



PROGRAM LEADER IMPLEMENTATION CHECKLIST

The Program Leader Implementation Checklist provides a summary of information required in the planning, training of and implementation of after school physical activities. Sample communication templates, checklists, plans and protocols can be found in the Resource Material documents.

MEDICAL CONDITIONS AND PHYSICAL LIMITATIONS OF PARTICIPANTS:

- A process is in place to access a participant’s medical information and to identify those with a medical condition (e.g. asthma, type I (juvenile) diabetes, anaphylaxis, epilepsy) and physical limitations (e.g. cerebral palsy) (refer to the Resource Material: Sample Letter to Parents/Guardians).
- Attend training on how to manage and provide emergency action when necessary to participants with medical conditions and physical limitations (refer to the Resource Material: Sample Emergency Action Plan).

FIRST AID:

- Attend first aid training provided by the site Supervisor.
- Be familiar with the location of the first aid kit, the content of the site’s emergency action plan, the protocol and procedures for a suspected concussion (refer to the Resource Material: Physical Activity and Sport-Related Concussion) and the injury/accident reporting procedures.

EQUIPMENT:

- A process is in place to visually inspect equipment prior to the start of an activity and to ensure that it meets safety standards (refer to the Resource Material: Sample Safety Checklist – Gymnasium Equipment).
- A process is in place to inform the Program Supervisor of equipment that needs repair or maintenance (refer to the Resource Material: Sample Safety Checklist – Gymnasium Equipment)..

CLOTHING AND FOOTWEAR:

- Inform participants of the requirements for participating safely in appropriate clothing and footwear as well as the expectations for the wearing of jewelry (e.g. the minimum requirement is wearing appropriate running shoes).

FACILITIES:

- A process is in place to visually inspect facilities prior to the start of an activity to ensure that they meet safety standards (refer to the Resource Material: Sample Safety Checklist - Gymnasium Facilities, the Resource Material: Sample Safety Checklist - Outside Facilities and the Resource Material: Safety in Activity Rooms).
- A process is in place to inform the Program Supervisor of facilities that need repair or maintenance or hazards that need to be removed (refer to the Resource Materials: Sample Safety Checklist - Gymnasium Facilities and the Resource Materials: Sample Safety Checklist – Outside Facilities).

**SUPERVISION:**

- Implement the criteria of effective supervision and provide the types of supervision required (e.g. constant visual, on-site, in the area) for the various activities (refer to the Resource Material: Supervision).
- Implement site expectations and procedures for supervision of male/female change rooms by staff of the same and different genders.

OTHER:

Know and implement the following site procedures:

- Lightning procedures (refer to the Resource Material: Lightning Protocol).
- Procedures for accessing an off-site provider and participating in off-site activities.
- Site provider's philosophy and expectations of the physical activity program.
- Providing the participants with the Inherent Risks of the Activity:
- Prior to the activity, staff member is to:
 - ▶ Inform participants of possible risks associated with the activity
 - ▶ Demonstrate how to minimize the risks
 - ▶ Outline procedures and rules for safe play
 - ▶ Follow through with consequences for not following safe play procedures

Note:

- a) Attendance is to be taken to ensure absent participants receive safety instructions upon their return.
 - b) Document the date, time and a brief outline of safety instruction provided in daily activity plans.
- Know and implement the following safety guidelines for activities:
 - ▶ **Walls and stages:** for all indoor activities, walls and stages should not be used as turning points or finish lines. A line or pylon can be designated in advance of the wall or stage.
 - ▶ **Physical contact:** intentional contact with the purpose of gaining an advantage is not permitted (e.g. ball hockey - body contact, stick on body contact, and stick-on-stick contact).
 - ▶ **Moving backwards:** Emphasize controlled movements when requiring participants to walk or run backwards. Avoid backward running races. While moving, participants are NOT to close their eyes or be blind folded.
 - Participants are provided with an in-service covering safety issues. For example:
 - ▶ **Gymnasium and equipment** – not to be used without staff supervision.
 - ▶ **Clothing and footwear** – acceptable activity attire.
 - ▶ **Jewelry** – the rules for wearing jewelry during activities.
 - ▶ **Participants with identified medical conditions** (e.g. asthma, anaphylaxis, type I (juvenile) diabetes, seizure disorder) are to inform the Program Leader when experiencing symptoms or feeling unwell. Participants are to have readily accessible, at the activity location, their required medications (epinephrine auto injector, blood testing kit, fast acting sugar, asthma inhaler, etc.).
 - ▶ **Change rooms** – acceptable behavioral conduct.
 - ▶ **Supervision of change rooms** – outline protocol for checking change rooms of same and opposite gender.
 - ▶ **Fire alarms, fire exits and alternate evacuation routes** – locations and exit protocols.
 - ▶ **Personal safety and safety of others** – importance of assuming responsibility for their own safety and the safety of others during physical activity.



- ▶ **Conduct** – expectations for behavior.
- ▶ **Initiation/hazing activities** – NOT appropriate and NOT permitted.
- ▶ **Water bottles** – not to be shared.
- ▶ **Equipment and facilities** – report problems and defects to the Program Leader.
- ▶ **Suspected concussion symptoms** – importance of understanding and reporting signs and symptoms to the Program Leader.