will be used for housing, tracking and reporting.
  - Ensure alignment on program expectations, delivery standards, and reporting requirements.
  - Outline deliverables, reporting requirements, timelines, and payment terms (noting that payment arrangements are made directly between facilitator and sport).
- The service agreement should outline an appropriate fee structure based on:
  - Number of ICDPs delivered.



- Whether the service agreement is to undertake Part A, or both Part A and B.
- Duration and type of engagement (e.g., online, in-person, hybrid).
- Additional factors such as travel, materials, or administration.
- Examples of remuneration models are provided in the Appendix.

### **3. Delivery and implementation:**

- Facilitators will:
  - Deliver as agreed using the AIS ICDP program process, tools and reporting mechanisms.
  - Assist with program evaluation, review and feedback.
- The AIS HPCD team will:
  - continue to play a role in supporting the process, including regular check-ins with both the sport and facilitator as needed.
  - provide ICDP resources, information on appropriate AIS programs, potential grants (if applicable), etc.
- NSO/Ds will:
  - Provide feedback to the AIS HPCD team on the process and progress of coach and facilitator.
  - Support the implementation of developed plan (Part B of the ICDP process) in the performance environment, or by supporting other opportunities as possible and appropriate. This could be via the facilitator or through internal staff as per the service agreement.
  - Remunerate facilitator as agreed and on time.

### **4. Ongoing Support and Expectations**

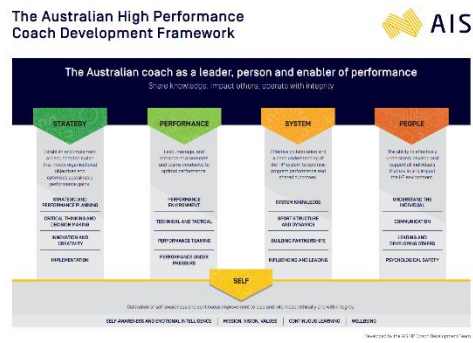
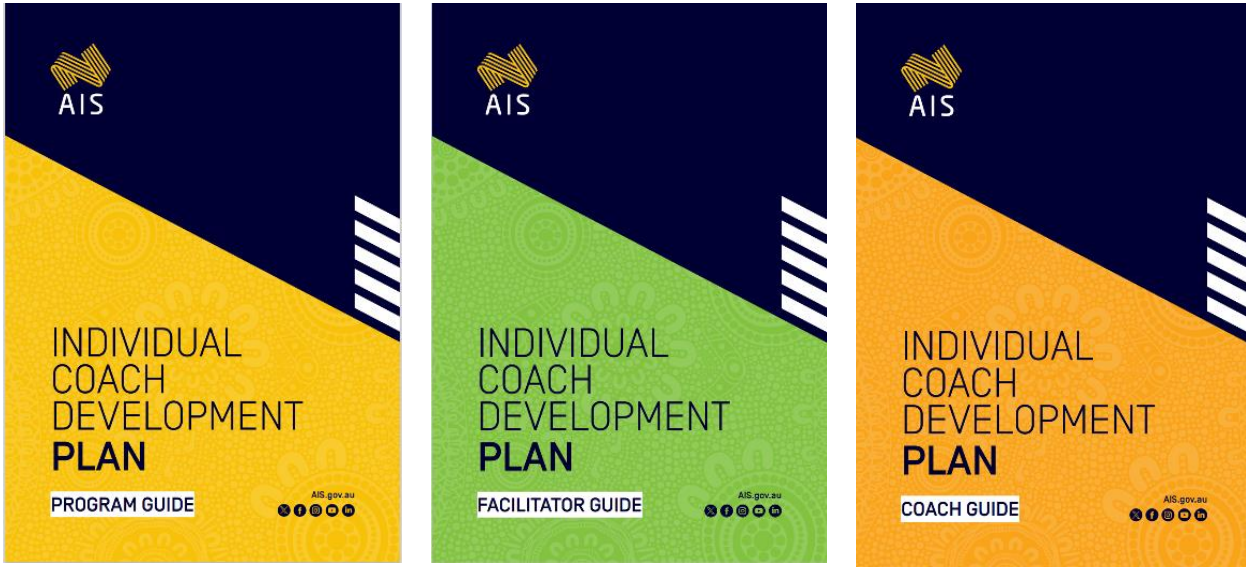
- All parties are to provide feedback when requested on the process including resources, process, engagement models and fee structure.

## **Additional requirements/expectations for ICDP external network facilitators**

- Be champions of the AIS ICDP process and outcomes.
- Follow the AIS ICDP process including reporting requirements and templates, evaluation, CMS use.
- Advise the AIS HPCD team to amendments in service agreements and engagement plans, including to any extensions of services beyond the ICDP process.
- Attend facilitators training sessions online and/or in person to familiarise with process and tools including the CMS as well as for ongoing review.
- Complete the 2 x ASC facilitation skills and coaching in practice programs online (Launching March 2025).
- Participate in providing meaningful feedback to allow for program growth and evolution.
- Seek to share knowledge and expertise when dealing with NSO/Ds and NIN partners to help build capacity across the Australian sporting system.



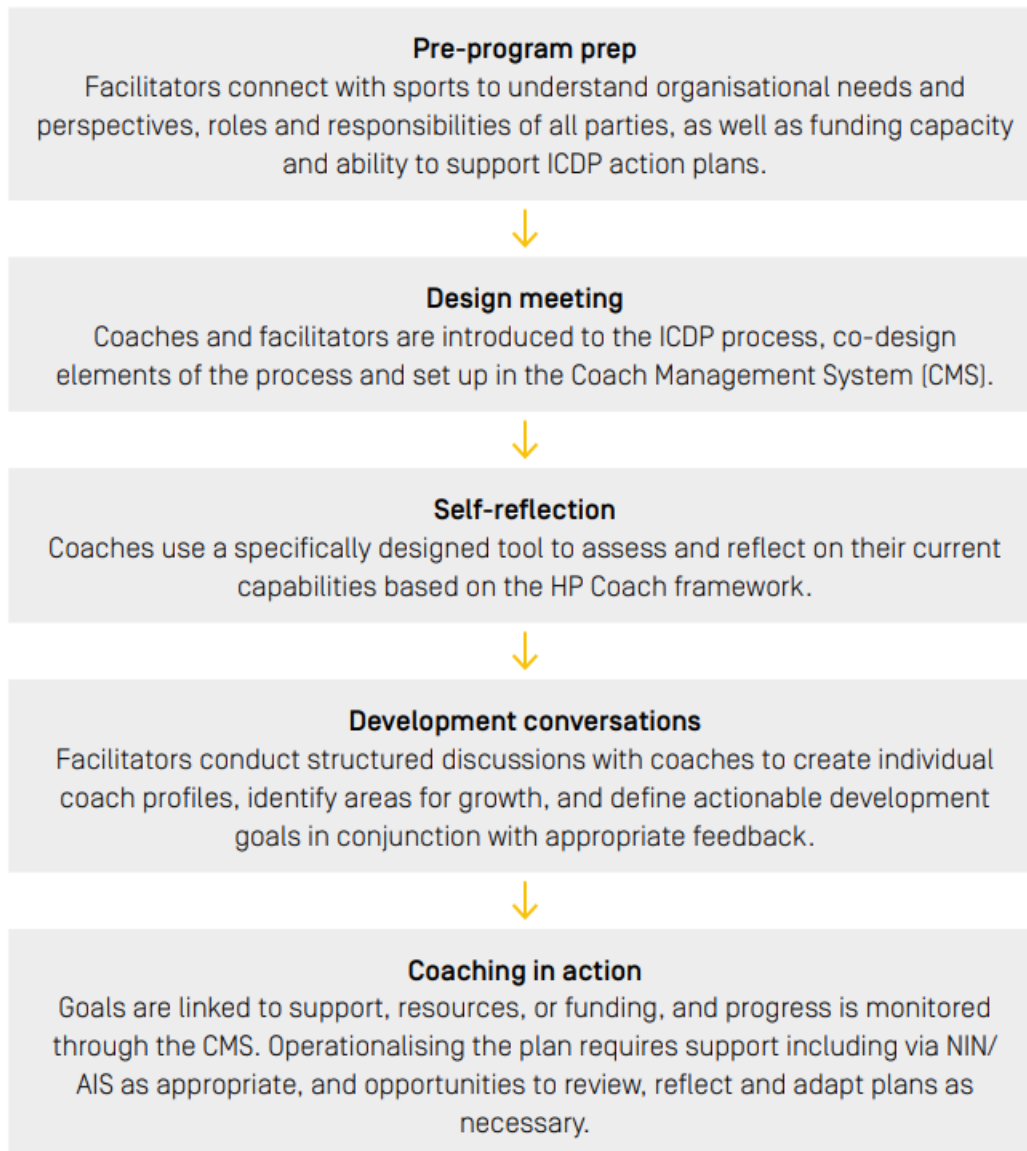
## Appendix 1: Available ICDP supporting resources



## Appendix 2: The ICDP process in action.

### ICDP steps: facilitator perspective

ICDPs are based upon a coach undertaking a self-reflection tool, completing a series of development conversation with their facilitator, proactively seeking feedback from relevant parties, and then creating a learning plan for development based on their unique needs. Broadly, a process might involve:



## ICDP steps: coach perspective

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### Part A:

#### Developing the Plan



Self Reflection tool



Development Conversation



Individual Coach Development Plan

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### Part B:

#### Operationalising the Plan



Coaching in Action



Scaffolding & Support Review and Reflect



## Appendix 3: Engagement and service agreement examples

Engagement plans will vary according to sport and coach needs. This arrangement is between sport and facilitator to determine. Templates are available to assist in this process and examples of service agreements and fee structures provided below.

To note:

- Part B – operationalising the plan – may not be clear until Part A is complete, and may or may not require the external facilitator to implement. A formal arrangement should be organised for this phase based on the ICDP action plans, budget and the needs of the coaches.
- Part B should take into account the experience and daily performance environment of the individual coach. For example an experienced coach may only need 30 minutes for a check in, or less frequent check ins, while an inexperienced coach may need more.

### Example 1: Service Agreement

#### ICDP PART A – Example engagement and service agreement plan

##### Service agreement with ICDP Contractor was based upon:

- Preparation meeting with the ICDP Contractor + AIS HPCD Lead + HPD of Sport
- 1 day observation at training and meeting with coach (build relationship and have discussions)
- Exchange of information re: ICDP templates and information
- Coach completes the ICDP
- Follow up 1:1 conversation with ICDP Contractor and Coach
- Completion of the ICDP Profile and recommended Actions for the Learning and Development Plan
- \$3,000 per coach + GST = **\$3,300 per coach**

##### Note:

The sport then finalised the operationalisation of the Action Plan (Part B) with the coach and supported this process moving forward.

### Example 2: Service Agreement

#### ICDP PART B – Example engagement and service agreement plan

Coach	Number of Sessions	Timelines	Cost / session
Amanda	12 sessions @ approx. 1.5 hours	Every month for 12 months	\$150-\$200 per session x 12 + Preparation
Max	6 Session @ 1.5 hours	Every 2 <sup>nd</sup> month for 12 months	\$150-\$200 per session x 6 + Preparation
Suzanne	12 sessions @ approx. 1.5 hours	Every month for 12 months	\$150-\$200 per session x 12 + Preparation
Thomas	9 Sessions @ 1.5 hours	Every month for 1 <sup>st</sup> 6 months Every 2 <sup>nd</sup> month for 6 months	\$150-\$200 per session x 9 sessions + Preparation





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