



## BADGHA Coach's Checklist

### Pre-Season Tips:

- After you are awarded the team, get access to the BAD website in order to post on your team page
- Review OWHA coaching requirements for age group and level. Coaching certifications are available and updated in the following:  
<https://thelocker.coach.ca>  
<https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx>
- If your team will require tryouts, do not select your assistant coaches, manager or trainer(s) until your final player selections have been made.  
\*Note: Ask other coaches for help and support.

### BADGHA Contacts:

Board President	Craig Spence
Vice President	Terra Leibold
Secretary	Deb Willsie
Treasurer	Kyle Lake
Registrar	Kyle Lake
Fundamentals	Dianna Woodford
Tournament Convenor	Melissa Taylor
Website/Social Media	Dianna Woodford Jenn Hansford
WOGHL Rep	Kyle Lake
OWHA Rep	Melissa Taylor
Equipment Manager	Don Keast
Referee Scheduler	Craig Spence
Ice Convenor	Craig Spence
Bond Convenor	Melissa Taylor
Development Coordinator	Craig Spence
Constitution and Bylaws	Sara Ens



## BADGHA Coach's Checklist

### Tryout Process:

- Find out your ice slots and post them on your team page (4 ice slots are scheduled for each team)
- Prepare tryout plan and schedule exhibition games (notify ice convenor for any home games in order to schedule refs (Refs for tryouts come out of tryout fees)
- Use a set of old jerseys for tryouts
- Prepare evaluation sheets for tryouts
- Find coaching helpers to run your on - ice drills
- If necessary find additional helpers to evaluate players
- Any player coming from another association must have a "Permission to Skate" from their association prior to stepping onto the ice
- Communicate to the players what you are looking for and how your tryout process will be handled
- Post any updates on your team page as soon as possible
- All players must pay for tryout fees prior to stepping on the ice
- Prior to making final cuts, contact the president or board to review player numbers as this may determine number of players for 2nd teams
- After final selections have been made, post your final roster on your home page as soon as possible
- Send a complete list of all your players and bench staff to the registrar by **June 1**

### Parent Meeting: (after tryouts are completed)

- Schedule your Parent Meeting
- Clearly discuss Registration fees, refer to Registration Form on the main page (Registration fees, Competitive fees, Raffle fees and any additional fees)
- Create a team budget for your team, this should be available for anyone to review during the season.
- Discuss fundraising and sponsorships, and clearly discuss how team fees will be used.
- Discuss your tournament plan for the season (BADGHA tournament typically in early January)
- Discuss player and parent expectations for the season
- Discuss your player development plan for the year; development contractors
- Discuss dressing room rules that must be followed, bullying, electronics, dressing room monitoring etc.



## BADGHA Coach's Checklist

- Schedule a board member to be present at your meeting
- Obtain all player and parent information for team communication

### Team Staff:

- Pick your team staff. Clearly discuss expectations for each role;
  - Assistant coaches,
  - Trainer(s)
  - Team Manager. See Team Manager Document on [www.badgha.com](http://www.badgha.com)
- Select two (2) Dressing room moms. Coaches need to arrange for 2 Dressing Room mom's for each practice and game.
- Select one (1) Parent Liaison to manage issues, complaints and questions between the Parents and Bench Staff
- Select one or more (1+) Team Rep to represent your team at each Board Meeting for the season
- All coaching staff and Dressing Room moms need;
  - Respect in Sport
  - Police checks (without it no staff is permitted in dressing rooms, on the bench or on the ice. If a team is selected in Sept, submit within 1 month. No cost if you take the volunteer sheet with you. This is required for all team staff, including all dressing room moms.  
\*Note: (5 team staff are covered for insurance by association. You are required to be insured only once, so you are covered for multiple teams)
- Create an account using RAMP and register your team staff.
- Please inform the Board of your Bench Staff 7 days prior to the Roster registration date.

### Roster:

- Every parent, player, and coach must read Bill 193, Rowan's Law (Concussion Safety 2018, and sign the Acknowledgement form prior to signing the "Waiver" for the team roster.
- Once you receive the "Waiver", typically in August, complete and submit to RAMP by July 15. Complete in full and double check for errors. This determines how quickly you will receive your final roster which you will need to register for all tournaments.
- After you receive your approved roster, double check for errors. Keep one with you at all times.

### Ice Slots and Scheduling:



## BADGHA Coach's Checklist

Communicate your ice preference to your ice convenor. You are responsible for informing the ice convenor for all scheduled games, cancellations and any changes.

\*If you forget to notify your ice convenor for a home game, you will not have refs.

- In case a game needs to be cancelled and or rescheduled, contact the ice/referee scheduler ASAP. A 72 hour notice is required for handing back ice times. Use the OWHA recommendations in rescheduling and work together to reschedule a game within the OWHA requirements.
- If necessary you may need to get support from your WOGHL OR LOWER LAKES REP, especially if both parties are having difficulty finding Scheduling dates and related information, will be communicated to all coaches and manager prior to the season, WOGHL or Lower Lakes (Scheduling will be mid to late September)

### Equipment:

- Try on jersey set with players, possibly at parent meeting, to be determine sizing and choose numbers
- Player name bars will be changed annually. This must be done through Sport's Excellence.
- Coaches will work with the Equipment Manager to have name bars attached and removed on requested player numbers.
- Teams are responsible for any lost or damaged jerseys.
- Please be sure to take good care of them, in order for the jerseys to last, for future teams.
- All jerseys are to be collected and returned to the Board by May 31.
- The BAD Girls Hockey Association will give \$50 per season per team for first aid supplies with submitted receipts by May 31 of the current season.
- All BADGHA merchandise should be purchased from Sports Excellence (London).

### Coaching Resources:

- Read through the OWHA handbook so you are familiar with the rules and policies. Some coaching material is available through the board. There are also many resources available, notably
  - Hockey Canada. <https://www.hockeycanada.ca>
  - OWHA <https://www.owha.on.ca/content/coaches>
- Create a coaching plan for the year with specific skills and strategies you want your team to improve or build on.



## BADGHA Coach's Checklist

*Quote - "Just because you are a volunteer is no excuse for not being prepared."  
Mike Babcock, Toronto Maple Leaf Head Coach*

### Coach's Meeting:

- There will be a scheduled coaches meeting prior to the season, to discuss responsibilities and expectations. Some of the items covered will be:
  - Tampering Rules
  - Suspensions / Discipline procedures
  - AP call ups
  - Trading ice
  - Return from injury
  - Game sheets
  - In season player movement
  - President is contact for everything at all arenas
  - Deadline for Police checks (Offence declarations)
  - Review Rowan's Law requirements

### Dressing Room and On-Ice Requirements:

- Ensure you have a trainer(s) at each game and practice. They must be on your roster or in case of your trainer(s) being away, notify your registrar and you may be able to add another one or if for a game you may request the use of the other team's trainer.
- Trainer (female) to have an EAP plan available for all arenas (request other associations for their EAP plan)
- Minimum 2 dressing room moms in dressing room at all times, including practices., Can include the trainer (trainer + dressing room mom)
- All coaches, trainers, and on-ice helpers are required to be added to your roster
- You are responsible to schedule time keepers for all your home games

### End of Season:

- Close team bank account and email team financial statement from season
- At the end of your season please return the following items at the year end Banquet:
  - Both complete sets of jerseys, washed by May 31.
  - First aid kits



## BADGHA Coach's Checklist

Please notify the Equipment Manager of any lost or damaged equipment as soon as you find out.

### **Final Notes:**

Coaching is a very rewarding role but it is often a thankless job with a lot of responsibility. Seasons sometimes don't go as planned but it doesn't mean you failed. Stay positive, stay the course and keep aligned with your coaching plan. Throughout the season always seek advice and support from fellow coaches and your board. Support your players and promote your association where ever you go. It is always what you make it. Congratulations on receiving the head coach position for your team and thank you for volunteering your time! Good luck in your upcoming season! **GO BLAZERS!!!**