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# HEAD COACH CHECKLIST

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## 1. PRE-SEASON

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- Check your Coaching Qualifications (i.e. police check, qualification/certification requirements, respect in sport, gender identity and expression course) and those of all coaching staff
- Familiarize yourself with all OMHA/OWHA and Relevant League (i.e. Shamrock/Lambton-Middlesex/WOGHL) policies
- Complete Coaching Philosophy. Your philosophy will be verbally shared during tryouts and a written copy provided to parents/players during your parent meeting
- Confirm tournaments and submit the Tournament Funds and Permit Request Form (refer to SMMHA website)

## 2. TRYOUTS (AS APPLICABLE)

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- Review SMMHA Tryout Policy and ice times (refer to SMMHA website)
- Develop your tryout plan, people to run on-ice tryouts, and equipment required. People running ice should not have a conflict (i.e. parent with child trying out)
- Confirm a min. of two (2) neutral evaluators who will participate in player evaluations
- Coach is responsible for organizing player registration for tryouts
- Coaches Committee Division Rep. will collect tryout fee from players during registration (at first tryout). Division Reps. will be present as observers during tryouts
- 24-hour rule will be in place during tryouts and parents/players will be directed to Division Rep. as first point of contact
- Coach must hold a parent meeting following first tryout evaluation to explain tryout format, set expectations and verbally outline your coaching approach for the season. Division Rep. will attend the meeting
- During team evaluation and selection process, coach along with another coach/evaluator will hold player selection meetings. Be mindful of the impact the news may have on players and parents. Affiliated Players (AP) cannot be selected/confirmed during tryouts.
- Immediately following final tryout, submit Final Roster (incl. players, coaches, trainer and manager) to Coaches Committee Chair, Division Rep., and OMHA Rep.

## 3. START OF SEASON

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- Select Parent Rep (refer to SMMHA website)
- Hold a parent meeting to introduce staff, explain coaching philosophy and approach, expectations for season, team schedule, assign parent duties etc. Have parent sign form confirming they understand SMMHA policies. Have parent complete player medical information form. Collect REP fee cheque (if applicable) and separate BOND fee cheque
- Confirm who on coaching staff will have team site website access and send name to SMMHA webmaster
- Confirm between coaches how shared practice ice will work for season (if applicable)
- Confirm Affiliate Players (AP) to be used for season, communicate with team players/parents, and meet with AP player/parent to outline expectations for season and have required form completed and submitted
- Confirm team key contact for all scheduling issues and advise Shamrock/LM/WOGHL Reps
- Develop a parent game timeclock/game sheet schedule for regular season home games
- Each team should be represented at SMMHA monthly meetings (refer to SMMHA website)
- Please contact your Division / OMHA / Shamrock / LM / OWHA / WOGHL Reps as needed