**  
School Sport Award**   
**A framework for school sport**

**Action Planning**

Any school wishing to apply for Gold will only be required to submit a small amount of additional information which is why the action plan you create should be the best it can be. Your action plan forms a large part of the consideration we make in determining if a school should be awarded Gold, so here are some tips to help you make it the best!

* It is not mandatory to use the areas you scored weakest in – it is entirely up to the committee to decide but the self-assessment tool should provide you with a starting point for areas that would require improvement.
* The actions can be as big or as small as you want them to be, but they **must** show clear goals or outcomes.
* The school needs to provide at least **1** action for at least **4** areas of the assessment tool. These actions can be either about areas for improvement, development or simply maintaining.
* How many actions should we choose for each section? It’s up to the committee but try to be **specific** about the action and the length of time they will take. Your action planning should be a working document
* If an action is still outstanding, you can still submit for an award, just update to show how you have started to implement the change
* Make sure the actions show clear goals and/or outcomes
* Review the action plan throughout the year, check where you have completed actions and update. Don’t worry if actions haven’t been completed, think about if you can still achieve them and if not, agree reasons for not achieving them and set new actions!
* **SMART** goals: **Specific, Measurable, Achievable, Realistic, Timely**
* Celebrate completing actions, this will help engage the committee further

Before your school submits for Gold, make sure you have completed the action plan as thoroughly as you can.

Good Luck!