

PRE-PROGRAM CHECKLIST

The pre-program checklist assists coaches to gain an understanding of the program objectives the participants, physical environment, support staff, equipment available and school procedures.

Coaches should communicate with the school prior to program commencement.

Responses from the checklist can be used for planning your sessions, and ensuring you are equipped with important information relating to the school you will deliver in.

- Have I contacted the school to introduce myself?
- What is the context of the program for participants? What are the program objectives?
- What is the motivation for participation e.g. increase sport skills, develop social skills etc.
- What are the participant's ages?
- How many participants in each group?
- What is the participant's experience in physical activity/sport?
- What are any individual/group likes/dislikes?
- Are there any individual/group triggers?
- What are the signs of stress or anxiety?
- What are (if any) the regulation plans? e.g. quiet space, sensory aides
- Do any participants have support requirements? e.g. participants in wheelchairs, walking frames
- How many staff will support me during the session?
- What area/s are allocated for the program? Is there a wet weather option?
- Is there an extreme/inclement weather plan (wet, hot, windy)?
- What equipment is available to use?
- Confirm the length of session, times, and dates of the program
- Confirm main contacts details e.g. Principal, PE teacher, team leader
- What is the best way to communicate with the school?
- First aid - confirm who within the school is responsible for the provision of first aid
- What are the Emergency and Evacuation procedures?
- Have I familiarised myself with any special requirements such as COVID-Safe plans and sign-in procedures?
- Where can I park my vehicle?
- Is there any additional information that will help me provide the best experience for the participant's?

Add your own

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