



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 KMHA Rules of Operation – See kentminorhockey.com – Information section

- a. Code of Conduct – General Statement
- b. Coaches and Team Personal
- c. Officials Code of Conduct
- d. Parent's Code of Conduct
- e. Hockey Players Code of Conduct
- f. Fundraising and Sponsorship

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.
 - iii. Collect and create parent contact list i.e. email and phone numbers
- b. If required, ask for volunteers for:
 - i. Assistant Coach
 - ii. Trainer
 - iii. Manager
 - iv. Treasurer
 - v. Parent Liaison
 - vi. Fund Raising

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.

5. Roster Your Team

- a. Choose your Team Officials – allowed to roster you plus 4 more
 - i. Assistant Coach
 - ii. Trainer
 - iii. Manager
- b. Ensure your team officials are certified
 - i. Coach and Assistant Coach
 1. **Novice HL/Myte/Tyke** – Police check + Respect in Sport “Activity Leader/Coach” or the equivalent “Speak Out” certification + CHIP required.



2. **Novice or above** – Police check + Respect in Sport “Activity Leader/Coach” or the equivalent “Speak Out” certification + Coaching Development 1 or above required.
 - ii. **Trainer** – Police check + Respect in Sport “Activity Leader/Coach” or the equivalent “Speak Out” certification + Trainers course required.
 - iii. **Manager** – Police check + Respect in Sport “Activity Leader/Coach” or the equivalent “Speak Out” certification required.

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

- c. Submit your team to the KMHA Registrar and the VP of Travel, House League & Local League.
 - i. Affiliate players with your team by following the AP rule in the KMHA Constitution (see kentminorhockey.com).
 - ii. Submit a list of team officials and players with addresses and dates of birth to the KMHA Registrar for submission to the OMHA.
 - iii. New players must submit a copy of their birth certificate.
 1. Tyke Division Coaches must collect birth certificates from all players and provide to KMHA Registrar at earliest opportunity
 - iv. No players will be allowed to play in a game until roster has been submitted.
 - v. All registered players must have one parent complete Respect in Sport – Parent program prior to the start of playing season (one time only)
- d. Travel Teams to submit proposed Budget to KMHA Treasurer. See kentminorhockey.com Forms section.
- e. Things to consider:
 - i. Team must be officially rostered with OMHA to participate in tournaments.
 - ii. KMHA will reimburse Team Officials for the cost of their courses (provide receipt to KMHA Treasurer).
 - iii. Only Team Officials are allowed on the bench.
 - iv. Police checks are to be handed in the President of KMHA or KMHA Abuse & Harassment Chair.

6. Attend the Scheduling Meeting

- a. Ice Scheduler will provide sheets with your available time slots.
- b. 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 have the equivalent PRS or “Speak Out” certification. Cost will be paid by KMHA.
- c. Please ensure that all players wear the proper equipment. This includes mouth guards and neck guards.
 - i. Any on-ice helpers that are minor hockey age must wear full equipment at all times.
 - ii. 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 Certified 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 the opposing team (in advance if possible),
- d. Game sheets
 - i. Provided by the KMHA OMHA Rep Contact.
 - ii. Game Numbers
 1. Available on the master schedule see kentminorhockey.com Calendar.
 2. Available on OMHA website: OMHA.net
 3. Must be on game sheet.
 - iii. 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 KMHA Directors, VP and KMHA OMHA Rep a.s.a.p.
- g. 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 KMHA Abuse and Harassment Chair or any KMHA Executive member ASAP.
- h. If you have complaints about officiating, notify the KMHA OMHA Rep and cc KHRA, but never individual referees.
- i. Canceling Games/Practices
 - i. OMHA teams cannot cancel/reschedule a game without going through the local OMHA REM Contact.
 - ii. Any games that are cancelled must be reported to the Ice Scheduler a.s.a.p.
 - iii. Always notify the Ice Scheduler of changes a.s.a.p.

9. Tournaments

- a. All tournaments that you enter must be sanctioned.
- b. You need a copy of the official roster to enter a tournament.
- c. Travel permit requests must be completed and submitted to VP of Travel, House League, Local League and the KMHA OMHA Rep for submission to OMHA. See kentminorhockey.com Forms section.

10. Through Out The Year

- a. Mail/Correspondence
 - i. Thames Campus – Hockey Office 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 during one of your practices.
 - ii. The photographer will provide (in advance) packages to be distributed and completed prior to picture night.

11. At Season's End

- a. Return Your Equipment
 - i. Remove name bars.
 - ii. Ensure jerseys are washed or you may be required to pay a cleaning fee.
 - iii. Charges will apply for all missing equipment.
- b. Attend the year end Annual General Meeting