

Wheelchair Rugby Event Checklist

1. Logistics

Airport & Transport

- Wheelchair-accessible airport pickup/drop-off arranged
- Hotel-to-venue transport scheduled (daily, accessible)
- Shared transport schedule sent to athletes and staff

Accommodation

- Hotel entrance wheelchair accessible
- Bedroom door width and bed height appropriate
- Accessible bathroom (toilet, shower)
- Accessible restaurant
- Hotel accessibility verified by a wheelchair user (if possible)

2. Venue & Training Facilities

General Venue Setup

- Venue booked and confirmed for all training days
- Court inspected for hazards
- Good lighting
- Proper ventilation (fans, open doors/windows/ice vests)
- Medical assistance and supplies available
- Wheelchair storage space provided
- Wheelchair mechanic on-site or on standby
- Accessible toilets and changing rooms
- Provide cold drinks and snacks

Equipment & Resources

Have you the following resources available at the venue:

- Court markings in place
- Scoreboard operational
- 40-second clocks functioning
- Try posts and flat cones
- Flip-over or whiteboard
- Balls (multiple)
- Mixed coloured bibs

- Tools and pump available
- Tables and chairs for team and staff
- Meeting room with projector or flat-screen TV (HDMI)

3. Attendance & Support

- How many coaches, officials, classifiers have registered interest in attending
- What levels of experience do your coaches, officials and classifiers bring
- How many players will be available for the educators to work with on their practice days
- Have you a team of volunteers to assist in the running of the clinic
- Can you arrange translators to assist the educators

4. Coaches' Responsibilities

Athlete Welfare

- Check athletes are wheelchair fit (Collect medical/special needs information from the participants)
- Ensure the rugby chairs are suitable and safe for the players – importance on the correct width and back rest height, provide strapping, gloves)
- Give a brief on pushing and chair contact safety before letting your players push off in the rugby chairs
- Communication is important-listen to the players needs during practice and rest as needed
- Brief your support network and volunteers on safe practice and lifting techniques

Practice Schedule

- Speak with the organizers prior-event to align schedule
- Agree on the practice times – plan sessions accordingly and share with everyone involved
- Coordinate around lunch and dinner breaks
- Get emergency contact numbers
- Allow time for game related chair and ball skills (fundamentals)
- Explain the athlete 1,2,3,4 roles on court and assign tasks
- Build up to games on the last day of practice-use interventions to help coaches, officials and athletes

Post-event

- Conduct event debrief with organizers
- Gather feedback for improvements