



HEAD COACH CHECKLIST

1. PRE-SEASON

- ☐ Check your Coaching Qualifications (police check, qualification requirements, respect in sport, gender identity and expression course) and those of all coaching staff (head coach's responsibility)
- ☐ Familiarize yourself with all OMHA/OWHA and Relevant League (i.e. Shamrock/Lambton-Middlesex/WOGHL/Tri-County) policies
- ☐ Complete Coaching Philosophy. Your philosophy will be verbally shared during tryouts and a written copy during your parent meeting
- ☐ Confirm tournaments (many fill up quickly) and submit the Tournament Funds and Permit Request Form located on SMMHA website

2. TRYOUTS (AS APPLICABLE)

- ☐ Review SMMHA Tryout Policy and ice times (recorded on website)
- ☐ Develop your tryout plan, people to run on-ice tryouts, and equipment required
- ☐ Confirm a min. of 3 neutral evaluators who will participate in player evaluations
- ☐ Coach is responsible for organizing player registration for tryouts
- ☐ SMMHA Rep. will collect tryout fee from players during registration and prior to first tryout. Coaches Committee 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
- ☐ With the Division Rep, hold parent meeting following first tryout evaluation to explain tryout format, set expectations and outline your coaching philosophy (verbal and high-level)
- ☐ During team evaluation and selection process, hold player discussions in private setting and always have min. 2 coaches/evaluators present. Be mindful of the impact the news may have on player and parent(s)
- ☐ Immediately following tryouts, submit Final Roster to OMHA Rep (AP's can be added later) including coaching staff, trainer and manager

3. START OF SEASON

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