

Junior Sport Policy Checklist for National Sporting Organisations

This checklist has been provided to assist in the development of strategies for best practice sports delivery. It is intended for use with the **Junior Sport Guidelines** and **Junior Sport Policy Template**. The numbering coincides with that in both these documents for easy cross reference.

Columns have been included for you to indicate those questions which do not need action (Done), need action (To Do) and when action is needed, the person responsible (Actioned By) and the date this should be completed by (Due Date).

1. Long Term Involvement

1	Issue	Done	To Do	Due Date	Actioned By
1.1	Ongoing Participation				
	Do you emphasise a fun environment, with opportunities for success and encouragement for all?				
	Do you provide social and appropriate competitive opportunities?				
	Do you allow young people to have a say about uniform requirements?				
	Do you encourage young people to take on roles in administration, coaching and officiating?				
1.2	Presenting Sport				
	Do you offer a broad range of options including programs and competition structures to accommodate individual differences, so that all participants have some success?				
	Do you provide opportunities so young people feel they have been given a fair go?				
	Do you offer activities in locations and at times and durations to suit young people and their parents/carers?				
	Do you keep costs for participation as low as possible?				
1.3	Motivation				
	Do you make sure that the first experience for young people is positive?				
	Are you providing sport so that young people feel a sense of being wanted in your sport?				
	Do you acknowledge and support your personnel who have positive attitudes and are good with young people?				
	Do you educate parents/carers on why and how to encourage and support their children to participate long-term?				
	Do you offer social opportunities such as mixed competitions and involve young people in organising activities?				
	Do you ask the opinion of young people as to how their sport should be offered?				
	Do you use opportunities to have role models motivate your young people?				

2 Getting Young People Involved

2	Issue	Done	To Do	Due date	Actioned By
2.1	Ability				
	Do you provide equal opportunity for young people to reach their sporting potential?				
	Do you avoid letting the need to win override giving young people a fair go?				
	Do your sport providers avoid indicating negative perceptions about young people's ability?				
2.2	Body Shape				
	Do your sport providers avoid creating situations where attention is focussed on the critical appraisal of young people's bodies?				
	Are rules for uniforms flexible to cater for all body types?				
	Do your sport providers avoid making judgments related to sporting ability or future potential based on body shape?				
2.3	Disability				
	Do you provide opportunities in your sport for young people with disabilities?				
	Do you educate and support parents and carers so they encourage and assist their young people with disabilities to participate in sport?				
	Do you educate sport providers to help them include young people with disabilities into programs and services?				
	Do you encourage contact with schools to offer assistance catering for young people with disabilities?				
	Do you encourage audits of facilities and services to see that they are accessible for young people with disabilities?				
2.4	Ethnicity				
	Do you encourage links with community leaders and leaders of CLD groups to increase participation of young people from CLD backgrounds?				
	Do you market junior sport programs specifically to CLD families?				
	Do you provide infrastructure support for CLD administrators to establish competitions?				
	Do you encourage the integration of CLD young people (and teams) into existing opportunities?				
	Do you encourage the involvement of CLD parents in junior sport?				
	Do you avoid infringing cultural and religious beliefs and practices?				
	Do you provide cross-cultural awareness training for junior sport providers?				
2.5	Gender and Sexuality				
	Do you target girls or boys with specific programs for developing their skills and confidence?				

2	Issue	Done	To Do	Due date	Actioned By
	Do you offer a choice of single-sex or mixed teams and competitions?				
	Do you promote language and behaviours so as not to demean young people based on gender or sexuality?				
2.6	Geographical Location				
	Do you modify rules to enable participants from regional and remote areas to make up a team (eg mixed sex and age teams; including parents, teachers and others; reduced team sizes)?				
	Do you encourage mini-competitions to suit local playing base and conditions?				
	Do you encourage parent rosters, car pooling and bus transport to increase opportunities to travel for competition?				
	Do you try to assist with accommodation and travel for training and competition away from home?				
	Have you considered providing a pathway from rural and remote communities to urban based sport?				
	Are you able to provide high performance coaching in rural and remote communities?				
	Do you encourage communities to work together to provide sport for young people?				
2.7	Indigenous Australians				
	Can you assist in establishing junior competitions in Indigenous urban, rural or remote communities?				
	Do you assist with education and development for Indigenous sport providers?				
	Do you assist with coaching expertise, resources and opportunities for Indigenous young people?				
	Do you encourage culturally relevant support for Indigenous young people who relocate to participate in sport?				
	Do you encourage sport providers working with Indigenous young people to undertake cross-cultural awareness training?				
	Do you assist with travel to allow participation of Indigenous young people?				
2.8	Socio-economic Status				
	Do you encourage community involvement in supporting young people from low socio-economic areas?				
	Do you encourage partnerships with organisations servicing low socio-economic areas?				
	Do you encourage offering opportunities in schools located in low socio-economic areas?				
	Do you allow lower participation fees for young people from low socio-economic areas?				
	Do you minimise requirements to purchase uniforms?				
	Do you encourage the coordination of assistance for travel to and from training and competition?				
	Do you provide financial subsidies for players from low socio-economic areas for representative teams?				
2.9	Equity of Opportunity				

2	Issue	Done	To Do	Due date	Actioned By
	Do you provide equal opportunity for all young people to participate?				
	Do you document guidelines for team selection, provide these to all involved and monitor their implementation?				
	Do you have transparent selection processes for team/event/special opportunity/position on team/time on court/field etc?				
	Do you monitor your selection guidelines to gauge how well they are helping decision making?				

3 Physical Growth and Maturation

3	Issue	Done	To Do	Due Date	Actioned By
3.1	Accommodating Growth and Maturation - Training				
	Are training programs based on individual growth and maturation patterns?				
	Do your sport providers monitor for body changes indicating a growth spurt and take particular care during this time?				
	Are young people questioned about the impact of training on their bodies?				
	Is advice given to young people to help them understand that their individual growth and maturation affects their skill and competition success?				
	Are parents/carers offered education on issues related to growth and maturation of their children (eg signs of concern and how to input into scheduling of training and competition)?				
	Do your sport providers monitor for signs of poor eating practices and seek professional advice on healthy nutrition?				
	Is early expert assistance sought when there is concern about how a young person is coping with training?				
3.2	Accommodating Growth and Maturation - Competition				
	Do you focus on personal improvement not comparison against others' performances?				
	Have you considered using varied criteria for groupings (eg skill level, years involved in the sport) rather than chronological age?				
	Have you considered using handicapping to reduce the effects of growth and maturation differences?				
	Do you allow boys and girls to play together when skills, physical maturation and psychological development are similar?				
3.2	Talent Development				
	Do you focus on maintaining participation whatever the growth and maturation to allow individuals to achieve their potential?				
	Do you undertake talent identification and development				

3	Issue	Done	To Do	Due Date	Actioned By
	at the most appropriate age or developmental level?				
	Do you see that young people have opportunities to experience different activities so that a wide base of athleticism is developed?				

4 Sport Pathways

4	Issue	Done	To Do	Due Date	Actioned By
4	Strategies for Developing Sport Pathways				
	Have you developed a framework of stages to allow a progression of development?				
	Have you detailed for each stage the overall objectives and the structure and delivery of training/practice and competition?				
	Have you planned modifications to activities to suit the developmental level, competitive level, gender mix or social needs of participants?				
	Do you have procedures for implementing, evaluating and improving your sport progression for young people?				
	Have you considered how and when you will provide coaching clinics and talent identification and development programs?				
	Have you planned how to support talented young people?				
	Do your sport providers recruit young people to volunteer roles?				
	Do you build links among providers (especially with schools) and support them so planned pathways are consistently provided across organisations?				

5 Forming Links

5	Issue	Done	To Do	Due Date	Actioned By
5.1	Gaps and Overlaps				
	Have you recommended establishing committees of local stakeholders to determine young people's needs and how to most efficiently fulfil them?				
	Have you considered the club and school competition programs and how these can best be provided for young people?				
	Do you promote the provision of junior sport by all stakeholders in coordinated and cooperative programs?				
	Do you recognize groups that have established strong community links and benefited junior sport?				
5.2	Achieving Consistency				
	Are the types of activities, rules, formats, and modifications for junior sport consistent across all providers and if they are not have you procedures in				

5	Issue	Done	To Do	Due Date	Actioned By
	place for making them consistent?				
	Have you evaluated inconsistencies in the criteria used for competition groupings across providers and planned and implemented procedures for overcoming these?				
	Do you hold regular meetings to maintain good communication among stakeholders?				
5.3	Sharing Resources				
	Do you promote the sharing of resources across organisations (eg other sports, schools) so that young people benefit in more and better opportunities to participate in sport?				
	Do you have in place processes which help groups to effectively share resources without too many concerns (eg resource agreements)?				
	Have you investigated sharing insurance and maintenance costs as a major benefit of sharing resources?				
	Do you recognise and reward groups which share their resources?				
	Have you considered possible sponsorship conflict when you plan sharing resources?				
5.4	Forming links with other organisations				
	Do you identify and liaise with other organisations (eg schools) and establish how you could work together to benefit young people?				
	Do you promote, support and recognise strong links across organisations and groups providing junior sport?				
	Do you coordinate your program with schools and other organisations to avoid clashes?				
	Do you have a key contact for liaising with other organisations?				
	Do you evaluate your links, provide this information to other organisations and work towards improving?				

6 People Making it Happen

6	Issue	Done	To Do	Due Date	Actioned By
6.1	Young People				
	Do you encourage distribution of the <i>Players Code of Behaviour</i> ?				
	Have you promoted the inclusion of young people in decisions and delivery of their sport?				
	Do you encourage involving young people in volunteer roles?				
	Do you see that the behaviour of young people is monitored and action is taken if physical or verbal abuse is apparent?				
	Do you encourage young people to always play fair and				

6	Issue	Done	To Do	Due Date	Actioned By
	to acknowledge the performance and contribution of others?				
6.2	Parents and carers				
	Does every parent receive a copy of the <i>Code of Behaviour for Parents</i> ?				
	Are parents and carers encouraged to take an active role in their young people' sport?				
	Have you made it clear to parents/carers that fun, friendship and personal achievement is more important than winning?				
	Are parents encouraged to be involved in planning and running junior sport?				
	Are parents and carers acknowledged for the important role they play in junior sport?				
	Do you request that parents/carers send protective equipment with their young people for safe participation?				
6.3	School Teachers				
	Do you provide materials to be given to teachers to promote and support sport for young people?				
	Do you assist in updating teachers' knowledge and skills?				
	Do you encourage the recognition of teachers who promote and contribute to your sport?				
6.4	Coaches				
	Have your coaches been given a copy of the <i>Code of Behaviour for Coaches</i> ?				
	Do you educate your coaches about the roles you expect them to provide for young people?				
	Do you encourage coaches to give praise, positive feedback, reinforcement and encouragement so young people enjoy participating?				
	Are your coaches educated in how to counsel young people and resolve conflicts when needed?				
	Have you stipulated that your coaches display high standards of behaviour, at all times acting as a role model?				
	Do your coaches develop team respect and work well with others (eg officials) to show young people how they should behave?				
	Do your coaches use inclusive and respectful language?				
	Do you suggest coaches have a mentor and back-up person to assist them?				
	Do you encourage your coaches to undertake comprehensive training and updating in coaching methods and safety procedures?				
6.5	Officials				
	Have officials been given a copy of the <i>Code of Behaviour for Officials</i> ?				
	Do your officials inspect facilities, equipment etc for safety?				
	Do your officials provide rule education as well as rule management for your young people?				

6	Issue	Done	To Do	Due Date	Actioned By
	Do your officials acknowledge participants when they demonstrate good behaviour?				
	Are your officials fair, consistent, and positive in their interactions?				
	Do your officials control negative reaction and comments from spectators?				
	Do your officials set a good example through their actions and words?				
	Do officials know what is expected of them, and keep up to date with the latest trends and safety practices?				
6.6	Administrators				
	Have you modified the <i>Codes of Behaviour</i> for your sport, and distributed them to all the appropriate people including administrators?				
	Do you monitor that everybody is keeping to the guidelines in the <i>Codes of Behaviour</i> ?				
	Do you plan and monitor risk management, making sure all policies are communicated and actioned?				
	Do you recruit volunteers, and then recognise their input?				
	Do you encourage the identification of parent/carer skills, their use where appropriate, and the acknowledgement of their help?				
	Do administrators acknowledge and support personnel who are good with young people?				
	Do you encourage partnerships to maximise the contribution of others (eg parents and schools)?				
	Do you promote opportunities so volunteers know how they could assist?				
	Have you emphasised the benefit of extending participation to include volunteering opportunities?				
	Do you establish links with high schools and train students to assist primary school students?				
	Do you support volunteers by providing training, resources, mentoring and opportunities to build partnerships?				
	Do you encourage the training of personnel and back-up personnel where possible?				
	Do you have documented procedures for training new personnel?				
	Do you document content, delivery, and completion of training?				
	Do you encourage all personnel to enhance their skills through training, accreditation and updating?				
	Do you offer training organised to maximise the number of people who will undertake it?				
	Do you encourage young people to take leadership roles?				
	Do you have a mentoring scheme for your personnel?				
	Do you provide the resources to assist leaders to extend their leadership skills?				

6	Issue	Done	To Do	Due Date	Actioned By
	Do you recognise the work of leaders in publications and at functions?				
6.7	Volunteers				
	Do you give your volunteers the Codes of Behaviour for all roles undertaken?				
	Do your volunteers take up opportunities to increase their knowledge and skills?				
	Do you encourage your volunteers to act as mentors for others?				
	Do you offer opportunities for volunteers to build partnerships with other volunteers?				

7 Quality Coaching

7	Issue	Done	To Do	Due Date	Actioned By
7.1	Planning				
	When planning sessions or season programs are modifications made according to the development of participants (eg skill level, knowledge)?				
	Does planning accommodate the motivations and expectations of the young people themselves?				
	Are cultural backgrounds and special needs of participants considered?				
	Are learning goals set in relation to movement skills, knowledge and understanding?				
	Do you include a focus on etiquette and standards of behaviour?				
	Has an overall management plan (use of space, time, equipment and facilities) been prepared?				
	Are there fun elements in all activities?				
	Are sessions evaluated and changes made for improvement?				
7.2	Coaching Sports Skills				
	Are instructions simple and clear and delivered using language appropriate to participants?				
	Do sport providers maintain a positive manner at all times?				
	Have strategies been provided for expediting management tasks so that more time can be involved in practice?				
	Are young people as active as possible during sessions?				
	Is instruction for a specific skill kept to a minimum before participants are allowed to practice it?				
	Are complex skills broken into tasks so that young people learn easily?				
	Are suggestions available to the coach on how to adapt a teaching strategy to best match the context in which the skill will be used?				

7	Issue	Done	To Do	Due Date	Actioned By
	Are there directions on how activities can be made more challenging as skills develop?				
	Is feedback immediate, constructive and specific?				
	Are participants questioned to see if instruction has been understood?				
	Is training provided on strategies for teaching skills?				
7.3	Coaching Sports Behaviours				
	Do coaches encourage fair play, self-control, cooperation, teamwork and team spirit?				
	Do coaches help young people develop respect for the ability of others and for the judgement of officials, selectors and opposing coaches?				
	Are anti-social behaviours such as cheating, aggression, 'put-downs' and winning at all costs discouraged?				
	Are healthy behaviours promoted (eg active lifestyles)?				
	Are young people helped to build their self-confidence?				
	Are participants grouped so that everyone has the chance of success?				
	Is the sport experience fun for everyone?				

8 Making Sport Safe

8	Issue	Done	To Do	Due Date	Actioned BY
8.1	Facilities and Equipment				
	Do you have a documented procedure for checking facilities to make sure there are no foreseeable risks?				
	Have you established standards for safety equipment needed in your sport?				
	Have you appointed someone to look after your protective equipment, see that it is returned after use, is maintained in a clean condition, and discarded and replaced when necessary?				
	Do you have procedures to check on the correct fit of protective equipment and that it is functioning properly?				
	Is protective equipment available in all the sizes needed?				
	Do you have role models wearing safety equipment so young people follow by example?				
8.2	The Environment				
	Are there clear written guidelines for what to do in adverse weather (wind, cold, heat, rain) about cancelling or postponing training or competition?				
	Do coaches remind young people to drink water before and after training or competition and at selected times when performing or practicing?				

8	Issue	Done	To Do	Due Date	Actioned BY
	Do you have a policy of "No hat - No play", and are children made aware of the need to avoid UV exposure with cover up clothes and hats?				
	Are shades made available in hot weather for young people sitting out while training or competition is in progress?				
	Do you ask parents/carers to send their children ready for safe sport (eg with mouth guards, hats, water bottles)?				
8.3	Training and Competition				
	Were safe training practices covered in the education given to coaches?				
	Do all people working with young people understand that children are not just small adults and there are times during growth when soft tissues and bones are vulnerable to injury through overuse or trauma?				
	Have your coaches sufficient knowledge about adapting training loads to individual needs?				
	Do your coaches understand the detrimental effects of overload on young people, both physically and psychologically?				
	Are you using tools such as a training log to monitor the physical and psychological progress of young people involved in serious training?				
	Do you provide risk management for young people helping with training and competition tasks (eg setting up)?				
	Do you have guidelines for protecting young people when travelling and staying away from home?				
8.4	Infectious Diseases				
	Do you provide update information on practices related to blood spills and check for understanding and implementation?				
	Do you request young people to label their personal belongings such as drink bottles and towels, and let them know why they must not share them with other young people?				
8.5	Medical Conditions				
	Do you have a pre-participation questionnaire for providing information on special needs of young people and the implications of these for participation and what to do in an emergency?				
	Do you check that parents/carers of young people complete a pre-participation questionnaire?				
	Do you have procedures in place to maintain privacy of the information in questionnaires?				
	Do coaches have current first aid qualifications and know what to do for individual young people with special needs?				
	Do you require sport providers include and provide for young people with special needs?				
	Do you provide update information to your sport				

8	Issue	Done	To Do	Due Date	Actioned BY
	providers on practices related to common medical conditions?				
8.6	Preventing Drug Use				
	Do you educate your young people that it is best not to use drugs because it is detrimental to performance as well as their health?				
	Do you actively discourage smoking, binge drinking of alcohol and other drug use?				
8.7	Weight Control				
	If light weight is a concern in your sport, do you offer advice to young people on healthy eating to keep weight at a desirable level?				
	Do you encourage coaches to get help if they suspect a young person is suffering from bulimia or anorexia nervosa?				
	If your sport has a weigh-in to determine level for competition, are your young people made aware of the dangers of dehydration, laxatives etc?				
8.8	Dealing with Emergencies				
	Do you encourage all sports providers working with young people to have current first aid training?				
	Do you check that first aid kits and rescue equipment are available at training and competitions?				
	Do you provide written procedures for dealing with emergencies and check they are being implemented?				
	Do sport providers tell you when an emergency has occurred so that procedures can be changed if needed?				
	Do you keep records of emergencies and contribute to the national database of injuries kept by SMA?				

9 The Law and Sport

9	Issue	Done	To Do	Due Date	Actioned By
9.1	Discrimination and Sexual Harassment				
	Have you prepared your policy on how to prevent discrimination and sexual harassment?				
	Do you offer training to all people working with children?				
	Do you have a mechanism for recording who has been trained and the date of training?				
	Do you check that young people and their parents are informed of their legal rights?				
	Do you check that records are kept of any complaints received, and the action taken?				
	Are you able to recommend someone to offer mediation and counselling in abuse situations?				
9.2	Child Protection				
	Do you have a mechanism for informing everyone of appropriate standards of behaviour?				
	Do you have a process for screening applicants for positions working with children?				

9	Issue	Done	To Do	Due Date	Actioned By
	Have you made everyone aware of their duty of care to young people with regard to reporting any suspected abuse? How are you doing this, verbally or in writing?				
	Do you have a mechanism for dealing with complaints quickly?				
	Have you appointed a Harassment/Child Protection Contact Officer and let everyone know who this person is and how they contact him/her?				
	Have you developed a strategy for handling complaints (eg who is to deal with the complaint, what authorities will be informed)?				
9.3	Drugs in Sport				
	Do you circulate a policy on banned drugs and the consequences of taking them?				
	Do you have a process for how people in your sport can confidentially seek advice?				
9.4	OHS Risk Management				
	Do you check that hazard audits are conducted by sports providers and risk management plans are prepared?				
	Do you have a mechanism for informing people such as coaches and officials of their duties in regard to OHS?				
	Have you obtained the OHS information (brochures etc) you need?				
	Do you have a person for people to contact when they have an OHS problem? Does this person follow through and resolve the problem?				
9.5	Privacy				
	Have you disseminated the ASC's guide on privacy?				
	Do you meet the requirements for privacy protection?				
	Do you seek written approval from parents/guardians before using any young person's visual or audio material in any public medium?				