

Competitive Coach Tryout and September Checklist

- **Receive complete list of players trying out for team including contact information. If players show up during tryouts NOT on your list. Ask them to be patient, they may not skate but for them to contact convenor or registrar asap. Your list is the definitive list of registrants. Registrar or convenor will contact you if changes occur.**
- **CONFIRM AND ADHERE TO NUMBERS OF SKATERS AND GOALIES REQUESTED BE TAKEN BY MINOR HOCKEY. That number will be given to you in advance of first skate. Be discreet with that information as number may change slightly during the early stages of your tryout.**
- **Receive complete list of dates, time and locations of all of your tryout ice.**
- **Notify all players of tryouts. Take care to ensure all players on your list have received the information.**
- **Gather equipment necessary for tryouts and regular season. Equipment includes, trainers box, jerseys, key to coaches box, pucks, water bottles, whistles, pinnies etc.**
- **Sign Coaches contract and Code of Conduct and submit to Minor Hockey.**
- **Gather administrative equipment necessary for season including, OMHA Handbook, Gamesheets, League Schedule, Copy of Roster, Copy of AP Roster, Volunteer Letter, Code of Conduct, Parent Passes, Bench Passes and list of Shamrock Coaches and Managers to arrange exhibition games.**
- **Shamrock meeting is second Monday of September. First month of regular season should be available within 48 hours of that time.**
- **Take note of checking clinic and goalie clinic and ensure your players are notified and participate if required or desired. All players MUST participate in ONE checking clinic BEFORE they begin playing in games where bodychecking is permitted.**
- **Assign team officials including Manager, Assistant Coaches and Trainer. Please notify convenor with contact information of these officials so that they may be kept within the communication loop. Ensure they have proper accreditation and certification as soon as possible. OMHA is removing and has removed most of the grace period for pending certification.**
- **Determine team players as soon as fairly and practically possible. As soon as you have the names of your players and officials, contact Convenor and ensure your roster is filed and returned to you so that you may play league and tournament games. You may not begin without it.**
- **If you are an "A" coach, please notify cut players of AE tryout times. If you are an AE Coach, please notify cut players of Local League Evaluations. This should be done IMMEDIATELY upon notification that they are not going to be with your team to alleviate concern and questions.**

- **Review tournament schedule with assistant coaches and contact Tournament Convenors and get registered asap. Notify Lambeth Convenor ASAP so that games can be changed.**
- **Hold parent meeting to discuss fundraising, volunteer requirements (distribute Volunteer Letter), code of conduct (sign and return to Minor Hockey) and most importantly communication methods and process. Introduce team officials and coaching expectations (yours and theirs) This should occur as soon as possible after team is determined.**

KEEP THINGS SIMPLE AND DELEGATE TO THOSE MOST CAPABLE

Regular Season Maintenance List

- **Ensure home game sheets are in coaches box immediately after games.**
- **Monitor your own roster and suspensions accordingly**
- **Notify Convenor asap for game changes**
- **Communicate dates times and locations of games, practices and tournaments with your players and their families.**