

**COACHES DUTIES**

Coaches' duties must include the following:

- They must be aware of the applicable standards, written and unwritten, as well as internal policies and rules governing the field of play (slope), their discipline and the programs offered by the club.
- Coaches must monitor their participants' fitness and skill levels, and teach new skills in a progressive fashion suitable to their age and skills. Never leave young participants unsupervised.
- If there is no ready access to medical personnel or qualified trainers, coaches must keep adequate first aid supplies on hand; and be trained in administering first aid.
- Coaches must carry with them, at all times, emergency contact numbers and participants' medical profiles as well as parental permission for medical treatment.
- Coaches must ensure that any participants they supervise have adequate medical extended health insurance (including rescue, ambulance, etc.) if they travel out of province or out of country.
- Coaches must inspect facilities and equipment before every training session and competition and take steps to ensure deficiencies are corrected immediately, or adjust you activities accordingly to avoid the risk.
- Coaches should be covered by the liability insurance policy of the ski club or (if you are remunerated for your coaching services) or your organization (if you are a volunteer coach), or your own liability policy.
- Coaches must be provided with or have adequate accident insurance, including income continuance or be registered by the club with WCB.
- Coaches must not be afraid to stop or withdraw an athlete or a team from any activity that poses unreasonable risks, including stopping a training session or removing your team or your participants from a competition.
- Coaches should pursue training, professional development, and coaching certification.
- Coaches should follow the check list below:

Preliminary essential information:

- you have phone numbers and addresses of athletes and their parents
- you have identified the ski patrol location for medical and/or safety services
- you are aware of the medical conditions of each athlete (e.g. illnesses, allergies, disabilities, injuries)
- you have in your immediate possession the I.C.E. (In Case of Emergency) numbers (for each athlete, who to contact in an emergency situation)
- you are aware of any special procedures required in the event of an emergency for each athlete
- you have letters of permission for medical treatment

Information Athletes and Parents

- you have informed the parents and the athletes of the risks inherent in the sport in general and the specific planned activities
- you have fully and properly explained the safety procedures and instructions related to all activities
- you have checked that the athletes understand the rules, regulations, safety procedures and instructions related to all activities
- when giving explanations for an activity during a training session or during competition, you have emphasized and highlighted potential situational risks

Activity Planning

- you have planned activities which are appropriate for the age, fitness, and ability level of the athletes
- you make sure that all training sessions start with an appropriate warm-up
- you have planned activities to include a reasonable progression and challenge for the athletes
- you have planned alternate activities for athletes who cannot perform the task as planned for the larger group

Emergency Action Plan (EAP)

- you have prepared a formal, written emergency action plan
- you have briefed all coaches, assistants, athletes and other affected parties on the emergency action plan and their role(s) in it

Inspecting Equipment and Terrain

- you are fully aware of the specific safety standards related to equipment (netting, fencing, setting rules, hill difficulty)
- you have checked that each individual athlete's personal equipment (skis, boots and protective equipment) are properly adjusted and in good condition and meet any discipline rules or regulations
- you have assessed the safety of the terrain itself (e.g. hill protection, snow conditions)

- you have personally examined and identified any environmental, equipment, terrain or human risk factors
- you have checked that the athletes wear their protective equipment and that it is properly adjusted and in good condition
- you have checked that each athlete is properly dressed for the expected weather conditions
- you carry or have quick access to a first aid kit or immediate first aid services at all times

Supervision Responsibilities

- you have ensured that the number of athletes involved is not so high as to compromise adequate supervision and safety
- you have looked for signs of fatigue in athletes and, if necessary, brought them into the cool down phase or stopped the activity
- you are prepared to stop the training session if you have to leave the site for any reason, or you are prepared to delegate supervisory responsibility for the activity to a competent and qualified person
- you do not leave athletes unsupervised