Elements required for a coaching session

1	Contact	Participant(s) contact rink to arrange coaching Or Coach, Rink or Committee arrange session and advertise for participants, e.g. Try curling session or Beginner course. Ice and/or room booked, Coach allocation and costs agreed.
2	Group or Player information	Group records, Player details and Player profiling. Information requested to allow accurate session planning. E.g. how many expected? age range? ability? Coach : participant ratio? focus on...? What is/are the player(s) needing assistance with? age, name & contact details? ability? goals? injuries or conditions for consideration and adaptation?
3	Plan and Do	Detailed session plan prepared in advance, taking into account Player's needs. Copies shared prior to session with other coaches - if applicable. Deliver session as close to plan as possible.
4	Review	Review session, e.g. What went well? What could have been better? Did the player(s) learn? How was it coached? Modifications required? Etc.
5	Health & Safety	Records required should an emergency or incident takes place during the session. E.g. attendance record required for fire evacuation, medical information available for first aid treatment or risk assessments to identify and reduce potential harm to participants.