



**PRE COMPETITION | DURING COMPETITION | POST COMPETITION**

**PRE COMPETITION**

• **TRAINING SEASON**

- Attendance Tracker
- Training Log
- Timeline for each sport program

• **ADMINISTRATION/REGISTRATION**

- General Registration forms completed
- General Registration forms submitted
- Dietary Forms completed
- Dietary Forms submitted
- Medical Forms completed / Blister packs for medications arranged
- Financial payments submitted
- Certificates of Conduct with Vulnerable Sector Check up to date
- Sport Specific Registration completed
- Sport Specific Registration submitted
- Technical Package Received
- Technical Package Reviewed
- Sport conference call times and date noted
- Team Roles/Responsibilities and roles filled in a proper manner
- Team meeting held include; packing list/schedule/medicals/allergies/team financials (Note: Competition Booklet Templates <http://www.sonl.ca/get-involved/coaches/competition-resources/> )
- Emergency Action Plan / Crisis Intervention Plan completed

• **SPORT SPECIFIC**

- Sport equipment checked and ready
- Team Uniforms
- Sport Specific Clothing (following SOC Branding Guidelines)
- All SOC Coaching Courses are up to date

• **TRANSPORTATION**

- Transportation booked/confirmed/Bus Driver Name/phone #/ Seating Capacity
- Bus Driver Accommodations confirmed (Note Bus Drivers driving time limits)
- All information submitted to SONL/GOC if requested
- Accessible vehicle for team if needed
- Meals while traveling confirmed

• **ACCOMMODATIONS**

- Accommodations confirmed (special requirements communicated i.e. fridge in rm)
- Travel/Accommodation Policies followed
- All information submitted to SONL/GOC if requested



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**DURING COMPETITION**

- **TRANSPORTATION**
  - EAP / Attendance / Medicals / Buddy System
  - Note Bus Drivers driving time limits
  - Entertainment while traveling
  - Hand sanitizer / First aid kit with inventory list
  - Planned stops / calling ahead when needed
  - Secondary Vehicle in place if needed
  - Plan in place if athlete/coach becomes ill and needs to stay behind during the trip/games
  - Food – dietary requirements/healthy snacks/meals during travel, note the schedule and meals that are provided by the GOC versus Club/Team responsibility
  - Noting when a bus is a Team Bus VRS Games Bus – communicating to driver
- **ACCOMODATIONS**
  - Rooming List
  - Equipment / Storage
  - Room keys
  - Athlete room checks (snack bags etc.)
- **REGISTRATION**
  - Note locations/times
  - Plan in place regarding picking up registration items, escorting athletes to their rooms etc.
- **SPORT SPECIFIC**
  - Sport schedules/venues
  - Opening ceremonies schedule/venue
  - Equipment/uniforms in order prior and during competition
  - Knowledge of venue/ washroom locations, medical areas etc.
  - Meals/Snacks provided at venues – note dietary/allergy issues prior to games
  - Results posting area, head coach meetings time/locations
  - Competition schedule / marshalling areas etc.
  - Team meetings nightly to debrief/plan



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**POST COMPETITION**

- **TRANSPORTATION**
  - Note same as Pre Competition
- **TEAM MEETINGS**
  - Debrief with other team members regarding games experience
  - SWOT Analysis could be completed (SONL can provide template upon request)
  - Decide what are Club Handled Issues that arose, if any and what issues need to be communicated to SONL, if any arose
  - Team Meetings with Athletes/other team members to discuss event if needed
- **PUBLIC RELATIONS**
  - Communicating Team/Club success to community
- **QUALIFYING YEARS**
  - Following up with SONL as requested regarding Athlete Selection for Provincial Teams in a timely manner
- **SONL COMMUNICATION**
  - Complete surveys/communication as requested by SONL/GOC
  - Documentation regarding Ambulance calls during games (Incident Report/Invoices) are communicated to SONL