

COACHES' CHAMPIONSHIP CHECKLIST

Questions or concerns? Email the Convenor at ofsaaswimming2020@gmail.com

*All forms can be found on the <http://www.ofsaa.on.ca/swimming> website

TO DO	ACTION	DONE
Event Registration (HyTek entries) submitted to ofsaa.swimming.entries@gmail.com by Tuesday, Feb. 25 by 11:59pm, 2020 - by your Association Convenor	Asso. Convenor Submit via email	
Arrange with your Association Convenor to make registration payment on your school's behalf. (Cost to your school can be determined using the OFSAA School Costs Worksheet)	Arrange through Assoc Convenor	
Hotel is booked – see championship website under: Venues & Hotels > Accommodations	Book	
Eligibility list must be printed and signed by the head coach, principal, and association representative and brought to registration at the Championship. (website under: For Coaches > Registration)	Bring to registration	
Rules of Behaviour form must be printed and signed by all players, managers, supervisors, and coaching staff and brought to registration at the Championship. (website under: For Coaches > Registration)	Bring to registration	
OFSAA Supervision form must be printed and signed by principal and brought to registration at the Championship. (website under: For Coaches > Registration)	Bring to registration	
NEW Rowan's Law Student-Athlete/Parent Concussion Review Confirmation must be printed and signed by each student and their parent and brought to registration at the Championship (website under: For Coaches > Registration)	Bring to registration	
NEW Rowan's Law Coach/Trainer Concussion Review Confirmation must be printed and signed by each coach/trainer and brought to registration at the Championship (website under: For Coaches > Registration)	Bring to registration	
Record time, date and location , and arrange to be present at the coaches meeting (this event is mandatory) (website under: For Coaches > Coaches Meeting)	Attend	
Complete the Pre-Registration Form indicating an emergency contact name and cell phone number that can be used to contact you during the Championship. (website under: For Coaches > Registration)	Complete prior to registration	
Make sure all clothing, bags, or accessories with club, provincial, or national logos are left at home .	Leave at home	
Share with your swimmers the link to the OFSAA Swimming estore for apparel and other OFSAA gear. Pre-ordering means no disappointments related to size and colour at OFSAA. Their order will be waiting when they arrive. (website under: Souvenirs & Apparel)	Share	

Feb. 15, 2020