



Australian Government
Australian Sports Commission

Planning Programs with Schools Checklist

The following checklist will assist you to:

- Plan programs for schools
- Discuss plans with teachers
- Discuss school programs

Before approaching schools

- [] Are you clear about what you want to achieve from your involvement with schools? E.g. Enhanced club participation, increased local volunteer base
- [] Are you aware of what your sport can offer schools? E.g. national, state & local resources
- [] Have you targeted schools you want to work with that are aligned with your overall objectives? E.g. primary/secondary, geographical location, local area need/opportunity
- [] Is there a local club in the targeted area?
- [] Have you contacted the club(s) to find out their interest, and how they could assist?
- [] Can you support the club to assist in their involvement? E.g. Coaching course, equipment provision
- [] In the absence of a local club, have you considered how to achieve your desired outcomes?
- [] Have you identified contact people in the selected school(s)?
- [] Have you identified active contacts in the club(s)?

During discussions with school staff

Below are ideas for discussions with school staff. Face to face or telephone discussions are recommended in this planning phase.

- [] Are you aware of what is already happening in the school with your sport? E.g. Teaching, equipment, teams
- [] Have you discussed any existing links/activities between the school and local club?
- [] Have you identified and recorded what the school(s) can do to support your sport? E.g. Include your sport in the PE program, host clinics, teacher participation in professional development, promote activities to students and parents
- [] Have you identified how you can support the school to promote and deliver your sport? E.g. Training, lesson plans, club information for newsletter, equipment, your assistance
- [] Have you discussed what the sporting body can provide to the school and negotiated associated costs?
- [] Have contact details been exchanged between you and the school?
- [] Have you identified the best ways and times for contacting teaching staff?
- [] Is everyone clear about the decisions made and outcomes achieved during discussions with school staff?

Prior to starting your program

Have you established -

- [] The year levels to target?
- [] The number of students in each group, gender mix, any special needs?
- [] The experience levels of the students?
- [] Where are you conducting the activity?
- [] The facilities/equipment available for use?
- [] The best timing for your program? E.g. Preceding the Club Registration

- [] The details of club involvement?
- [] Your roles, responsibilities and the expectations of others? E.g. Details of expectations of teachers, Sport Development Officers and club members
- [] The requirements for visiting staff and volunteers entering schools and working with students?
- [] How you are going to make your program sustainable?
- [] Instructors are suitably qualified, have necessary Police Checks and understand their Duty of Care responsibilities?

For the duration of your activity session
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- [] Are you aware of the behaviour expected from visiting sporting personnel? E.g. No smoking, appropriate language, wearing hats
- [] Do you know where to meet on arrival and the 'school sign' in procedures?
- [] Are you aware of the start and finish times of sessions?
- [] Have you organised all the equipment and other resources needed?
E.g. Equipment, nametags, club information to handout
- [] Have students been advised of any necessary requirements for the activity?
- [] Do teachers know your expectations of them during the sessions E.g. Supervision, discipline, first aid, participation in the session
- [] Has the session been planned, to match the age group and prior experience of the group(s)?
- [] Has an alternative arrangement for wet weather been organised?
- [] Have you determined with the attending teacher, any special student requirements, needs or anything you need to know about?

After the Program

- Do you have a strategy to obtain feedback about the program?
- Have volunteers been recognised for their support?
- Have you discussed further opportunities for your sport following the program?