



Nordic Skiing 2019 Coaches Checklist

| TO DO | ACTION | DONE |
|--|---|------|
| Complete team OFSSAA AELS form. Ensure it is printed and signed by your association Convenor, head coach, and principal . | Complete Online | |
| Download the Excel Registration form from the website. Complete it and rename it with your school name. Email complete form to Race Secretary Debra Friendly friendlymonk2010@gmail.com by 5:00 pm February 23rd, 2019 . See registration section of the OFSSAA Nordic website: www.ofsaa.on.ca/nordic-skiing . | Download, Complete & Send by Email | |
| Book hotel rooms. See Venues & Hotels – Accommodations on website. | Book | |
| Complete the Fee Summary form and bring for registration. See Coaches – Registration section of website. | Complete & Bring | |
| Ensure Rules of Behavior form is signed by all players, managers, supervisors and coaching staff . See Coaches – Registration section of website. | Complete & Bring | |
| Complete your Practice Eligibility form and ensure it's signed by your head coach and principal . See Coaches – Registration section of website. | Complete & Bring | |
| Create a 1 minute 'Why We SKI' video with your athletes for the OFSSAA Nordic video contest. Upload completed videos to the Dropbox by February 16, 2019. | Complete & Upload | |
| Obtain cheques (drawn on a school account) for: A. Entry fee of \$20 per student-athlete made out to Nordic OFSSAA 2019 B. Trail fee of \$28 per participant made out to Nordic OFSSAA 2019 C. Refundable Bib deposit of \$50 per school team made out to OFSSAA. D. OFSSAA Participation fee of \$3 per student-athlete made out to OFSSAA. | Obtain & Bring | |
| Complete, print, and sign any other forms (e.g. liability waiver, photo release) that are required. See Coaches – Registration section of website. | Complete & Bring | |
| Arrange to be present at the Coaches' Meeting and Waxing Demonstration on February 27 at Collingwood Collegiate Institute . See Coaches – Coaches Meeting section of the website. | Attend in Person | |
| Have ready for onsite registration an emergency contact name and cell phone number that can be used to contact you during the championship. | Complete & Bring | |
| Ensure that all skiers have their required uniform. See Coaches – Playing Regulations section of the website | Leave at Home | |
| Check the OFSSAA Nordic website for souvenir clothing information and help students plan accordingly if they would like to purchase clothing. See Souvenirs & Apparel section of the website. | Browse Online / Bring a Form of Payment | |
| Book your Team Photo time. See Coaches – Photos Schedules section of the website. | Book | |