

Good Coaching Practices to Reduce Risk - Checklist

Program	Yes	No
Planning		
Do you supervise participants at all times?		
Do you modify activities when mismatches in ability cannot be corrected easily?		
Do you modify the activity and/or the equipment to cater for individual needs, especially with juniors and participants with a disability?		
Do you plan for when a new participant joins your activity at any time?		
Do you plan for when a participant returns from injury or illness?		
Do you plan for progressing to the next drill or teaching a new skill?		
Do you keep written records of your planning for statute periods?		
Do your plans fit in with the philosophy of the club?		
Do you protect your organisation's intellectual property?		
Do you coach in a community where you need to consider cultural differences?		
Do you communicate your plans and advise of risks effectively:		
<ul style="list-style-type: none"> • with participants? • with their parents/guardians? • with your peers, employer or others? 		
Instruction		
Does your session include achievable progressions?		
Does your session include techniques, tactics and rules in accordance with expected methods in your sport and the development level of the participants?		
Do you deviate from your plans?		
Do you provide instruction regarding the safety of the activity?		
Do you explain the risks?		
Do you explain the risks simply, in more than one way, and confirm that the risks are understood by the participants and others?		
Do you keep up to date with current coaching techniques?		
Do you coach so that your supervisor/mentor can see and hear your instructions to the participants?		
Matching participants		
Do you consider participants' ages?		
Do you consider participants' sizes?		
Do you consider participants' physical and psychological abilities?		
Do you consider participants' technical abilities?		
Do you consider participants' wellness?		
Do you consider participants' individual differences?		
Are you especially prudent with matching young participants?		
Participants/Other Personnel		
Injury and illness		
Do you know how to determine whether an illness or injury to a participant is sufficient to stop their participation?		
Do you ensure that an injured participant is ready to return to play following an injury or illness?		
Do you know what infectious diseases you need to consider, especially for contact sports?		
Medical information		
Do you include emergency contact details in this information?		
Do you ask for medical conditions to be advised?		
Do you record when injuries occur?		

Child protection		
Do you communicate appropriately with participants?		
Do you ensure that any physical contact is in the open and appropriate?		
Do you transport participants appropriately?		
Do you follow legislative procedures for working with participants and managing alleged abuse?		
Environment		
Safe environment		
Do you note and remedy hazardous conditions through regular inspections of the environment?		
Do you monitor the environment for change and advise participants if it becomes hazardous?		
Do you take responsibility for peripheral areas to the training environment (warm-up, training, change rooms, equipment stores, car park, etc.)?		
Do you foresee potentially dangerous situations and are you ready to help prevent them from occurring?		
Do you ensure that climate conditions do not adversely affect the health of participants (heat, cold, wind, etc.)?		
Communicating information about risks		
Do you ensure that risks are sign posted?		
Do you give precise rules for using the facility, personnel equipment, etc.?		
Do you enforce the rules?		
Do you coach in a community that accepts the decisions made by coaches?		
Equipment		
Do you inspect equipment regularly?		
Do you remove broken or worn equipment?		
Do you advise management when broken or worn equipment needs repair?		
Do you provide equipment appropriate for the age and ability level of participants?		
Do you explain how to use the equipment?		
Do you teach participants how to fit, use and inspect their personal equipment?		
Do you only allow qualified personnel to fit, install, adjust and repair equipment?		
Do you store equipment appropriately?		
Do you ensure safety equipment is worn?		
Do you ensure the equipment is hygienically cleaned (if required in your sport)?		