



Coach's Checklist

Before posting team selections on website:

- Make sure all selected players have registered online (IT Sports)
 - Make sure all selected players have paid their competitive fee
If the competitive fee payment cannot be made or a payment plan worked out with the Association, please move to the last player cut from tryouts.
- NOTE: 2nd team and Novice teams – this is to be done ASAP after team is selected.**

After Team has been created:

- Email a complete list of player names to the Registrar by the **end of May**
NOTE: 2nd team and Novice teams – this is to be done ASAP after team is selected
 - ✓ Indicate which players are Goalies
 - ✓ RETURNING Players: Add parents name
 - ✓ NEW Players: Need D.O.B., name of parent(s), contact info and the Association they played for previously.
 - ✓ Parents must contact previous Association to request a release.

- Advise Registrar what level your team would like to play at (A,B,C, or...) This needs to be clearly communicated to the Parents.
NOTE: Final decisions will be made by the Board.

TEAM STAFF

- Submit list of staff names to registrar A.S.A.P.
- Include the following:
- ✓ D.O.B. for all staff
 - ✓ Indicate their staffing role,
 - ✓ Certification numbers for all staff including trainers, managers and assistant coaches, as well as Respect in Sport.

Submit Police Checks for all staff by **Sept 1st**. **Without it, staff are NOT** permitted on the ice or bench. (In cases of teams being named after Sept. 1st., submit within 1 MONTH after roster is made.

NOTE: The Association will cover the cost of insuring up to FIVE bench staff. Teams will be responsible for insurance fees for any staff beyond that, at a rate of **\$53.00 each**. This will be collected by the Registrar at the end of the season.

You are only required to be insured ONCE. If you are coaching for more than one team, you will not count against the 5 of the *second team*.

- ❖ Bench staff (coaches, trainers, managers) shall not be in any romantic relationship with each other, past or present.

Signing of the roster must be done a.s.a.p. (over summer if possible)
✓ Once it is signed by all players and staff please return it to registrar

Send ice request of preferred days of the week to ice convenor.
✓ Throughout the season, you are responsible for informing the Ice Convenor of all scheduled games, cancellations, any changes or trades.

Contact Equipment manager for jerseys, socks, trainer bag, pucks, and cones.
✓ Please take what you are given unless there is a major problem.
✓ All must be signed out and returned at the end of your season

GENERAL INFORMATION:

1. Calling up players is to be done by calling from the team directly below and then from age group below with same or lower letter. Ex.: Bantam A/BB to call Bantam B/C then Peewee A/BB or Peewee B/C
2. Up to THREE exhibition games are allowed for the season
3. Please create a team budget and supply a copy to the Board for future reference. The Association can supply a template if needed.
4. Pre-season team meeting with parents must have a Board member present. Please plan this out with team manager. Topics should include expectations of players and coach, tournaments, extra ice, team budget and fundraising if needed. Please do not forget about provincials and the expense that come with provincials.
5. Panther wear/ apparel is only to be purchased from approved supplier:

Perani's London - 4380 Wellington Rd. S. London (519) 685-2227



6. There are 2 Panthers tournaments, one is pre-season (Big Cat) for our Tier 1 Teams: A, BB, and B. The second tournament is in early December (Panthers on the Prowl) for the rest of our teams. Entry for a Panther team is free, provided your team helps out with the Panther tournaments even if your team is not participating in it. Teams choosing not to help out will be charged for entry.
 - a. Please try not to plan an away tournament for your team during these weekends. We would like all teams to be involved and show Panther Pride by helping out around the rinks. If no division is available for your team the Association will contribute to the fees for another tournament for your team.
7. LLFHL and WOGHL Scheduling: The scheduling meeting for LLFHL will be set for mid to late September in the GTA. The scheduling meeting for WOGHL will take place in late September to early October in the Komoka area
8. Please promote our Panthers website. It is a great tool to keep your team informed and write-ups or articles about your Team on your designated team page can have a big impact on your Players.
9. Coaching is a hard job and sometimes a thankless one that comes with many responsibilities. If you have any questions, please ask your league representative or your Panthers liaison. They are all willing to help. Thank you for being a coach and best of luck in your season!