

APPENDIX 1 – COACH LIABILITY AND RISK MANAGEMENT

Introduction

More than ever before, coaches are aware of the risks and responsibilities they assume when they coach. These risks and responsibilities include those that are legal in nature. No matter what their certification, experience, employment or volunteer status, sport discipline, or location of residence, coaches at all times have a legal obligation to provide a safe environment for participants.

To understand this obligation more fully, the coach must understand some key legal principles including negligence and liability. In order to fulfil this obligation, the coach must also understand concepts and techniques related to risk management. With this knowledge, the coach can determine the applicable standard of care, can assess his or her own coaching situation for risks, and can put in place appropriate measures to manage these risks.

These three topics – negligence, liability, and risk management – are discussed below. This section concludes with a ten-point “personal risk management plan.”

Negligence

Negligence is a legal term with precise legal meaning. The term relates to standards of behaviour that the law expects, and understanding the law of negligence is an essential first step in learning how to provide a safe environment for participants.

In general terms, negligence refers to behaviour or action that falls below a “reasonable standard of care.” The law in Canada demands that we behave in a particular way so that others who might be affected by our actions are not exposed to an unreasonable risk of harm. The standard of behaviour the coach is expected to meet is what is termed an “objective” standard. As adults and as coaches, we are all credited with the same general intelligence and sensibility, and thus the law expects each of us to behave in a reasonable fashion when confronted with similar circumstances.

The law does not expect a coach to be *perfect* in his or her behaviour, only that the coach be *reasonable* and act as other reasonable coaches would act in the same circumstances.

It is widely accepted that there is a certain amount of risk in many sport activities and that such risk is knowable, foreseeable, acceptable, and, depending on the sport, even desirable. What is unacceptable in sport is behaviour that places participants in a situation of unreasonable risk or danger.

A coach's conduct is negligent when all four of the following conditions occur:

- a duty of care exists (such as that which exists between a coach and a participant)
- that duty imposes a standard of care that is not met by the coach
- a participant, or other person, experiences harm
- the failure to meet the standard can be shown to have caused or substantially contributed to the harm.

For the coach, the “standard of care” is the most important of the above elements. The standard of care is what the coach *should* do in a given situation. Standard of care is difficult to define precisely because it is influenced by the risk inherent in the surrounding circumstances. Thus, the duty to act responsibly remains constant, but the specific behaviour required to fulfil that duty will change with the circumstances.

To determine what the *standard of care* is in any given circumstance involves looking to four sources:

- **Written standards** – these are government regulations, equipment standards, rules for a particular sport or facility, rules from a sport governing body, coaching standards and codes of conduct, and other internal risk management policies and procedures.
- **Unwritten standards** – these are norms or conventions in a sport, an organization, or a facility that might not be written down, but are nonetheless known, accepted, and followed.
- **Case law** – these are court decisions about similar situations. Where the circumstances are the same or similar, judges must apply legal principles in the same or similar ways. Earlier decisions of the court are a guide, or precedent, for future decisions where the facts are similar.
- **Common sense** – this means simply doing what feels right, or avoiding doing what feels wrong. Common sense is the sum of a person's knowledge and experience. Trusting one's common sense is a good practice.

The responsible and prudent coach is familiar with written policies that govern him/her, is aware of unwritten norms and practices, knows something of the Case Law as it applies to coaches, and has learned to trust his/her intuitive judgment and common sense.

Liability

Where all four conditions of the legal definition of negligence have been met, negligence of the coach may be established. What follows then is the question of liability. While negligence refers to *conduct*, liability refers to the *responsibility* for consequences of negligent conduct. Responsibility may lie with the coach who was negligent, or with another person or entity entirely.

For example, an insurance policy transfers the financial liability for negligence to an insurance company. A valid waiver of liability agreement might eliminate liability entirely. An injured participant may be partially responsible for his or her injuries and thus may share liability with the negligent coach. And a sport organization may be vicariously liable for the negligent actions of its coach, whether he or she is an employee or a volunteer.

Liability can also refer to responsibility for the consequences of conduct that fail to meet a predetermined legal standard other than the standard of care in a negligence situation. In addition to the liability that can arise from negligence, liability can also arise when a law is broken or when a contract is breached. The prudent coach ensures that these types of liability are avoided by adhering to laws and complying with contractual agreements.

In summary, an understanding of the legal meaning of *negligence* answers the coach's question: How does the law expect me to behave? The follow-up question is: How can I be sure that my behaviour will meet this expectation? The answer to this question lies in *risk management*.

Risk Management

Risk management is defined as “reducing the chances of injury or loss by taking steps to identify, measure, and control risks.” This means that the coach spends time thinking about potentially risky situations, decides which situations might pose serious risks, and determines what practical steps he/she can take to minimize those risks. The common ingredient in all these tasks is common sense.

There are four strategies for controlling risks, all of which are important to the coach:

- **Retain the risk** – the risk is minor and it is inherent in the sport activity, and the coach is willing to accept the consequences, so he/she does nothing about the risk. In sport, this is often a legitimate risk-management strategy.
- **Reduce the risk** – the risk is moderately significant and the coach takes measures to reduce the likelihood of the risk occurring, or the consequences if it does occur, through careful planning and supervision and education of participants.
- **Transfer the risk** – the risk is significant and it is transferred to others through contracts, including waivers and insurance.
- **Avoid the risk** – the risk is severe and the coach decides to avoid whatever may cause the risk.

A word of caution for coaches: there is no template, formula, or checklist for managing risk. The law expects coaches to provide a safe environment for participants, but what that means for a coach's conduct will vary with the circumstances, including the age and skill level of participants and the environment in which the coaching activity occurs.

The coach's personal risk management plan

The informed and prudent coach protects himself/herself by implementing a personal risk management plan. This plan helps the coach on two fronts: first, it will promote a safe program and help to prevent injuries from occurring, and second, when an injury cannot be prevented, it will help to protect the coach from liability claims.

Coaches can, and should, practice their own personal risk management by following this ten-point plan:

1. Be familiar with and adhere to applicable standards, both written and unwritten, as well as internal policies and rules governing the facility, the sport, and your program.
2. Monitor your participants' fitness and skill levels, and teach new skills in a progressive fashion suitable to their age and skills. Never leave participants unsupervised.
3. If you do not have access to medical personnel or a qualified trainer, keep adequate first aid supplies on hand; ideally, you should be trained in administering first aid (or have an on site volunteer trained and responsible for first aid).
4. Develop an Emergency Action Plan for the facility or site where you regularly hold practices or competitions. Carry with you, at all times, emergency contact numbers and participants' medical profiles (copies of critical medical information) to practice, in the case of a practice, adhere to confidentiality.
5. Inspect facilities and equipment before every practice and competition and take steps to ensure deficiencies are corrected immediately, or adjust your activities accordingly to avoid the risk.
6. Work with your employer or sport organization to use appropriately worded "assumption of risk" agreements in your programs and, where appropriate, in settings involving adult participants, "waiver of liability" agreements.
7. You should be covered by the liability insurance policy of your employer (if you are remunerated for your coaching services) or your organization (if you are a volunteer coach). Confirm that this is the case. If it is not, obtain your own insurance.
8. Do not be afraid to stop or withdraw from any activity that poses unreasonable risks, including stopping a practice or removing your team or your participants from a competition.
9. Trust your common sense and intuition!
10. Actively pursue your own training, professional development, and coaching certification.

APPENDIX 2 – FREQUENTLY ASKED QUESTIONS (FAQ)

Legal Questions and Answers

The following are frequently asked legal questions about coaching. Answers to these questions have been provided by the Centre for Sport and Law.

1. What are the major differences between provinces/territories regarding the law and how does this impact me as a coach?

Laws in Canada can be divided into *public* laws (those laws that govern relations between the state and individuals) and *private* laws (those laws that govern relations between and among individuals and private entities – this area of law is also referred to as civil law). In Canada, public laws are generally in federal jurisdiction while private laws are generally in provincial jurisdiction.

The most well-known body of public law in Canada is the Criminal Code: this applies to everyone, regardless of province/territory of residence. Civil law varies from province/territory to province/territory, but not greatly. Examples of civil law relevant to coaches and varying slightly from one province/territory to another include human rights law, occupier's liability and the law of defamation.

An important distinction between criminal law and civil law is that there is a different 'standard' of proof, where the standard of proof refers to the certainty with which something must be proven. In criminal matters, guilt must be proven 'beyond a reasonable doubt' (a fairly high standard), while in civil matters, fault must be proven 'on a balance of probabilities' which means with a certainty that is greater than 50 percent. This is a lower standard of proof than the criminal standard. Thus, a person charged with a criminal offence could be found not guilty, while the same allegation made under civil law might be upheld.

In criminal law penalties are imposed and may include fines, restrictions on activities, restitution (paying back the person harmed), or imprisonment. In civil law, the penalties take the form of monetary compensation. The amount of compensation will depend on the cost to reimburse the harmed person for their expenses and lost income, and will also attempt to place a monetary value on any injury that the person sustains. The courts can also require a person to perform a certain service (such as following through with a contractual promise) or to refrain from doing something in the future.

2. Are paid/contracted coaches subject to a different standard than are volunteer coaches?

Yes and no. Paid and volunteer coaches of equivalent knowledge, skill and certification, performing equivalent duties within a sport setting, will likely be held to the same legal standard of care. They will, however, have different entitlements and privileges in other areas of the law – for example, a volunteer does not have the rights an employee has under employment standards legislation.

Depending upon the circumstances of a coaching activity, paid and volunteer coaches could be held to the same or similar standard. However, coaches who are paid and coaches who are not paid will usually have different duties, obligations, and scope of authority. This will influence the standard of care to which they will be held. This standard is not dictated by whether or not they receive payment for their services, but rather is dictated by the scope of the coach's responsibility and the nature of the relationship between the coach and the participant. The standard of care is constant in that it is always a reasonable standard; however, what is reasonable will vary according to the circumstances in which the paid coach and the volunteer coach find themselves.

3. Are coaches who are also physical educators held to a different standard?

Yes and no. Children are required by law to go to school and when in school they are under the authority and care of school officials, including teachers. Thus, a teacher has a statutory duty to stand *in loco parentis*, a legal term meaning that he or she stands in the place of a parent with respect to his or her students. As such, teachers have duties and responsibilities equivalent to that of a 'prudent parent', and must behave as a parent would behave in caring for their child. Coaches who are not in a school setting do not stand "*in loco parentis*" in the same way that teachers do, and are not required to meet this statutory duty.

However, both coaches and teachers have specialized skills and knowledge and have a responsibility to provide a reasonable standard of care. The standard of care for anyone is determined by written standards, unwritten standards, case law, and common sense. The coach who is also a teacher will be held to written and unwritten standards that govern coaching (such as coaching manuals, rules of the sport, coaching code of conduct) as well as written and unwritten standards that apply to teachers (such as teacher manuals, school board policies, and duties imposed by statute upon teachers). The coach in the school setting must fulfil both roles and must adhere to standards that apply to both coaching and teaching activities.

4. How would a judge describe a "reasonable and prudent person" when referring to a coach?

A coach will be held to an objective standard of behaviour that is what an average and reasonable coach would do, or not do, in the same circumstances. *Black's Law Dictionary* defines 'reasonable care' as that degree of care which a person of ordinary prudence would exercise in the same or similar circumstance. A coach has special skills and knowledge and is not the same as a 'person of ordinary prudence', thus the reasonable standard for the coach will be that standard expected of a reasonably prudent coach having similar knowledge and skill and finding themselves in similar circumstances.

Keep in mind that the standard is objective, meaning that it is determined not by what a coach *did* or *did not* do in a situation, but by what a coach *ought* to have done, or *ought not* to have done. It might be tempting to believe that if a coach obtains less training and gains less knowledge, he or she will be held to a lesser standard. This is not the case, as the circumstances may well require a coach of greater knowledge and skill, and *that* will form the benchmark against which the coach's conduct will be measured.

5. Are there differences in liability if you are a head coach or an assistant coach?

Yes. The head coach and assistant coach have different degrees of responsibility and authority. The behaviour required to meet the standard of care is influenced by this.

6. What is jurisprudence?

Technically, jurisprudence is defined as the “philosophy of law” or the “science of law”. For everyday purposes, jurisprudence refers to legal principles and how they have evolved over time. The law is not static; it continually evolves to reflect changing community standards. Jurisprudence refers to the principles that are reflected in our laws, both in legislation and in common law (also referred to as “judge-made” or the accumulated body of court decisions).

7. If I am required to sign multiple codes of ethics or conduct, to which will I be held, or will I be held to all?

You will be held to all of the codes you execute, within the specific jurisdiction in which they have been signed. In other words, if you sign a code with your provincial sport body it may hold you to it for the activities you undertake for it or within its jurisdiction. If you sign a code for a local sport club, it may hold you to it for activities you undertake with and for the club.

There may also be situations where your activity is subject to two or more codes at the same time, such as if you are coaching at the Canada Games. Unless the codes specify clearly which one might take precedence, or “trump” the others, then all may apply simultaneously. This can create difficulties if any of the terms in different codes are contradictory.

8. Is special liability insurance a requirement for coaches?

Special liability insurance is not a requirement for coaches, but is highly recommended as a risk management measure. Ideally, organizations that employ or engage coaches should include the coach as an insured party under their general liability insurance policy. Coaches should confirm this is the case and if it is not, the coach should insist that the policy be revised accordingly. As a last resort, an individual coach can purchase his or her own insurance, but this may be difficult to obtain and expensive.

9. What happens if I am uninsured? Are my personal assets at risk?

The purpose of liability insurance is to cover the costs that an individual might have to pay in the event they are sued, or are required to compensate another person for loss or damage. Insurance may also cover the costs to defend oneself or to otherwise respond to an allegation of wrongdoing, even where such an allegation may prove to be untrue.

The vast majority of coaches never find themselves in situations where they need insurance. However, if they do and they are not covered by an insurance policy, then they will be personally responsible for paying these costs. This could mean tapping into savings and other personal assets.

It is also important to note that insurance policies and coverage vary widely and a given insurance policy may not cover all of the coach's circumstances or all financial obligations.

10. What are my responsibilities if an accident occurs? Must I accompany a participant to the hospital?

The coach's responsibilities begin long before an accident occurs. The coach should have an Emergency Action Plan that identifies who does what in the event of an accident, and should have on hand all the necessary information to contact emergency and medical authorities as well as parents/guardians, and to inform medical professionals of the medical history of the injured person.

A coach does not necessarily have an obligation to accompany a participant to the hospital; it will depend on the nature and severity of the injury, whether or not there is another responsible person available to accompany the participant, and whether the remaining participants can be properly supervised should the coach be required to leave. The coach will have to make informed decisions about these matters depending on the circumstances; the Emergency Action Plan provides guidance for this decision-making, which is why it is so important to have prepared in advance.

11. What are the most commonly occurring cases where coaches require legal assistance?

Coaches most frequently need legal assistance to deal with employment matters such as employment contracts and termination. They also seek assistance to deal with allegations of harassment and misconduct matters. On occasion, coaches require legal assistance when implicated in a lawsuit from a person who has been injured and is seeking compensation.

12. What are the key preventive measures a coach can take to protect himself/herself?

The competent, informed and prudent coach practises his or her own personal risk management as described in the NCCP materials. A ten-point plan is presented there that lays out an array of risk management techniques accessible to all coaches. A coach protects himself or herself through gaining knowledge about negligence and liability, and applying techniques to identify and control risks in the coaching environment.

APPENDIX 3 - SAFETY CHECKLISTS

INDOOR EVENT CHECKLIST	
Inspector:	Date:
Facility Name/Location:	
* If the answer to any of the questions below is "no," corrective action must be taken *	
COMPETITION AREAS	
<p>Competition Area:</p> <ol style="list-style-type: none"> 1. Competition area is dry and free of obstructions and protruding objects <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Competition area is clearly marked <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Competition area contains adequate lighting <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Out-of-bounds areas are clearly marked and free of obstructions, protruding objects, trash and debris <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Adequate buffer area between competitors and spectators <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Sport apparatus/equipment is secure and in good physical condition <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Non-essential equipment removed from competition area <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Emergency exits are adequate, unobstructed and clearly marked <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>	<p>Locker/Shower Rooms:</p> <ol style="list-style-type: none"> 1. Locker/shower room appears sanitary (e.g. free of algae build-up, floor is dry) <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Water temperature is monitored (e.g. scald protection devices installed in the shower or coach/chaperone assist with water temperature) <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Lockers are properly secured and free of laceration exposures <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Housekeeping in locker room area is in order (e.g. clothing and athletic equipment is properly stowed in lockers) <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Locker/shower room contains emergency lighting <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Emergency exits are adequate, unobstructed and clearly marked <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Shower rooms are free of laceration exposures <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>

FACILITY

Facility:

1. Exits and entrances are adequate, unobstructed and clearly marked
 Yes No
2. Facility contains emergency lighting
 Yes No
3. Power supply cords are free of frayed wires and do not create trip and fall hazards (e.g. extension cords taped to the floor)
 Yes No
4. Access to electrical systems restricted (e.g. individual to monitor the electrical system or keep the system locked at all times)
 Yes No
5. Interactive attractions properly installed and supervised (e.g. inflatable rides)
 Yes No
6. Sufficient waste containers are provided
 Yes No
7. Water fountain areas are free of puddles, algae build-up and/or mud
 Yes No
8. Smoke detectors/heat detectors/fire alarms/fire extinguishers (present and operational)
 Yes No
9. Facility is handicap accessible
 Yes No

Parking Lot:

1. Lighting appears adequate
 Yes No
2. Area is free of slip, trip and fall hazards
 Yes No
3. Security is present
 Yes No N/A

Corrective Action Needed:

Corrective Action Taken:

Walkways, Steps, Stairs, Ramps:

1. Walking areas are clearly marked and free of obstructions, protruding objects, trash and debris
 Yes No
2. Walkways contain adequate and operable lighting
 Yes No
3. Handrails are securely fastened
 Yes No
4. Stairs contain a non-slip material
 Yes No
5. Stairs/steps are free of clutter and debris
 Yes No
6. Sufficient waste containers are provided
 Yes No
7. Exits and entrances are adequate, unobstructed and clearly marked
 Yes No

Bleachers:

1. Footers are blocked appropriately and do not move
 Yes No
2. Vertical openings between guardrails, footboards and seat boards are less than four inches
 Yes No
3. Metal bleachers are free of corrosion and/or damage
 Yes No
4. Wood bleachers are free of dry rot and/or damage
 Yes No
5. Transitional areas are clearly marked and free of obstructions, protruding objects, trash and debris
 Yes No
6. Handrails, seats and supports are securely fastened
 Yes No
7. Wood seats and handrails are free from splinters
 Yes No
8. Bleachers appear sturdy enough for anticipated loads
 Yes No

Corrective Action Needed:

Corrective Action Taken:

EMERGENCY RESPONSE

First Aid Equipment Checklist:

- List of athletes with special conditions (asthma, diabetes, allergies, etc.)
- List of emergency phone numbers
- Adhesive bandages with gauze pads – assorted sizes
- Antiseptic
- Arm sling (triangular bandage is fine)
- Bandage scissors
- Butterfly closures
- Cotton swabs
- Elastic tape
- White tape
- Elastic wraps
- Emergency blanket
- Latex gloves (multiple pairs)
- Plastic bags and bags for ice packs
- Sterile Water
- Resuscitation (CPR) masks/face shield

Corrective Action Needed:

Corrective Action Taken:

Access to Emergency Service:

1. Telephones and the appropriate emergency numbers are accessible
 Yes No
2. There is adequate passage for emergency vehicles
 Yes No
3. Athletes' medical history forms are on site
 Yes No
4. Athletes' emergency contact lists are on site
 Yes No

Corrective Action Needed:

Corrective Action Taken:

OUTDOOR EVENT CHECKLIST	
Inspector:	Date:
Facility Name/Location:	
* If the answer to any of the questions below is "no," corrective action must be taken *	
FACILITY	
<p>Outdoor Competition Area:</p> <ol style="list-style-type: none"> Repairs, refinishing, or re-sodding maintenance current (e.g. field free of large divots, holes, obstructions or protruding objects) <input type="checkbox"/> Yes <input type="checkbox"/> No Competition area is clearly marked and free of trash, debris, or hazardous objects <input type="checkbox"/> Yes <input type="checkbox"/> No Out-of-bounds is clearly marked and free of debris <input type="checkbox"/> Yes <input type="checkbox"/> No Adequate buffer area between competitors and spectators <input type="checkbox"/> Yes <input type="checkbox"/> No Goal post, goalie cages, baseball bases, etc. installed properly <input type="checkbox"/> Yes <input type="checkbox"/> No Standing water drained or removed from the competition/spectator area <input type="checkbox"/> Yes <input type="checkbox"/> No Competition area contains adequate lighting (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Areas Adjacent to Competition Area:</p> <ol style="list-style-type: none"> Adequate number of waste containers in place <input type="checkbox"/> Yes <input type="checkbox"/> No Areas are free of slip, trip and fall hazards <input type="checkbox"/> Yes <input type="checkbox"/> No Water fountain areas are free of puddles, algae build up and/or mud <input type="checkbox"/> Yes <input type="checkbox"/> No Barriers to protect spectators are adequate and in good condition <input type="checkbox"/> Yes <input type="checkbox"/> No Restrooms are available and clean <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>	<p>Bleachers:</p> <ol style="list-style-type: none"> Footers are blocked appropriately and do not move <input type="checkbox"/> Yes <input type="checkbox"/> No Vertical openings between guardrails, footboards and seat boards are less than four inches <input type="checkbox"/> Yes <input type="checkbox"/> No Metal bleachers are free of corrosion and/or damage <input type="checkbox"/> Yes <input type="checkbox"/> No Wood bleachers are free of dry rot and/or damage <input type="checkbox"/> Yes <input type="checkbox"/> No Transitional areas are clearly marked and free of obstructions, protruding objects, trash and debris <input type="checkbox"/> Yes <input type="checkbox"/> No Handrails, seats and supports are securely fastened <input type="checkbox"/> Yes <input type="checkbox"/> No Wood seats and handrails are free from splinters <input type="checkbox"/> Yes <input type="checkbox"/> No Bleachers appear sturdy enough for anticipated loads <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Parking Lot:</p> <ol style="list-style-type: none"> Lighting appears adequate <input type="checkbox"/> Yes <input type="checkbox"/> No Area is free of slip, trip and fall hazards <input type="checkbox"/> Yes <input type="checkbox"/> No Security is present <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>
EMERGENCY RESPONSE	
<p>First Aid Equipment Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of athletes with special conditions (asthma, diabetes, allergies, etc.) <input type="checkbox"/> List of emergency phone numbers <input type="checkbox"/> Adhesive bandages with gauze pads – assorted sizes <input type="checkbox"/> Antiseptic <input type="checkbox"/> Arm sling (triangular bandage is fine) <input type="checkbox"/> Bandage scissors <input type="checkbox"/> Butterfly closures <input type="checkbox"/> Cotton swabs <input type="checkbox"/> Elastic tape <input type="checkbox"/> White tape <input type="checkbox"/> Elastic wraps <input type="checkbox"/> Emergency blanket <input type="checkbox"/> Latex gloves (multiple pairs) <input type="checkbox"/> Plastic bags and bags for ice packs <input type="checkbox"/> Sterile Water <input type="checkbox"/> Resuscitation (CPR) masks/face shield <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>	<p>Access to Emergency Service:</p> <ol style="list-style-type: none"> Telephones and the appropriate emergency numbers are accessible <input type="checkbox"/> Yes <input type="checkbox"/> No There is adequate passage for emergency vehicles <input type="checkbox"/> Yes <input type="checkbox"/> No Athletes' medical history forms are on site <input type="checkbox"/> Yes <input type="checkbox"/> No Athletes' emergency contact lists are on site <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>

PRACTICE CHECKLIST	
Inspector:	Date:
Facility Name/Location:	
* If the answer to any of the questions below is "no," corrective action must be taken *	
FACILITY	
<p>Outdoor Practice Field:</p> <p>8. Repairs, refinishing, or re-sodding maintenance current (e.g. field free of large divots, holes, obstructions or protruding objects) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Practice area is clearly marked and free of trash, debris, or hazardous objects (e.g. rocks, glass, uneven surfaces, uncovered drains) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Out-of-bounds areas are clearly marked and free of obstructions, protruding objects, trash and debris <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Adequate buffer area between competitors and spectators <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12. <input type="checkbox"/> Yes <input type="checkbox"/> No Goal post, goalie cages, baseball bases, etc. installed properly <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Standing water drained or removed from the practice area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Practice area contains adequate lighting (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Water fountain areas are free of puddles, algae build up and/or mud <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Restrooms are available and clean <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Telephones and the appropriate emergency numbers are accessible <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. There is adequate passage for emergency vehicles <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12. Athletes' medical history forms are on site <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Athletes' emergency contact lists are on site <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>	<p>Indoor Practice Area:</p> <p>9. Practice area is dry <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Practice area is clearly marked and free of obstructions and protruding objects (e.g. uneven boards or nails) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Practice area contains adequate lighting <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12. Out-of-bounds areas are clearly marked and free of obstructions, protruding objects, trash and debris <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Adequate buffer area between competitors and spectators <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Sport apparatus/equipment is secure and in good physical condition <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15. Non-essential equipment removed from practice area <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>16. Glass doors, windows and walls directly behind basketball goals are protected <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>17. Restrooms are available and clean <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>18. Telephones and the appropriate emergency numbers are accessible <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>19. Athletes' medical history forms are on site <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>20. Athletes' emergency contact lists are on site <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>21. Emergency exits are adequate, unobstructed and clearly marked <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Corrective Action Needed:</p> <p>Corrective Action Taken:</p>

REFERENCES

Coaching Association of Canada Multi-Sport Modules.

Special Olympics Incorporated (SOI)/Special Olympics North America (SONA). Coaches Guide Section 10 – Sports Safety and Risk Management for Coaches.