# PLAYBOOK for **KINDNESS**

EMPOWER PLAY

Building **confidence** and **empowering** young people



# EMPOWERPLAY

is brought to you by

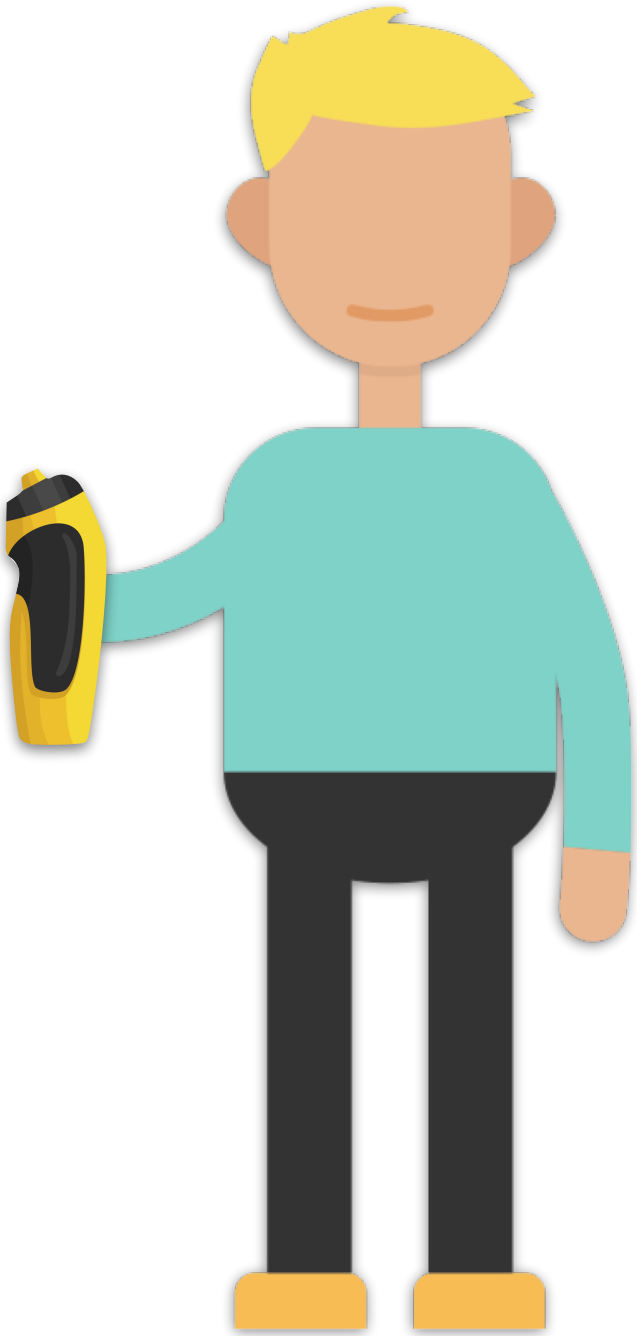
team GEM

netball
NEW SOUTH WALES

# EMPOWERPLAY

Welcome to your **KINDNESS** playbook.

This playbook is a guide to help **you** develop a deeper understanding of how to best utilise the concepts and language from the EmpowerPlay modules. And how to implement them into your role as a leader in your club.



Discovering

**STRENGTHS**

Kind

**COMMUNICATION**

Be

**KIND TO ME & U**

| | |
|---|---|
| Name | |
| Role | |
| | |
| Kindness Session Dates | |
| Session 1 | |
| Session 2 | |
| Session 3 | |
| | |
| List your important contacts | |
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# Unpack your kit bag

Unpacking your kit bag is how we show compassion and gratefulness as leaders. By taking the time before each session, be that coaching, umpiring mentoring, we are creating a moment in time to debrief, be grateful and clear our mind before we take on the task ahead.

## Check In

A great way to begin each session is to check in with your coach and your team mates. It doesn't take long and is a great opportunity for you to show your team mates that you are "Here if you need".

- Here are some Check In's you could try:
- RUOK?
- What did you learn about your self and/or your family this week?

## Gratefulness

This is about showing gratitude for our teammates and their differences. Remembering what we are grateful for can build us up when times are tough. What are you grateful for this week?

# Unpack your kit bag

## Mindfulness

An awesome way to prepare yourself for training or a game is to take some time to relax your mind and allow yourself to focus on the task ahead.  Being mindful allows us to hear our inner bestie telling us, 'I can, I am enough and I have hope'.

## Break the tension

- Find yourself some space where you can sit or lay down.
- Close your eyes
- As you take in a deep breath, squish your toes, tighten the muscles in your legs, suck in your tummy, make fists with your hands, tighten the muscles in your arms, raise your shoulders to your ears. Hold the tension for a few seconds.
- Now slowly breath out and release all your tight muscles, relax your shoulders and open up your hands
- Take one more breath in and out

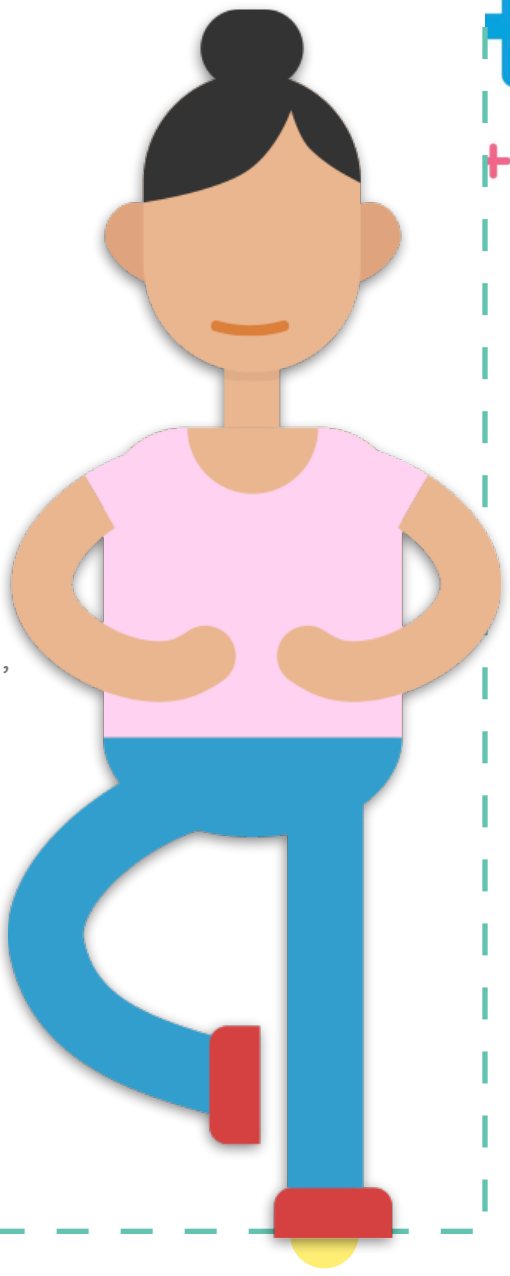
# CLEAR YOUR MIND

## KINDFULNESS MINDFULNESS

Mindfulness is the art of paying attention to something on purpose, being aware of your thoughts and feelings. It's about being in the moment. Lead this activity to with your team to help them clear their mind.

1. 'Sit in a comfortable position'
2. 'Breathe normally and close your eyes'
3. 'Think of a person your care about, anyone, someone who is special to you'
4. 'Now keep them in your mind and think these thoughts of kindness'

- 'May you be safe & protected
- 'May you be happy & healthy'
- 'May you be peaceful & feel loved'
- 'Now make these wishes to yourself'
- 'May I be safe & protected
- 'May I be happy & healthy'
- 'May I be peaceful & feel loved'
- 'Now make these wishes for those around you'
- 'May they be safe & protected
- 'May they be happy & healthy'
- 'May they be peaceful & feel loved'
- 'Smile and open your eyes'



# PERSONALITY TEST

Take the test below to find out your personality animal.
Use the word meanings on the next page to help you.

Below are 10 horizontal lines with four words on each line - one in each column.
In each line rate each word from 1 - 4, with 1 being "least like you"
and 4 being "most like you".

For Example: One choice for the first line of words could be as follows

| 4 | 2 | 3 | 1 |
|---|---|---|---|
| *Likes Authority* | *Enthusiastic* | *Sensitive Feelings* | *Likes Feelings* |

| L | | O | | G | | B | |
|---|---|---|---|---|---|---|---|
| ☐ | Likes Authority | ☐ | Enthusiastic | ☐ | Sensitive Feelings | ☐ | Likes instruction |
| ☐ | Takes Charge | ☐ | Takes Risks | ☐ | Loyal | ☐ | Accurate |
| ☐ | Determined | ☐ | Visionary | ☐ | Calm, Even Keel | ☐ | Consistent |
| ☐ | Enterprising | ☐ | Very Verbal | ☐ | Enjoys Routine | ☐ | Predictable |
| ☐ | Competitive | ☐ | Promoter | ☐ | Dislikes Change | ☐ | Practical |
| ☐ | Problem Solver | ☐ | Enjoys Popularity | ☐ | Gives in to others | ☐ | Factual |
| ☐ | Productive | ☐ | Fun-Loving | ☐ | Avoids Confrontation | ☐ | Conscientious |
| ☐ | Bold | ☐ | Likes Variety | ☐ | Sympathetic | ☐ | Perfectionist |
| ☐ | Decision Maker | ☐ | Spontaneous | ☐ | Nurturing | ☐ | Detail-Orientated |
| ☐ | Persistent | ☐ | Inspirational | ☐ | Peacemaker | ☐ | Analytical |

Total up the numbers for each vertical column (L, O, G, B)

☐ "L" TOTAL ☐ "O" TOTAL ☐ "G" TOTAL ☐ "B" TOTAL

L = LION O = OTTER G = GOLDEN RETRIEVER B = BEAVER

# PERSONALITY ANIMAL

## WORD MEANINGS

Use the word meanings below to help your team complete the personality test.

| | |
|---|---|
| Authority - | likes to give orders |
| Loyal - | a true hearted person |
| Determined - | is strong minded |
| Visionary - | is able to see how something will turn out |
| Consistent - | is very ordered |
| Enterprising - | likes to do new projects |
| Verbal - | the spoken word/talking |
| Predictable - | a sure thing |
| Promotor - | good at spreading the news |
| Practical - | can do things and gets things done |
| Popularity - | everybody likes you |
| Productive - | gets things done |
| Confrontation - | always likes a fight or to argue |
| Conscientious - | likes to follow the rules |
| Sympathetic - | similar feelings with others and likes to show them |
| Perfectionist - | always wanting to be right |
| Spontaneous - | happily doing unplanned things |
| Nurturing - | encourages |
| Detail orientated | looks at all the little things |
| Persistent - | continues until the end |
| Inspirational - | someone you look up to |
| Peacemaker - | makes peace with those around them |
| Analytical - | looks at the details to find the answers |



# Lion

Lions are **leaders**, they like to take charge. They are very **confident** and are very **competitive**. Lions can also be **loud** and **impatient.**

**Lions** are **leaders**. They are usually the bosses at work...or at least they think they are! They are **decisive**, bottom line folks who are **observers**, not watchers or listeners. They love to solve problems. They are usually individualists who love to seek **new adventures** and opportunities.

**Lions** are very **confident** and self-reliant. In a group setting, if no one else instantly **takes charge,** the Lion will. Unfortunately, if they don't learn how to tone down their **aggressiveness,** their natural **dominating** traits can cause problems with others. Most entrepreneurs are strong lions, or at least have a lot of lion in them.

## Natural Strengths

Decisive
Goal-oriented
Achievement driven
Gets results
Independent
Risk-taker
Takes charge
Takes initiative
Self-starter
Persistent
Efficient
Competitive
Enjoys challenges, variety and change
Driven to complete projects quickly and effectively

## Natural Weaknesses

Impatient
Blunt
Poor listener
Impulsive
Demanding
May view projects more important than people
Can be insensitive to the feelings of others
May "run over" others who are slower to act or speak
Fears inactivity, relaxation
Quickly bored by routine or mechanics

**Basic trait** - Fast-paced, task oriented.
**Motivated by** - results; challenge, action, power, and credit for achievement.
**Time management** - Lions focus on NOW instead of distant future. They get a lot more done in a lot less time than their peers. Hate wasting time; and like to get right to the point.
**Communication style** - Great at initiating communication; not good at listening (one way communicator).
**Decision making** - Impulsive; makes quick decisions with goal or end result in mind. Results-focused. Needs very few facts to make a decision.
**Under Pressure** - The lion takes command and becomes autocratic.
**Greatest needs** - The lion needs to see results, experience variety, and face new challenges. He needs to solve problems and wants direct answers.
**Desires** - Freedom, authority, variety, difficult assignments, opportunity for advancement.



# OTTER

Otters are **excitable,** they are the **cheerleaders** of the team who love to **talk a lot**. Otters are very **passionate** and **outgoing.**

**Otters** are excitable, fun seeking, cheerleader types who love to talk! They're great at motivating others and need to be in an environment where they can talk and have a vote on major decisions. The otters' outgoing nature makes them great networkers–they usually know a lot of people who know a lot of people. They can be very loving and encouraging unless under pressure, when they tend to use their verbal skills to attack. They have a strong desire to be liked and enjoy being the centre of attention. They are often very attentive to style, clothes, and flash. **Otters** are the life of any party; and most people really enjoy being around them.

## Natural **Strengths**

Enthusiastic
Optimistic
Good Communicator
Emotional and Passionate
Motivational and Inspirational
Outgoing
Personal
Dramatic
Fun-loving

## Natural **Weaknesses**

Unrealistic
Not detail-oriented
Disorganised Impulsive
Listens to feelings above logic
Reactive
Can be too talkative
Excitable

Basic trait - Fast-paced. People-oriented.
Motivated by - Recognition and approval of others.
Time management - Otters focus on the future and have a tendency to rush to the next exciting thing.
Communication style - Enthusiastic and stimulating, often one-way; but can inspire and motivate others.
Decision making - Intuitive and fast. Makes lots of "right calls" and lots of wrong ones.
Under Pressure - The otter ATTACKS. Can be more concerned about their popularity than about achieving tangible results.
Greatest needs - The otter needs social activities and recognition; activities that are fun, and freedom from details.
Desires - Prestige, friendly relationships, opportunity to help and motivate others, and opportunities to verbally share their ideas.



# GOLDEN RETRIEVER

The Golden Retriever is very **loyal** and **caring**. They are **patient** and **reliable**. Golden Retrievers can be **slow to change** but are great **team players.**

One word describes the **Golden Retriever**: LOYAL. They're so loyal, in fact, that they can absorb the most emotional pain and punishment in a relationship and still stay **committed**. They are **great listeners**, incredibly **empathetic** and warm **encouragers**. However, they tend to be such pleasers that they can have great **difficulty being assertive** in a situation or relationship when it's needed.

## Natural Strengths

Patient
Easy-going
Team player
Stable
Empathetic
Compassionate
Sensitive to feelings of others
Tremendously loyal
Puts people above projects
Dependable
Reliable
Supportive
Agreeable

## Natural Weaknesses

Indecisive
Over-accommodating
May sacrifice results for the sake of harmony
Slow to initiate
Avoids confrontation even when needed
Tends to hold grudges
Remembers hurts inflicted by others
Fears change

**Basic trait** - Slow-paced. People-oriented.
**Motivated by** - Desire for good relationships and appreciation of others.
**Time management** - Golden Retrievers focus on the present and devote lots of time to helping others and building relationships.
**Communication style** - Two-way communicator; great listener and provides empathetic response.
**Decision making** - Makes decisions more slowly, wants input from others, and often yields to the input.
**Under Pressure** - The Golden Retriever gives in to the opinions, ideas, and wishes of others. Often too tolerant.
**Greatest needs** - The Golden Retriever needs security; gradual change and time to adjust to it; an environment free of conflict.
**Desires** - Quality relationships; security; consistent known environment; a relaxed and friendly environment; freedom to work at own pace.



# BEAVER

Beavers like to **be right** and must **play by the rules**. They love to **ask questions** and are **good problem solvers**. Beavers can sometimes be **a bit picky**.

**Beavers** have a strong need to **do things right** and by the book. In fact, they are the kind of people who actually read instruction manuals. They are great at providing **quality control** in an office, and will provide quality control in any situation or field that demands **accuracy**, such as accounting, engineering, etc. Because **rules**, **consistency** and high standards are so important to **beavers**, they are often frustrated with others who do not share these same characteristics. Their strong need for maintaining **high (and oftentimes unrealistic) standards** can short-circuit their ability to express warmth in a relationship.

## Natural **Strengths**

Accurate
Analytical
Detail-oriented
Thoroughness
Industrious
Orderly
Methodical and exhaustive
High standards
Intuitive
Controlled

## Natural **Weaknesses**

Too hard on self
Too critical of others
Perfectionist
Overly cautious
Won't make decisions without "all" the facts
Too picky
Overly sensitive

**Basic trait** - Slow-paced. Task-oriented.
**Motivated by** - The desire to be right and maintain quality.
**Time management** - Beavers tend to work slowly to make sure they are accurate.
**Communication style** - Beavers are good listeners, communicate details, and are usually diplomatic.
**Decision making** - Avoids making decisions; needs lots of information before they will make a decision.
**Under Pressure** - The beaver tries to avoid pressure or tense situations. They can ignore deadlines.
**Greatest needs** - The beaver needs security, gradual change and time to adjust to it.
**Desires** - Clearly defined tasks, stability, security, low risk, and tasks that require precision and planning.

# WHO AM I ?

## STRENGTH WORDS

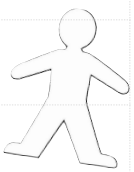
Being self aware is about understanding who you are. Knowing your strengths and how best to use them, acknowledging your weakness and how they are perceived by those around you.
Understanding how we can help others use their strengths and create new ones. Acknowledge their weaknesses and provide them with the tools to make them stronger.
How can understanding this make me a better leader and add value to my role?

My Personality Animal:

My Strength:

How can my role reflect my strength?

How can I show that I am aware of the personalities around me that I lead?



# My Kind of Team

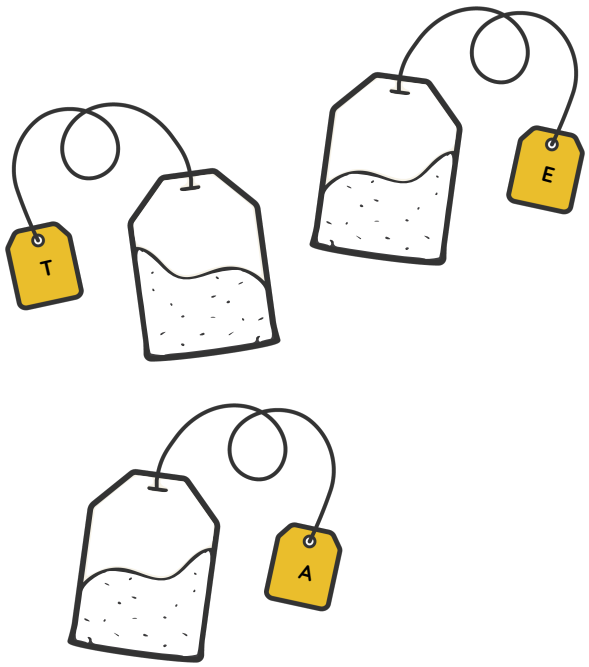
Write the name, personality animal and a strength of those around you on the list below. This is a great way to remember and be grateful for what they bring to your team.

| Name | Personality | Strength |
| --- | --- | --- |
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# Always time for TEA

Introducing the concept of 'TEA'. How can we show what it means to be part of TEAm using acts of kindness? At the heart of kindness is a THOUGHT, an EMOTION and an ACTION that moves us to give to others. As a leader how can I demonstrate this concept in my role?






What does kindness look like in my role? Think an act for; Thought, Emotion, Action.

# KIND Communication

What is kind communication? It is being mindful of how we talk or gesture when we are trying to communicate with others.  How can we as leaders show and use kind communication with our teams?

- Be **open** to different ideas and new ways of thinking

- Learn to **understand** your team and how they receive information

- Be **present** in your conversations. Make eye contact, ask questions

- Show **compassion** in your response

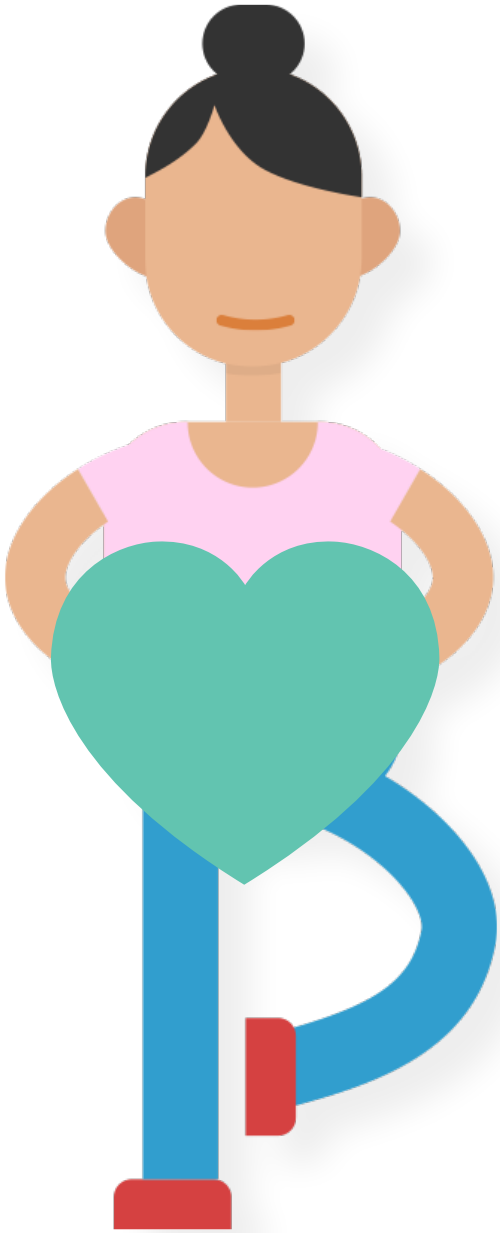


## How can I use kind communication when leading?

# BEING KIND IN MY MIND

The activity below is a simple way you can show someone what their Inner Bully sounds like. Prompting them to practice being mindful, calming themselves so they can hear their Inner Bestie.
It takes practice to be kind to yourself.

- Practising being mindful allows them to hear their inner bestie telling them, 'I can, I am enough and I have hope'.
- I have managed fear. I am now in control of my fear
- Start with being kind to yourself



Helpful

DIRECT

Generous

Honest

reliable

LOVING

COMPASSIONATE

Confident


EMPOWERPLAY
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EMPOWERPLAY
EMPOWERPLAY

# KIND TO ME

Which way do you like to receive kindness or like to be shown the you are valued. Take the quiz below with your team to find out.

Simply circle the option you like the most from each of the 10 questions in the table below.

| | | | |
|---|---|---|---|
| 1 | **A** I like to receive happy messages | 2 | **D** I like it when you help me out with my homework |
| | **C** I really like it when I get presents | | **B** I like to hang out with you |
| 3 | **E** I like it when I get a hug | 4 | **C** Gifts are always special to me |
| | **A** I like when kind words are said to me | | **B** I like to go places with you |
| 5 | **E** I love high fives from my coach | 6 | **A** I like it when you tell me I played well |
| | **D** I like when you show me a drill more than when you explain it to me | | **B** I like to be with someone when I do things |
| 7 | **E** I like a hug when I lose a game | 8 | **D** I appreciate when you stay back after training to help me |
| | **C** I know you are thinking of me when you give me a gift. | | **A** I like it when I'm told that you liked how hard I trained |
| 9 | **D** I like it when you do things to help me | 10 | **E** I like a pat on the back when I have done something well |
| | **C** I feel loved when you celebrate my wins with a gift | | **B** I like it when you take time to understand how I am feeling |

Add how many times you circled each letter and put the number in the boxes below

| A | B | C | D | E |
|---|---|---|---|---|
| | | | | |

# KIND TO ME

How do you like to receive kindness? There are 5 types of ways we all like to receive value or kindness; Words of affirmation, Quality time, Receiving gifts, Acts of service and Physical contact. So which one are you? Taking the time to understand how those you lead like to receive kindness builds trust which leads to effective communication.



A

**TELL ME I'M AWESOME'** Words of Affirmation
If you scored the most points for A, then you love it when people praise you and tell you how good you are. You also like it when people motivate you with words too, like your family cheering you on from the sideline.



B

**HANGING OUT IS MY FAVOURITE THING!** Quality Time
If you scored the most points for B, then you love to hang out with people. You feel great when your team mates just want to be with you. When you are feeling low it is being around your friends that makes you happy.



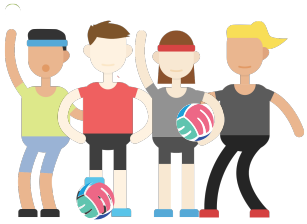
C

**I LOOOVE GETTING PRESENTS!** Receiving Gifts
If you scored the most points for C, then you love it when you are given a gift. Big or small, it doesn't need to be expensive either. You really appreciate that they have thought of you. Like when someone buys you a fruit smoothie after a hard game, it makes you feel appreciated.



D

**IT'S GREAT WHEN YOU DO THINGS FOR ME!** Acts of Service
If you scored the most points for D, then you really appreciate it when someone lends a helping hand. Like having your team mate carry your bag after a tough game. It makes you feel cared for.



E

**I'LL TAKE THAT HUG NOW... GROUP HUG!** Physical Contact/Touch
If you scored the most points for E, then you just love a hug, a high five, or a pat on the back. You are the first person to call for a team huddle, after all it is like one big group hug. It makes you feel safe and cared for.

# TIPS AND TOOLS

## EFFECTIVE COMMUNICATOR

When in a leadership or mentoring role it is crucial to communicate effectively this will ensure that you and your mentee will achieve your collective goals. Effective communication can also help to foster a good relationships.



**Effective communicators have clear focus**

If you know where you are going you can take anyone with you

**Effective communicators Read their players/mentee**

Know where each of your team members are at. Be aware of their strengths and weaknesses, learn who they are.

**Effective communicators are passionate about their subject**

How much do you love netball? Increase your knowledge about what you are trying to communicate.

**Effective communicators leave the players/mentee in no doubt about how to benefit from the objective of what they are saying.**

They call people to action. They make it easy to respond with open ended questions.

# TIPS AND TOOLS

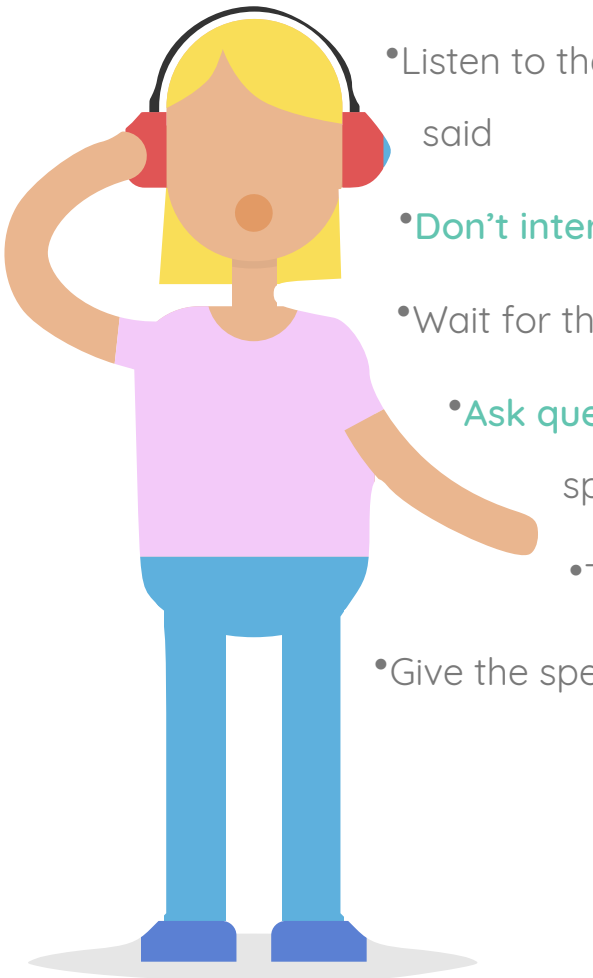
## IMPORTANCE OF LISTENING

Good listening allows us to demonstrate that we are paying attention to the thoughts, feelings and behaviours of the other person (seeing the world through their eyes). This is important to maintaining good relationships.

## 10 TIPS

TO IMPROVE
YOUR LISTENING SKILLS

- Face the speaker and make **eye contact**
- Be **attentive** and relaxed
- Keep an **open mind**
- Listen to the **words** and try to **picture** what is being said
- **Don't interrupt** and impose your solutions
- Wait for the speaker to pause before **clarifying**
- **Ask questions** only to understand what the speaker is saying
- Try to **feel** what the speaker is saying
- Give the speaker **regular feedback**



# TIPS AND TOOLS

## REFLECTION

STOP, START, KEEP
A simple training or game review strategy to quickly highlight what an individual or a team can;
STOP doing, START doing or KEEP it up
Try it after your next session.

### STOP

What should I/We stop doing? What wasn't helpful? What didn't work?

### START

What should I/We start doing? What wasn't implemented? What didn't I/We bring to the session?

### KEEP

What should I/We keep doing? What part was AWESOME? What did I/We do that was successful?



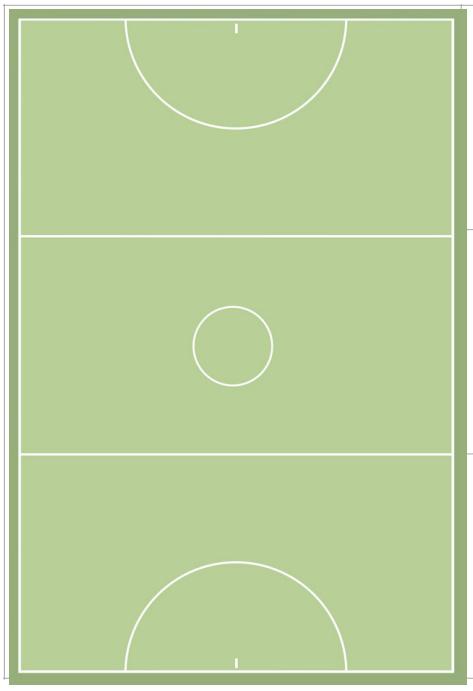

| | |
|---|---|
| | STOP |
| | START |
| | KEEP |

# GAME DAY *netball*

| PLAYER | 1 | 2 | 3 | 4 | GAME PLAN/GOAL |
|---|---|---|---|---|---|
| | | | | | Attacking Plan: |
| | | | | | |
| | | | | | |
| | | | | | Defensive Plan: |
| | | | | | |
| | | | | | |
| | | | | | Team Goal: |
| | | | | | |
| | | | | | |

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| GS | | | | |
| GA | | | | |
| WA | | | | |
| C | | | | |
| WD | | | | |
| GD | | | | |
| GK | | | | |
| Positive Point | | | | |

KEY: I = Goal • = Missed Goal R = Rebound T = Turnover D = Deflection



STOP

START

KEEP

team GEM

EMPOWERPLAY

# SESSION PLAN

| DATE | TEAM LIST |
| --- | --- |
| MINDFULNESS - Take 2 minutes to bring everyones focus to the session ahead | |
| CHECK IN - Are you ok? Session Overview. Session Goals | |
| WARM UP & FITNESS | |
| DRILLS & SKILLS | |
| COOL DOWN - Use this time to set your team goals for game day | |
| HERE IF YOU NEED - Use this time to help set individual goals or just time to connect one on one | |

team GEM EMPOWERPLAY

# REFERENCES and ACKNOWLEDGEMENTS


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## ABOUT TEAM GEM

Team GEM came together out of a passion to create social change using a sport we loved as the vehicle. We are excited and privileged to be sharing our knowledge and passion of how to empower young athletes, so that they develop a deeper understanding of themselves and their teammates. This develops stronger teams, resilient Clubs and a kind and grateful community.

Additional products and programs can be requested by emailing teamgempower@gmail.com

The Kindness Playbook is to be used in conjunction with the EmpowerPlay program, created by Team GEM in partnership with Netball NSW. The EmpowerPlay program is available to all Netball NSW members and its affiliated Clubs. For more information on how you can run the EmpowerPlay program at your netball club go to www.empowerplay.com.au and register.

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# EMPOWER PLAY

Building **confidence** and **empowering** young people

