KNOW YOUR TEAM. KNOW THE PROCESS.

An awareness checklist for athletes, coaches and families

School / team: _____ My role: _____

Check each item you know. Leave it blank if you need to find out.

INFORMATION & COMMUNICATION

- ☐ I know where to find current schedules, locations and updates.
- ☐ I know how team announcements and changes are communicated.
- ☐ I know whom to contact for routine team questions.
- ☐ I know where to find team expectations, policies and guidelines.

QUESTIONS, CONCERNS & SUPPORT

- ☐ I know where to find the school's chain of command.
- ☐ I know the appropriate first step when I have a concern.
- ☐ I know how and when to request a conversation or meeting.
- ☐ I know where to find reporting procedures for safety concerns.
- ☐ I know who can help when a question remains unresolved.

MY NEXT STEP

One item I need to learn more about:

Where or from whom I will get that information:

KNOWING WHERE TO GO HELPS EVERYONE MOVE FORWARD.

A general reflection tool; follow your school or organization's actual procedures.