**LRA Coaches To Do List**

**BEGINNING OF THE SEASON:**

* See the New Coach Training Info Pages on LRA Webpage (“Qualification Requirements and Courses page under Coaching Resources) for any first-time bench staff or on-ice assistants for instructions on How to Register for a CSI/CI Clinic first or <https://ringetteontario.com/content/coaching-information>
  + Then go to Ringette Canada ([officiatingringette.ca - Coaches](https://www.officiatingringette.ca/c/)) to register for a clinic.
* Ensure all your bench staff or on-ice assistants are registered through the registration tab on <https://londonringette.com/>
* Ensure [Bench Staff Code of Conduct](https://ringetteontario.com/wp-content/uploads/2020/09/Bench-Staff-COC.pdf) is reviewed by all bench staff.
* Email the registrar [registrar@londonringette.com](mailto:registrar@londonringette.com) (Jenna Sheppard) with your team roster, bench staff, junior coaches, and on-ice assistants, as well as your parent rep, and any dryland only volunteers.
* Email the [lracoachingcoordinator@londonringette.com](mailto:lracoachingcoordinator@londonringette.com) with your bench staff, junior coaches, and on-ice assistants, as well as your parent rep, and any dryland only volunteers.
* Email the [lratreasurer](mailto:lratreasurer)@londonringette.com (Randall Leitch) with your contact info and your parent rep/manager's contact info
* Poll parents for any allergies or medical conditions for your players. Have parents complete the Medical Information form. Request a response even if its “Susie does not have any allergies or medical conditions”

**DUE IN NOVEMBER:**

* Ensure one parent of each player completes the [Respect In Sport For Parents Program](https://parent.respectgroupinc.com/koala_final/) before November 1st
* Ensure all bench staff and on ice assistant's [qualifications](https://ringetteontario.com/content/coach-pathways) are completed by November 15th
* Ensure the required police checks or declaration forms are completed by November 1st to comply with RO and LRA screening processes
* Review the [tournament list](https://ringetteontario.com/content/sanctioned-events) and be ready to apply to tournaments
* Email the [ice\_scheduler@londonringette.com](mailto:ice_scheduler@londonringette.com) as soon as you know your tournament date(s) and any blackout dates you don’t want games
* Email the [lratreasurer@londonringette.com](mailto:lratreasurer@londonringette.com) as soon as you register for a tournament to arrange payment.
* Review [Rule of 2 sheet](https://cloud.rampinteractive.com/ringetteontariogames/files/Policies/2025/RULE%20OF%20TWO%20GUIDELINES.pdf) with your bench staff and discuss plan for phones.
* Ensure you and your trainer have the injury reporting link saved on your phones, as well as the [RO concussion and return to play policies](https://cloud.rampinteractive.com/ringetteontariogames/files/Policies/2025/CONCUSSION%20POLICY%20AND%20RETURN%20TO%20PLAY%20PROTOCOL.pdf).
* Discuss with your bench staff who will be the Safety Officer (noted on game sheet as SL).

**DURING THE SEASON:**

* Email [ice\_scheduler@londonringette.com](mailto:ice_scheduler@londonringette.com) (ice scheduler) as soon as a home or away game gets cancelled
* Text Jody Goldhawk (Referee-In-Chief)@519-318-0883 as soon as a home game is cancelled
* Know the Arena policies for away games and make sure your team complies.