




1. UNDERSTAND THE REQUEST	
I roughly know the situation and nature of request of the athlete.	
I have cleared if I am the right person to deal with this request.	
I have checked if the athlete is authorized to use my counselling service.	
If required, I have informed the athlete about alternative places of support.	
2. OUTLINING THE APPROACH	
I have outlined the approximate steps of my counselling approach linked to the specific request of the athlete.	
If applicable, I have cleared financial matters.	
The athlete has given approval to the terms and conditions.	
I have expressed my wish to collaborate.	
3. CLARIFYING THE ORGANISATION	
I have scheduled a date and place for session 1.	
I have provided the Athlete Intake to the athlete.	