



BADGHA Girls Hockey

Coach's Checklist - 2019-2020

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:

Current contacts from you BADGHA board are:

Board President	<u>Jen Green</u>
Vice President	<u>Jen MacMillan</u>
Ice Convenor	<u>Jen Green</u>
Referee scheduler	<u>Jen Green</u>
Treasurer	<u>Jodi Nutley</u>
Registrar	<u>Nicole Knelsen</u>
Secretary	<u>Julie Cronheimer</u>
Development Coordinator	<u>Ben Van de Peer</u>
OWHA rep	<u>Johnny Knelsen</u>
WOGHL Rep:	<u>Johnny Knelsen</u>
Equipment manager:	<u>Johnny Knelsen</u>
Tournament Convenor	<u>Dione Hildenbrand</u>
Banquet Organizer	<u>Shannon Jacques</u>
Association Sponsors	<u>Julie Cronheimer</u>

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 to the registrar

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.
- 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, trainers, manager, dressing room mom etc. (5 team staff are covered for insurance by association. You are required to be insured only once, so you are covered for multiple teams)
- Submit your team staff to registrar. Include:
 - D.O.B. for all staff
 - Indicate their role
 - Certification numbers for all staff including assistant coaches, trainers and managers
 - Respect in Sport
 - Police checks (without it no staff is permitted in dressing rooms, on the bench or on the ice. If 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.

Roster

- Every parent and player, and coach must read the 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 registrar as soon as possible.
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

- 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 72hour 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

- Teams will be supplied with game pucks, water bottles, First Aid kits, and home socks. Additional socks will need to be covered by team fees. Please accept the equipment you are supplied with unless there is a major problem.
- Player name bars will be changed annually. Request player numbers as soon as tryouts are completed and provide them to the equipment manager.
- Teams are responsible for any lost or damaged jerseys. Please be sure to take good care of the them, in order for the jerseys to last, for future teams.

Coaching Resources

- Read thru the OWHHA 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>
- Create a coaching plan for the year with specific skills and strategies you want your team to improve or build on.
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 (Jen Green) 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 teams 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
- Score clock instructions handed out

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. Please notify equipment manager of any lost or damaged equipment as soon as you find out.
- First aid kits

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!!!

