

## Responsible Coaching Movement Audit Checklist Template

Each organization is encouraged to review their 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	X				
<a href="#">Code of Conduct Policy</a>		<a href="#">Ensure up to date</a>	Develop & approve policy	X				
Coach Agreement		Ensure up to date	Develop agreement & have all current coaches sign	X				
Athlete Agreement		Ensure up to date	Develop agreement and have all athletes sign	X				
Travel Policy		Ensure up to date	Develop & approve policy		X			
<a href="#">Rule of Two Policy</a>		Ensure up to date	<a href="#">Develop &amp; approve policy</a> *			X		
Conduct annual review of policies & agreements		None	Review all policies & agreements		X			
<a href="#">Use a background screening process for all coaches and volunteers</a>		<a href="#">Ensure alignment with the RCM Background Screening Matrix (link)</a>	Require all coaches & volunteers to provide: <ul style="list-style-type: none"> <li>Application Form</li> <li>Criminal Record Check</li> </ul>	X				
			Develop a background screening process in alignment with the <a href="#">RCM Background Screening Matrix</a>		X			
Require coaches to take <a href="#">Respect Group</a> or <a href="#">Commit to Kids</a> training or other comparable training		None	Require & support all coaches to take training		X			
Require coaches to take <a href="#">Make Ethical Decisions</a> training		None	Require & support all coaches to take MED training		X			
Require all coaches to be <a href="#">NCCP trained or certified</a>		None	<ul style="list-style-type: none"> <li>Support existing coaches to become NCCP trained or certified</li> <li>Require new coaches to be NCCP trained or certified</li> </ul>			X		
Have a system in place for <a href="#">recognizing</a> , <a href="#">responding to</a> and <a href="#">reporting</a> instances that contravene the spirit or practice of the Rule of Two		Regularly review	Develop process for ensuring spirit and practice of <a href="#">Rule of Two is adhered to</a>			X		
Host regular information sessions with coaches, parents, volunteers and athletes to: <ul style="list-style-type: none"> <li>Create awareness of vulnerable situations and issues</li> <li>Brainstorm for solutions</li> <li>Inform them of the Responsible Coaching Movement and the organization's commitment to the pledge</li> </ul>		None	Host an information session to promote the Responsible Coaching Movement ( <a href="#">link</a> )		X			

\* 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 athletes and coaches.