

St. Marys Ringette Coaches To Do List

- ☐ See the New Coach Information sheet for Coaching Requirements
 - New Coach Instructions for Junior Coach
 - New Coach Instructions On Ice Assistant
 - Fun 1/Fun 2
 - Fun 3
 - U12
 - U14/16/19
 - New Trainer Instructions
- ☐ Ensure all your bench staff or on-ice assistants are registered through with the St. Marys Ringette Association
- ☐ Ensure the Bench Staff Code of Conduct is reviewed by all bench staff.
[Bench-Staff-COC.pdf \(ringetteontario.com\)](#)
- ☐ Email the registrar 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 St. Marys President president@stmarysringette.ca (Kim Garniss) with your contact info and your parent rep/manager's contact info
- ☐ Poll parents for any allergies or medical conditions for your players. 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
- ☐ Review the Tournament list <https://ringetteontario.com/games-and-tournaments/> and be ready to apply to tournaments
- ☐ Email the Ice Scheduler icescheduler@stmarysringette.ca (Lori Black) as soon as you know your tournament date(s) and any blackout dates you don't want games
- ☐ Email the Treasurer treasurer@stmarysringette.ca (Erin Thomson) 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 Two Notice 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, 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).
- ☐ Text Lori Black (ice scheduler) @ 226-926-3273 as soon as a home or away game gets cancelled
- ☐ Text Karen Shuker (referee director) @ 519-274-4086 or email at shukers@quadro.net as soon as a home game is cancelled
- ☐ *Register for and attend a rule change clinic if they are held this year (2023-2024)*

Know the Arena policies for away games and make sure your team complies