



Coach's Checklist

1. Please have your players complete registration and payment for competitive fee within 24 hours of your team being selected. Before you post the team on our website be sure it has been approved by the President. If competitive fee payment cannot be made or payment plan worked out with association please move to the next player on your selection list of players.
2. Advise registrar what level your team would like to play at (A,B,C, or...) final decision will be made approved by the Board.
This needs to be CLEARLY communicated with parents
3. TEAM STAFF. Association will cover the cost of insuring 5 bench staff. Teams responsible for insurance fees for any staff, over and above 5. **Note:** if coaching for more than one team, you will not count against the 5 of the second team. A list of staff is to be sent to the registrar asap. All bench staff must register on RAMP as well, noting their role. All staff must have Respect in Sport. And Police Check By Sept 1st. or they will not be permitted on the ice or bench. Except in cases of teams being named after Sept. 1st. then ASAP after the roster is made. Bench staff (coaches, trainers, managers) shall not be in any romantic relationship with each other, past or present without board approval.
4. RAMP Portal and roster. Our registrar will be in contact with you as your roster is set. OWHA needs to approve it, this process has many parts and takes time. Please respond quickly to information sent to you by the registrar. Once approved you will receive login information for RAMP Portal, all games home games must be entered here. There will be information sent along about using the portal. **Our ice convenor needs to be told about all home games**

5. Send an ice request of preferred days of the week to the ice convenor, We will try to accommodate major conflicts if possible. **Inform ice convenor of all scheduled home and away games, cancellations, any changes or trades. Make sure Game Codes are available**
6. Contact Equipment manager for trainer bags, pucks, cones,(jerseys for U9-11) all must be signed out. If you require more supplies during the season contact the equipment manager.
7. Calling up a player is to be done by calling from the team directly below and then from the age group below with the same or lower letter. Exp. Bantam A/BB to call Bantam B/C then Peewee A/BB or Peewee B/C. Contact the coach of the team you would like to call a player from first before talking to the player or family. This has to be completed through the RAMP portal, AP player Request. Email will be sent to the coach of that team for approval
8. Up to 5 exhibition games are allowed for the season
9. Please make a team budget and supply a copy to the board for future reference if needed. Association will supply a template if needed.
10. Pre season team meetings with parents must have a board member present. Please plan with the 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 expenses that come with provincials.
11. Panther wear/ apparel is only to be purchased from approved supplier
London Sports Excelants 4380 Wellington RD South
<https://londonsportsexcellence.com/>
12. There are 2 Panthers tournaments, one is pre-season (Big Cat) for our tier 1 teams A BB B. The second is in early December (Panthers on the Prowl) for the rest of our teams. Entry for a Panthers team is half price provided your team fulfils Panther tournaments volunteer requirements, even if your team is not participating. Volunteer requirements can be fulfilled in both tournamnets. Teams choosing not to help out will be charged full entry. Please try not to plan an away tournament for your team these weekends. We would need 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 the equivalent amount to another tournament for your team as long as your team has fulfilled Panther tournament volunteer requirements
13. Scheduling meetings will take place for Southern League mid to late September (Location/virtually). Scheduling meetings will take place for WOGHL late September early October (location/virtually TBD). Both are subject to change by the respective leagues
14. You will be given Panthers Website access. Please promote and use our website. It's a great tool to keep your team informed and little article's about your team can have a big impact on your players. Contact our communication convenor, info@stthomaspanthers.com for any

thing you wish to post on social media (Extra off ice actives, tournament recaps, fun pictures, acknowledgments of players or team)

15. Coaching is a hard job and sometimes a thankless one with many responsibilities. If you have any questions please ask your league rep. or Vice President. They are all willing to help. Thank you for being a coach and best of luck in your season.