

ACCESSIBILITY CHECKLIST

Inclusive Coaching & Participation

A practical pre-activity and delivery checklist for coaches, staff and volunteers planning inclusive sport activities.

ORGANISATION	Aetoi Thessalonikis
MOBILITY	Sport for All: Inclusive Coaching and Participation
USE	Before, during and after an inclusive sport activity

Purpose

This checklist supports the preparation and delivery of accessible, safe and inclusive sport activities. It encourages staff to consider physical access, communication, equipment, coaching methods, safety, support and equal participation, and to record actions where barriers are identified.

HOW TO MARK THE CHECKLIST

YES - in place	PARTLY - improve	NO - action needed	N/A - not applicable
----------------	------------------	--------------------	----------------------

01 Physical Accessibility

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Entrance, activity area and key routes are accessible to participants using mobility aids or requiring additional support.	☐	☐	☐	☐	
Changing areas, toilets and rest areas are accessible and easy to reach.	☐	☐	☐	☐	
The activity space allows safe movement, transfers and positioning without unnecessary obstacles.	☐	☐	☐	☐	
Accessible seating or rest options are available when needed.	☐	☐	☐	☐	
Any physical barriers have been identified in advance and an alternative arrangement is available.	☐	☐	☐	☐	

02 Communication & Information

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Instructions are clear, concise and provided in a format participants can understand.	☐	☐	☐	☐	
Staff check understanding rather than assuming instructions have been understood.	☐	☐	☐	☐	
Visual demonstration, gestures, images or other communication supports are available when useful.	☐	☐	☐	☐	
Participants know how to ask for help, clarification or a break.	☐	☐	☐	☐	
Key information about the activity, schedule and safety is shared in advance where appropriate.	☐	☐	☐	☐	

03 Equipment & Activity Adaptation

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Equipment can be adapted in size, weight, grip, height, distance or other relevant features.	☐	☐	☐	☐	
Alternative equipment or activity options are available when standard equipment creates a barrier.	☐	☐	☐	☐	
Rules can be modified without removing the purpose or enjoyment of the activity.	☐	☐	☐	☐	
The pace, duration, repetitions and level of difficulty can be adjusted to individual needs.	☐	☐	☐	☐	
Adaptations are discussed with the participant and support participation rather than unnecessary restriction.	☐	☐	☐	☐	

04 Inclusive Coaching

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Coaching focuses on what each participant can do and offers meaningful choices.	☐	☐	☐	☐	
Demonstrations and explanations use more than one teaching method where needed.	☐	☐	☐	☐	
Staff allow sufficient time for participants to understand, respond and complete tasks.	☐	☐	☐	☐	
Feedback is respectful, specific and encouraging.	☐	☐	☐	☐	
Coaches avoid assumptions and ask participants what support or adaptation works best for them.	☐	☐	☐	☐	

05 Safety & Individual Support

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Activity-specific risks have been reviewed before participation begins.	☐	☐	☐	☐	
Staff know relevant support arrangements and emergency procedures for the activity.	☐	☐	☐	☐	
Participants can stop, rest or request support without pressure.	☐	☐	☐	☐	
Any required support person, buddy or staff assistance is available and understands their role.	☐	☐	☐	☐	
Safety measures are proportionate and do not unnecessarily limit participation.	☐	☐	☐	☐	

06 Equal Participation & Teamwork

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Every participant has a meaningful role and opportunity to take part.	☐	☐	☐	☐	
Teams, groups and pairings are organised to encourage cooperation and inclusion.	☐	☐	☐	☐	
No participant is routinely separated from the group because of support needs.	☐	☐	☐	☐	
Competitive elements, scoring or rules can be adjusted when they create avoidable exclusion.	☐	☐	☐	☐	
Staff actively promote respect, fair play and positive interaction among participants.	☐	☐	☐	☐	

07

Staff Preparation

Mark one response for each statement. Add a note when a barrier or follow-up action is identified.

Accessibility check	Yes	Partly	No	N/A	Notes / action
Staff and volunteers understand the activity plan and the intended adaptations.	☐	☐	☐	☐	
Roles and responsibilities are clear before the activity starts.	☐	☐	☐	☐	
Staff know who to contact when additional support or a decision is needed.	☐	☐	☐	☐	
The team has the necessary equipment, communication supports and emergency information available.	☐	☐	☐	☐	
A short briefing has been completed on inclusion, accessibility and participant support.	☐	☐	☐	☐	

FINAL REVIEW

Accessibility Action Plan

Use this page to turn identified barriers into practical improvements before the next activity or session.

Activity details

Activity / sport:	Date:
Location:	Lead staff member:
Participants / group:	Completed by:

Priority actions

Barrier / issue identified	Action to take	Responsible	By when

Post-activity reflection

What worked particularly well for accessibility and inclusion?

What barrier or difficulty should be addressed next time?

What adaptation should become standard practice in future activities?

Accessible sport is not one fixed solution - it is an ongoing process of listening, adapting and enabling participation.