



SJAMHA - Head Coach Checklist/Timeline

Updated October 13, 2021

August - Season Preparation

- Ice Time - Secure September/October practice ice if appropriate
- Coach Partners - Connect with other potential coaches

September-Mid-October - Evaluations

- Application - Complete coach application form
- Casual Ice - Arrange for casual ice times around evaluations (tryouts)

Early-Mid October - Team Formation

- Meetings - Coach Selection and Team Formation meetings based on evaluation results
- October Ice - Book practice ice:
 - SJAMHA ice scheduler: ice@sjamha.com
 - City of Winnipeg- www.winnipeg.ca/cms/recreation/rentals/arenarentals.stm
- Ice Sharing - Reach out to other coaches about potentially sharing practice ice
- Coach and Bench Staff - Organize Assistant Coaches, Manager, Parent Liaison, Safety Rep
- TeamSnap - Contact webmaster to set up TeamSnap webmaster@sjamha.com
- Jerseys and Socks - Contact equipment manager equipment@sjamha.com
- Name Bars - Send requests to Sharon Bonar at majordeal@shaw.ca
- Roster - Submit completed team roster to registrar at registrar@sjamha.com
- Tournaments - Inquire about and register for tournaments for age level
- Team Fees - Coordinate team fees with manager, consult other coaches at age level
- Parent Meeting - Coordinate parent meeting with manager
- Outdoor Ice - Connect with host community centre about outdoor practice ice: sjamha.ca/about/board/

Early November - Regular Season

- Schedule- Hockey Winnipeg releases regular season schedule
- Ice Draft - Early November shortly after schedule is the ice Draft
- Additional Ice - Secure additional practice ice to supplement ice acquired at ice draft

February-March - Playoffs / Season End

- Equipment - Return jerseys and equipment to equipment manager
- Wind-Up - Organize Wind-up with manager