

# Coach's Responsibilities:

1. Be the program leader and be aware of all that is happening in the program.
2. Plan and lead fun, safe, and purposeful practice sessions.
3. Involve parents in the program, and clearly communicate what is expected of them (parents entrust their children to the program leaders during practice sessions and competitions, and should not intervene with their children during these times).
4. Create an environment that will promote all the values identified in this code, in training and in competition.

## Sample Practice Session Planning Checklist

### Sample Practice Session Planning Checklist

- \_\_\_ The [practice session](#) is organized and well structured (introduction; warm-up; main part; cool-down; conclusion).
- \_\_\_ The duration of the practice session is appropriate for the age and ability level of the participants/athletes.
- \_\_\_ The practice session starts on time, and the time allocated for the practice session is respected.
- \_\_\_ Facilities and equipment are used properly and judiciously.
- \_\_\_ The [activities](#) designed for the practice session have well-defined goals.
- \_\_\_ The instructions given to the participants/athletes are clear, brief, and simple.
- \_\_\_ The chosen activities are appropriate for the ability and proficiency of the participants/athletes, and they present exciting and reasonable challenges to them.
- \_\_\_ The practice session includes a variety of activities.
- \_\_\_ Appropriate safety measures are implemented that consider the age and proficiency of the participants/athletes, as well as the nature of the activities. An [Emergency Action Plan](#) is ready in the event of an emergency.
- \_\_\_ Time is not wasted during an activity, or in transition from one activity to the next.
- \_\_\_ Participants/athletes are actively involved throughout the majority of the practice session.
- \_\_\_ Participants/athletes perform the prescribed tasks to the best of their abilities.
- \_\_\_ Participants/athletes are having fun and are demonstrating genuine interest in the activities.
- \_\_\_ The overall tone of the practice session is positive.

# Sample Practice Session Planning Sheet

Sport/team/athlete(s): \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Start time: \_\_\_\_\_ Total Duration: \_\_\_\_\_

Objective(s): \_\_\_\_\_

Equipment:

Activities	Key Points/Messages and Safety Factors
Introduction (duration = min)	
General warm-up (duration = min)  Specific warm-up (duration = min)	
Main part (duration = min)	
Cool down (duration = min)	
Conclusion (duration = min)	

# Sample First Aid Kit

A complete first aid kit is essential. This kit must be carefully prepared in order to treat the most common injuries. Furthermore, it must be accessible to those responsible for the team. Here is a list of what a first aid kit should contain.

## Contents

## Purpose

### Medical record

- important information in case of an emergency

### Disinfectants

- soft antiseptic soap
  - antiseptic cream
  - antiseptic solution
  - peroxide
- all skin lesions
  - laceration requiring cleaning before a dressing can be applied

### Dressings

- ocular
  - aseptic (sterile gauze, 50, 75, 100mm rolls)
  - adhesive bandages ("Band-Aid" type and butterfly closures)
  - elastic bandages (100 and 150mm)
  - triangular bandages and safety pins
- close and cover the eye
  - dry compression
  - protection of minor lesions
  - compression
  - multiple uses but primarily to act as an arm support in case of a fracture

### Drug products and ointments

- zinc ointment
  - xylocaine spray
- scratches or blisters
  - sore burns

### Other useful items

- cleaning solution for foreign bodies
  - scissors
  - tongue depressor
  - body temperature thermometer
  - chemical cold bags (if you don't have access to real ice)
  - plastic bags
  - phone number list  
(cell phone, pen, quarters, paper, participants' emergency records)
  - tools
  - adhesive tape (37.5mm)
- dislodge foreign bodies
  - common use
  - multiple uses
  - check body temperature in case of trauma
  - for ice cubes
  - ensure quick response
  - minor repair of equipment
  - support wounded joints