



Responsible Coaching Movement (RCM)

# Checklist for Sport Organizations



To guide sport organizations with resources to embedding safe sport practices, the Coaching Association of Canada has developed a RCM Checklist that includes resources, templates and useful links. The checklist is updated regularly with the most current information and tools and can be found on [coach.ca/RCM](https://coach.ca/RCM).

## Considerations for taking the Responsible Coaching Movement (RCM) pledge

Review all RCM requirements

Invite a [Provincial/Territorial Coaching Representative \(PTCR\)](#) or safe sport representative ([sportsafety@coach.ca](mailto:sportsafety@coach.ca)) to attend a meeting with your stakeholders to present the RCM details.

Discuss the RCM with your stakeholders at Board meetings, Annual General Meetings (AGM) with your membership, meetings with staff, parents/guardians, coaches, athletes/participants, and volunteers.

Seek Board approval to take the RCM pledge and commit to the three pillars of the RCM.

Seek RCM pledge approval from your membership, if applicable.

Review existing policies and procedures within your organization.

Become a RCM Champion — take the RCM pledge — celebrate and communicate through your networks!

## Use available resources to help implement the RCM

RCM Marketing Toolkit

RCM Poster

RCM Video

RCM Infographic

## Rule of Two

Engage your stakeholders in discussions about the spirit and practice of the Rule of Two\*. Ensure athletes/participants, coaches, staff, Board members and volunteers participate in discussions to seek to understand and implement the Rule of Two.

Review, update and co-create policies, tools, resources and practices such as planning to travel to an event, which support all stakeholders. Access resources here:

[Travel Guidelines](#) and [Resource Supplement for Travel Guidelines](#) to protect children in sport

[Code of Conduct](#) policy — aligned with the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#)

Rule of Two infographic

Learn more. Access the Understanding the Rule of Two eLearning module

Ensure transparent communications from your organization to your members. Share how your members can expect to receive communications such as via email, TeamSnap notifications or Facebook Group messages.

Implement a practice and process for documenting communications between your stakeholders.



## Ethics Training

Support existing and new coaches in their training or certification.

[NCCP Make Ethical Decisions](#) training and Online Evaluation

[Safe Sport](#) training

[Respect in Sport](#) or [Commit to Kids](#) training or other comparable training

[NCCP Creating a Positive Sport Environment](#) eLearning module

[NCCP Making Head Way in Sport](#) eLearning module

[NCCP Leading Drug-free Sport](#) eLearning module

[Mental Health in Sport](#) eLearning module

Promote other [National Coaching Certification Program \(NCCP\)](#) training

## Background Screening

Ensure a thorough and transparent background screening process exists for all coaches, staff and volunteers.

Post requirements to your website: application form, policies, Enhanced Police Information Check or international criminal record check requirements, professional references, previous employment and coaching experience.

Access the [Background Screening Policy and Process Considerations for Sport Organizations](#) document.

Use a [RCM Background Screening Matrix](#).

Use a [Background Screening Policy template](#).

## Important Ongoing RCM Leading Practices

Have a system in place for [recognizing, responding to, and reporting instances of abuse or misconduct](#).

Host an annual information session with new and returning members to promote your sport organization as a [Responsible Coaching Movement Champion](#).

Conduct an annual review of policies, procedures and agreements.

Host regular information sessions with coaches, parents, volunteers and participants to:

- Create awareness of vulnerable situations and issues, for example, travel to competitions and digital communications.
- Brainstorm solutions.
- Inform stakeholders of the RCM and the organization's commitment to the pledge.

Embrace the [True Sport principles](#).