

# Coaching Checklist for a Successful Season

## 1. Review the OMHA Code of Conduct

- a. See omha.net

## 2. Review, Understand and Promote the Schedules from the MDMHA Constitution- see millbrookhockey.com – Boardroom section

- a. Schedule A – Coach’s Code of Conduct
- b. Schedule B – Volunteer’s Code of Conduct
- c. Schedule C – Parent’s Code of Conduct
- d. Schedule D – Hockey Players Code of Conduct
- e. Schedule E – Financial Accountability

## 3. Conduct a Team Meeting

- a. Hold a team meeting within the first two weeks of the season
  - i. Discuss such issues as: team rules, discipline – codes of conduct, coach expectations, captain and assistant captain selection process and their responsibilities, equal ice time, bench shortening, power plays/penalty killing practices, how will affiliated players be used, fundraising, dress code, tournaments and exhibition games.
  - ii. **Communication** with your players and parents is of utmost importance. Please be very clear about issues concerning your team.
- b. If required, ask for volunteers for:
  - i. Assistant Coach
  - ii. Trainer
  - iii. Manager
  - iv. Treasurer
  - v. Fund Raising
  - vi. Bringing team jerseys.

## 4. Obtain Your Team’s Equipment from the Equipment Manager

- a. Pucks
  - i. Blue – 4oz for Mytes/Tykes
  - ii. Black - 6oz for all other ages
- b. First Aid Kit
- c. Jerseys – Home and Away
- d. C’s and A’s for 1 captain and three assistants
- e. Goalie equipment – Myte/Tyke/Novice only.
- f. Socks – when order arrives.
- g. Name bars – when order arrives (if ordered by MDMHA).

Coaches will sign for and be responsible for their team equipment. Any player wearing a game jersey for anything other than a game, without the consent of the MDMHA, will be subject to a one game suspension. Please arrange for a parent volunteer to bring the jerseys to each game. **DO NOT LET** the players take them home – you are responsible for them. There will be a \$40 charge to the coach for any lost jersey.

## 5. Roster Your Team

- a. Choose your Team Officials – allowed to roster you plus 4 more
  - i. Assistant Coach
  - ii. Trainer
  - iii. Manager

Note 1: Treasurer is not considered a team official.

Note 2: The positions of Treasurer and Manager are critical and must be held by two different people. Spouses of the head coaches will not hold these positions.

- b. Ensure your team officials are certified
  - i. Coach and Assistant Coach
    1. Myte/Tyke – Police check + PRS + CHIP required.
    2. Novice or above – Police check + PRS + Coaching Development 1 or above required.
  - ii. Trainer – Police check + PRS + Trainers course required.
  - iii. Manager – Police check + PRS required.

Note: No individual may sign more than one OMHA team officials card with the same team. You could sign two different cards with different teams.

- c. Submit your team to the OMHA. Contact.
  - i. Affiliate players with your team by following the AP rule in the MDMHA Constitution (see millbrookhockey.com).
  - ii. Atom and Peewee coaches: In the case where an Atom aged player playing non-contact is asked to be an AP for a team playing contact, please make sure that everyone else involved is well aware of the contact aspect when moving up. It is strongly advised that the player attend practices with the contact team and that the player receive extra body contact practice.
  - iii. Submit a list of team officials and players with addresses and dates of birth to the OMHA Contact for submission to the OMHA.
  - iv. New players must submit a copy of their birth certificate.
  - v. No players will be allowed to play in a game until roster has been submitted.
- d. Things to consider:
  - i. Team must be rostered to take part in tournaments.
  - ii. MDMHA will reimburse Team Officials for the cost of their courses (provide receipt to MDMHA Treasurer).
  - iii. Only Team Officials are allowed on the bench.
  - iv. Police checks are to be handed in the Team Officials Coordinator.

## 6. Attend the Scheduling Meeting

- a. Ice Scheduler will provide sheets with your available time slots.
- b. Each child is entitled to one practice and one home game per week – please don't use your practice time for exhibition games.
- c. Work with the Ice Scheduler to solve conflicts.

## **7. Conduct Good Practices**

- a. Be prepared – have a plan.
- b. Use volunteers – each non-rostered volunteer must complete a police check, and must complete and submit a Volunteer Insurance Form (available at [millbrookhockey.com](http://millbrookhockey.com)) prior to going on-ice. Cost will be paid by MDMHA.
- c. Please ensure that all players wear the proper equipment. This includes mouth guards and neck guards. Any on-ice helpers that are minor hockey age must wear full equipment at all times. Adult on-ice helpers (team officials and volunteers) must wear a CSA approved helmet, gloves, and skates at a minimum.

## **8. Enjoy Your Games**

- a. Must be a Coach on the bench.
- b. Must be a Trainer on one of the benches for the game to be played.
- c. If your Trainer is not available:
  - i. contact a trainer from another Millbrook team,
  - ii. contact a trainer from the opposing team (in advance if possible),
  - iii. notify Team Officials Coordinator.
- d. Game sheets
  - i. Provided by the OMHA Contact.
  - ii. Team List stickers
    1. Not permitted by OMHA.
    2. Permitted by LEO.
  - iii. Team Officials Certificate Numbers
    1. OMHA will not accept “pending”.
    2. LEO will accept “pending” if you are registered for a course.
  - iv. Game Numbers
    1. Available on the master schedule.
    2. Available on OMHA website: [omha.net](http://omha.net)
    3. Must be on game sheet.
  - v. C’s and A’s must be on the game sheet or the referee may not allow anyone from the team to speak with a referee during the game.
- e. NO REFEREES, NO GAME.
- f. Coaches are to report any Suspensions, Misconducts, or Injuries to the OMHA Contact Person a.s.a.p. Coaches are to see that all members of the team staff strictly follow the Code of Conduct. Please address promptly and report harassment of any kind to the MDMHA executive.
- g. If you have complaints about officiating, notify the OMHA Contact. You may also notify the MDMHA Referee-In-Chief, but never individual referees.
- h. Canceling Games/Practices
  - i. OMHA teams cannot cancel/reschedule a game without going through the local OMHA Contact.
  - ii. Any games that are cancelled must be reported to the Ice Scheduler a.s.a.p.
  - iii. Any practice times that are cancelled must be offered to other teams. For the names and numbers of other coaches, please see [millbrookhockey.com](http://millbrookhockey.com).
  - iv. Always notify the Ice Scheduler of changes a.s.a.p.

## **9. Enter Some Tournaments**

- a. All tournaments that you enter must be OMHA sanctioned.
- b. You need a copy of the official roster to enter a tournament.

- c. If you are eligible for a home tournament, you must still register by the tournament deadline with the MDMHA Tournament Coordinator.

#### **10. Pickup Your Door Pass**

- a. Will be available from the Gatekeeper.
- b. One complimentary door pass for each team official.

#### **11. Through Out The Year**

- a. Mail/Correspondence
  - i. In the Referee's room there is a mail slot for each coach.
  - ii. Check your mail slot regularly.
  - iii. When using mail slot area to deliver anything, please mark the person's name very clearly.
- b. Picture Night
  - i. There will be player/team photographs taken by Challice Photo during one of your practices.
  - ii. Home jerseys/socks should be worn.
  - iii. The photographer will provide (in advance) packages to be distributed and completed prior to picture night.
- c. On Ice Events
  - i. If you wish to hold an on ice event (e.g. parent/child skate at Christmas), a Special Event form must be completed, submitted, and approved before holding the event. This ensures insurance is purchased for the event (team must pay the cost).

#### **12. At Season's End**

- a. Return Your Equipment
  - i. Remove namebars.
  - ii. Ensure jerseys are washed or you will need to pay a cleaning fee.
  - iii. Charges will apply for all missing equipment.
- b. Have Your Team Attend the Banquet
  - i. Complete your Esso Awards
  - ii. Be prepared to give a short (2-3 minute) season overview.