

Responsible Coaching Movement Checklist

Each organization is encouraged to review its policies and procedures as a first step towards implementing the RCM

Our Organization has the following Policy/Procedure	Yes	Yes Action Required	Not Yet - Action Required	When			Not yet *projected completion date	Date Completed
				Immediate	Within 1 year	Within 2-3 yrs		
Parental Consent Form		Ensure up to date	Create & use consent form					
Code of Conduct Policy		Ensure up to date	Develop & approve policy					
Coach Agreement		Ensure up to date	Develop agreement & have all current coaches sign					
Participant Agreement		Ensure up to date	Develop agreement and have all participants sign					
Travel Policy		Ensure up to date	Develop & approve policy					
Rule of Two Policy		Ensure up to date	Develop & approve policy *					
Conduct annual review of policies & agreements		None	Review all policies & agreements					
Use a background screening process for all coaches and volunteers		Ensure alignment with the RCM Background Screening Matrix	Require all coaches & volunteers to provide: <ul style="list-style-type: none"> Application Form Criminal Record Check 					
			Develop a background screening process in alignment with the RCM Background Screening Matrix					
Require all coaches to be NCCP trained or certified		None	<ul style="list-style-type: none"> Support existing coaches to become NCCP trained or certified Require new coaches to be NCCP trained or certified 					
Require coaches to take Make Ethical Decisions training		None	Require & support all coaches to take MED training					
Require coaches to take Respect Group or Commit to Kids training or other comparable training		None	Require & support all coaches to take training					
Have a system in place for recognizing, responding to and reporting instances that contravene the spirit or practice of the Rule of Two		Regularly review	Develop process for ensuring spirit and practice of Rule of Two is adhered to					
Host regular information sessions with coaches, parents, volunteers and participants to: <ul style="list-style-type: none"> Create awareness of vulnerable situations and issues Brainstorm for solutions Inform them of the Responsible Coaching Movement and the organization's commitment to the pledge 		None	Host an information session to promote the Responsible Coaching Movement					

* The Responsible Coaching Movement recognizes that there may be circumstances where it is not possible to fully implement the Rule of Two. All organizations should be able to implement most of the recommended policies and procedures to protect their participants and coaches.