**LRA Coaches To Do List**

* See the New Coach Training Info Pages on LRA Webpage for any first-time bench staff or on-ice assistants for instructions on How to Register for a CSI/CI Clinic first or [CI-TRAINED-RO.pdf (ringetteontario.com)](https://ringetteontario.com/wp-content/uploads/2022/09/CI-TRAINED-RO.pdf)
	+ Then go to [Ringette Canada - Home (coachingringette.ca)](http://www.coachingringette.ca/c/index.php?province=ON&new_year=2022&home_section=Course+Listing&page=330) 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 (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 with your bench staff, junior coaches, and on-ice assistants, as well as your parent rep, and any dryland only volunteers.
* Email the 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”
* Ensure one parent of each player completes the [Respect In Sport For Parents Program](https://ringetteontario.com/wp-content/uploads/2022/06/Respect-in-Sport-for-Parents.pdf) before November 1st
* Ensure all bench staff and on ice assistant's [qualifications](https://ringetteontario.com/the-people/coaches/coaching-pathways/) are completed by November 30th
* Ensure the required police checks or declaration forms are completed by November 30th to comply with RO and LRA screening processes
* Review the [tournament list](https://ringetteontario.com/games-and-tournaments/) and be ready to apply to tournaments
* Email the 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 as soon as you register for a tournament to arrange payment.
* Send a copy of your TRF to each tournament once accepted
* Review [Rule of 2 sheet](https://ringetteontario.com/wp-content/uploads/2018/09/Rule-of-Two-Notice.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://ringetteontario.com/policies/).
* Discuss with your bench staff who will be the Safety Officer (noted on game sheet as SL).
* Email ice\_scheduler@londonringette.com (ice scheduler) as soon as a home or away game gets cancelled
* Text Mark Workentin (Referee-In-Chief) @519-719-7521 as soon as a home game is cancelled
* Know the Arena policies for away games and make sure your team complies.