**MD Coach's Checklist**

Congratulations on being selected as a Head Coach for an MD team with West London Minor Hockey! Below is a check list of the main activities you should complete. This is not meant to be completely comprehensive, and you should keep in regular contact with your Competitive Director and Board members.

1. Register for your team’s tournaments and book your hotels! If the Alliance Championships are out of town, you should reserve a hotel asap. You can always cancel it if your team does not qualify for the Alliance.
2. Start to line up on-ice help and off-ice evaluators to assist with the try-out process. Everyone involved in the try-out process except the Head Coach should be completely unbiased and not have children trying out for the team or a vested interest in certain players making or not making the team. (On-ice help under the age of 16 must be in full equipment)
3. Prior to the commencement of your try-outs, share the list of on and off ice help with your Competitive Director
4. Contact your Webmaster to get access to your WL team website. Then add a welcome message to the tryout participants.
5. Once registration closes and you receive your try-out list from the Registrar, send an email to all participants' families, introducing yourself, setting expectations on the try out process, confirm dates, etc. You may choose to provide time, tournament and financial commitments / expectations in this email or a follow up email, to ensure all successful candidates' families are full y aware of what making the team will mean.
6. Pick up your team equipment including jerseys.
7. Make sure you clearly communicate before each try-out who is playing, jersey #s etc.
8. Ensure you obtain a travel permit, Refs & timekeepers for any exhibition games.
9. Confirm with your Ice Convenor when tournament weekends have to be booked with WLMHA. Depending on timing, you may have to register for early tournaments prior to your team being selected, and you may have to block off time with WLMHA for the 4 tournaments an MD team typically enters. (Talk to your Competitive Director / other Coaches/etc for good potential tournaments to enter. \*No tournament should be scheduled after the West London Competitive tournament)
10. Team selection: It is up to you what criteria is used to select your team. We strongly recommend you make the process as transparent as possible, and rely heavily on your Evaluators for their feedback and scoring. Team selection notification can be done in person, via email and / or posting to your team website.
11. Once the team is selected, you need to quickly identify your bench and support staff. All positions are critical - but it is strongly recommended to identify a Team Manager right away to assist with the team organization.
12. Hold a parent meeting asap to announce the team Coaching and Management staff, team goals and philosophies, discuss the budget, participation in various committees, etc . Team budget should be approved by your team’s parents prior to submitting to the WLMHA Board.
13. Hold a Coach's meeting ASAP to figure out roles, approaches, team goals and focuses.
14. Review the Coach's handbook, all relevant WLMHA web pages and documents and work with your Team Manager, Treasurer and Board members to ensure all team documentation is obtained and all policies and procedures are followed.
15. Any WLMH logoed team wear or merchandise must be purchased through a WLMH Approved Supplier. These suppliers are listed on our website.
16. Once the season is complete, you will receive your Parent Feedback from the survey sent to them. This information is meant to provide you with feedback on what went well and what could have been improved from the previous season. This feedback is for your information only and is not to be shared with your parent group.