Sport Club

Seasonal Start-Up Checklist

* Coaches/Volunteers
	+ Ensure you have sufficient volunteers to meet required [Athlete to Coach Ratio](https://www1.specialolympicsontario.com/resources/7000-209-coach-ratios/)
	+ Ensure all your coaches/volunteers are registered with Special Olympics Ontario
	+ Ensure all your coaches/volunteers have completed [Safe Sport Training](https://www1.specialolympicsontario.com/safe-sport/%23rowan)
	+ Ensure all your coaches have reviewed [Rowan’s Law Training](https://www1.specialolympicsontario.com/safe-sport/#rowan) and completed sign-off (yearly)
	+ Review [Coach Code of Conduct](https://www1.specialolympicsontario.com/resources/code-of-conduct/)
	+ Review potential coach training opportunities for your sport
		- Special Olympics Canada Coach Training
		- Sport Specific Sport Training
			* Hosted by your Provincial Sport Organization
				+ i.e. Basketball Ontario
		- Multi-Sport Courses
			* Hosted by the [Coaches Association on Ontario](coachesontario.ca)
* Athletes
	+ Ensure all your athletes are registered with Special Olympics Ontario
	+ Ensure all your athletes have reviewed [Rowan’s Law Training](https://www1.specialolympicsontario.com/safe-sport/#rowan) and completed sign-off
	+ Ensure athletes have verified an existing, or submitted a new, [Athlete Information Form](https://www1.specialolympicsontario.com/support/athlete-information-form/)
	+ Review [Athlete Code of Conduct](https://www1.specialolympicsontario.com/resources/athlete-code-of-conduct/) and [Rights and Responsibilities](https://www1.specialolympicsontario.com/resources/rights-responsibilities/)
* Club Administration
	+ Verify your Club Session on the Membership Portal
		- Please ensure Head Coach and Team Manager roles are accurate
	+ Create and submit a budget to your Community Council for approval
	+ Connect with your Provincial Sport Lead (staff) or Provincial Convenor (volunteer) regarding upcoming competition opportunities
	+ Inventory Club equipment and include any needed upgrades in your club budget
	+ Review and distribute club Emergency Action Plan
	+ Create and review a Club Communication Plan
		- i.e Call Tree, Team Facebook Group, Team Snap