

GYM RINGETTE: PRE-EVENT CHECKLIST



- Contact groups and organizations your Association is interested in visiting, find out what would work best for their group or in their community, and schedule the session.
- Ensure you have enough promotional material from your provincial office and Ringette Canada - order more if necessary.
- Be sure any events that will be running in conjunction to your session are scheduled and promoted.
- Gather all information needed to distribute to facilitators, caregivers, and participants at event - send pre-event information to be shared through the locations' newsletters, website or social media.
- Schedule instructors and volunteers and ensure they have been properly screened and completed appropriate Safe Sport training and education.
- Custom print brochures and posters and send any pre-event promotional material to the location.
- Confirm session schedule - times of sessions, number of participants in each session, age of participants, available equipment, available assistants, type of space available, and any special needs or adaptations. Ensure you have enough assistants and volunteers to be able to adhere to the Rule of Two at all times.
- Lead Instructor to prepare Gym Ringette session plans and organize required equipment based on the information collected from the host group.
- Schedule additional volunteers based on needs of each session (good time to train new Gym Ringette instructors by allowing them to assist and shadow).
- Consider individual differences and intersecting variables to be mindful of and implement this into programming.
- Assemble your promotional take home materials - including information about upcoming events (stickers, posters, brochures, colouring books, association specific information).
- Prep photo release waivers and any other required documentation - email forms ahead of the session for caregivers who wish to sign in advance.
- Create name tags and organize uniforms for instructors and volunteers.
- Ensure that instructors and team are aware of any important safety information about the facility.

