

APPENDIX 1 - CHECKLIST

RESPONSIBLE COACH: _____

NAME: _____

STAFF*	COMPLETED	COMMENTS
Assign substitute coach (in the event of the responsible coach being absent).		
Inform others in the work team that training must be prioritized.		
LOCATION	COMPLETED	COMMENTS
Choose location for training		
Warn others that you must not be bothered (put a sign on the door, see appendix 4).		
Remove potentially distracting objects		
PARENTS*	COMPLETED	COMMENTS
Inform parents about training and receive consent.		
Inform parents of the importance of continuous training.		
Inform parents of reward system if they are responsible for rewards.		

** NOT APPLICABLE IF YOU AS PARENT ACT AS COACH.*

THE CHILD	COMPLETED	COMMENTS
Inform the child about how and why to train.		
Talk to the child about the importance of always trying their best		
Tell the child about the reward system and rules for rewards.		
TRAINING SOFTWARE	COMPLETED	COMMENTS
Try the software on the computer to be used.		
Create a profile* together with the child.		
Write in the training schedule when training will take place. (Appendix 3).		
REWARDS	COMPLETED	COMMENTS
Decide who will be responsible for rewards.		
Choose rewards (see Appendix 2) and write in logbook.		
EVALUATION**	COMPLETED	COMMENTS
Decide how to evaluate and make appointments for evaluation (see Appendix 4 for support if needed).		

**READ THE MANUAL FOR THE SOFTWARE ON HOW TO CREATE A PROFILE. ** READ SECTION ON EVALUATION IN THIS BOOK FOR MORE INFORMATION.*