

Wayzata Youth Hockey Association Coach Checklist

Coaches:

It is important to get your team details organized as soon as possible. The Coaches Committee has put together the following items to help you with some of the details. Refer to the WYHA Coaches Handbook for more in depth detail about tasks on the WYHA website.

- Choose/Secure a Team Manager and Team Treasure
- Develop practice plans for the first two weeks (at least) of practices
- Schedule Parent/Player Meeting Dates (first week and mid-season)
- Secure meeting room location for Parent/Player Meetings
- Develop agenda for Parent/Player Meetings – Refer to Coaches Handbook
- Ensure Team Manager begin team apparel process
- Complete your Team Prospectus in collaboration with your Assistant Coaches – Refer to Coaches Handbook
- Review player, parent, and coaches Code of Conduct forms with all parties. Ensure all Code of Conduct forms have been signed and return to Coaches Committee– Refer to Coaches Handbook
- Confirm all tournaments for registration and payment
- Make hotel arrangements for out of town tournaments (if not yet done)
- "A" teams, schedule Maroon and Gold (M&G) games. Contact the Wayzata scheduler, opponent coach, and secure ice with Wayzata scheduler – Refer to Coaches Handbook
- Fill the remaining Team Jobs or assign to Team Manager - Refer to Coaches Handbook
- Work with Team Manager to set up scrimmages
- Work with Team Manager to set up additional practices (if desired)
- Assure 1:1 or 2:1 ratio of practice to scrimmages/games are being met
- Player Development recommends only 3 tournaments with 1 tournament out of town
- Communicate all scrimmages, practices, and M&G that were not set up by the Wayzata scheduler
- Determine when D3 coaches and team manager meeting is and assure attendance. There should be no other WYHA activities on this night.
- Complete and submit all registration for USA Hockey and WYHA, and background check.
- Review WYHA policies handbook