SPORT'S HIDDEN HEROES / PRACTICAL DOCUMENTS

FREE
PRACTICAL TOOLKIT

3 complete documents

Career Preparation

Community Upliftment

Business Development

Instructions. Worked sporting examples.
Blank templates with space for your own plans.

October 2026

Companion documents for the Free package.

Cumulative collection: includes the documents from lower tiers.

Magazine issues, guides and editable Office files are not included here.

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C01 My Interests, Strengths & Skills Worksheet 002

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Write on the blank sheets. Copy them for repeated use.

Examples are fictional. Check current local requirements before acting.

PRACTICAL TOOLKIT / C01

My Interests, Strengths & Skills Worksheet

Explore the activities you enjoy, the abilities you can demonstrate and the working conditions that suit you. Use evidence rather than assuming that enjoying a sport means enjoying every job within it.

What you will complete

A shortlist of two roles to investigate, one skill to develop and a dated next action.

How to use this document

1. Describe three real activities you enjoyed. State what you actually did, rather than writing only a personality label.

2. Identify skills shown by those activities and record evidence. Ask someone who observed the work for specific feedback.

3. Compare your preferences with two possible roles. Treat the result as a starting hypothesis, then test it through research or an appropriate experience.

Ready-to-use check

[ ] Each strength is supported by an example.

[ ] My shortlist includes questions I have not yet answered.

[ ] I have chosen one manageable next action.

Original educational planning aid. All sample names, organisations and figures are fictional. Blank pages are printable write-in templates; no automatic calculations or form fields are included.

Further reading - consulted 15 October 2026

CareerOneStop - Resume Guide

CareerOneStop - Portfolios

WORKED EXAMPLE / FICTIONAL

My Interests, Strengths & Skills Worksheet

Activity I enjoyed	Evidence of a skill	Possible connection
Designing a school fixture poster	Produced two layouts and revised one after feedback	Sport graphic design
Helping organise a school tournament	Prepared a fixture list and checked results	Event administration
Drawing a practice pitch layout	Explained scale and sight lines to a teacher	Venue design research

Fictional learner: Naledi

I prefer visual problem-solving and a mix of individual work and team feedback. I enjoy planning more than presenting to a large crowd.

Question	Completed response
Roles to investigate	Stadium architect; sport graphic designer
Evidence still needed	What a typical working week involves and which qualifications are relevant
Next skill	Create a labelled venue-layout sketch and request feedback
Next action	Arrange one supervised career conversation within 14 days

YOUR WRITE-IN TEMPLATE

My Interests, Strengths & Skills Worksheet

Template sheet 1 of 2 | Name / project: _____ Date: _____

Activities I enjoy - give three real examples

Skills demonstrated and evidence for each

Working conditions I prefer; tasks I would rather avoid

YOUR WRITE-IN TEMPLATE

My Interests, Strengths & Skills Worksheet

Template sheet 2 of 2 | Name / project: _____ Date: _____

Role to investigate	Why it may fit	Question to test

One skill I will develop and how I will practise

Person who can give me feedback and permission to contact them

My next action, deadline and review date

PRACTICAL TOOLKIT / U01

Community Needs & Listening Survey

Listen to residents before designing a sport activity. Identify what people want, what makes participation difficult and which ideas need further consultation.

What you will complete

A short needs summary, a clear priority and a commitment to report back to the community.

How to use this document

1. Explain the purpose, make participation voluntary and ask only for information you actually need. Do not collect sensitive personal details on this worksheet.

2. Use a mix of short choice questions and open questions. Ask who may be missing from the responses.

3. Summarise themes without identifying respondents. Share the findings and check that the proposed response reflects what people said.

Ready-to-use check

[ ] Participation is voluntary.

[ ] Counts and limitations are reported honestly.

[ ] People will hear what happened to their feedback.

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Further reading - consulted 15 October 2026

UNICEF - Community engagement standards

UNICEF - Developing a safeguarding plan

WORKED EXAMPLE / FICTIONAL

Community Needs & Listening Survey

Fictional listening exercise

Riverside Saturday Sport received 28 household responses. People could select more than one barrier, so counts below must not be added to calculate a number of households.

Question / theme	Illustrative finding	Planning response
What prevents attendance?	18 mentioned transport; 12 cost; 8 session times	Investigate a nearby venue and transport options
Which activities are wanted?	Requests included football skills and mixed movement games	Discuss a balanced six-session pilot
What would make the first visit easier?	Clear directions and a named welcome person	Create simple directions and a welcome role

Who is still missing?

The organisers have not yet heard from some caregivers with irregular working hours or families needing accessible facilities. They will consult these groups before finalising the pilot.

YOUR WRITE-IN TEMPLATE

Community Needs & Listening Survey

Template sheet 1 of 2 | Name / project: _____ Date: _____

Purpose; area; organiser; how findings will be used

Suggested introduction

We are exploring local sport activities. Taking part is voluntary. Please do not include private medical, financial or safeguarding information. You may skip any question.

1. Which activities would you like locally?

2. What makes joining difficult - location, cost, timing or something else?

3. What would help you feel welcome and able to participate?

4. Which days / times could work, and what have we missed?

YOUR WRITE-IN TEMPLATE

Community Needs & Listening Survey

Template sheet 2 of 2 | Name / project: _____ Date: _____

Theme	Number mentioning it	Possible response

Whose views are missing and how we will hear them

Priority to test; what we will report back; by when

How anonymous responses will be stored and disposed of

PRACTICAL TOOLKIT / B01

One-Page Sport Business Plan

Put a business idea on one page so that you can test its customer, offer and practical assumptions before committing substantial resources.

What you will complete

A clear business hypothesis and one low-cost test with a decision date.

How to use this document

1. Describe a specific customer and the problem you think they experience. Separate what you know from what you assume.
2. Outline the offer, delivery resources, costs and possible income. Identify what must be checked locally.
3. Choose a small test and decide what evidence would justify changing, continuing or stopping the idea.

Ready-to-use check

[ ] The customer and problem are specific.

[ ] Assumptions are not presented as facts.

[ ] A low-cost test comes before major spending.

Original educational planning aid. All sample names, organisations and figures are fictional. Blank pages are printable write-in templates; no automatic calculations or form fields are included. Verify local tax, accounting and commercial requirements before use; this is not personalised financial or legal advice.

Further reading - consulted 15 October 2026

US Small Business Administration - Plan your business

US Small Business Administration - Manage your business

WORKED EXAMPLE / FICTIONAL

One-Page Sport Business Plan

Planning block	Fictional example: Touchline Kit Printing
Customer / need	Local community clubs that need small batches of clearly labelled training bibs
Offer	Simple approved-name printing on suitable bibs, with agreed quantities and lead times
Value to test	Convenient small orders and clear communication
Sales route	Direct conversations with club administrators; sample quotation
Resources	Suitable equipment, materials, workspace, skills and supplier arrangements
Income / costs	Income per completed order; material, labour, delivery and monthly operating costs
Key assumptions	Clubs need the service; they accept the tested price; delivery can be reliable
First test	Interview five club decision-makers before buying equipment

Decision rule

Continue to a small, costed pilot only if conversations reveal a recurring problem and a feasible way to serve it. Interest is not a confirmed order.

YOUR WRITE-IN TEMPLATE

One-Page Sport Business Plan

Template sheet 1 of 1 | Name / project: _____ Date: _____

Business idea; owner; date; currency where relevant

Planning block	My notes / evidence
Customer and problem	
Evidence collected / assumption to test	
Offer and value to the customer	
Sales and customer contact channels	
Resources, partners and delivery	
Main costs and possible income	
Key risks / local requirements to verify	
Small test, cost limit and success measure	
Decision date; continue / change / stop	