

COACHES' CHAMPIONSHIP CHECKLIST

GIRLS' OFSAA BASKETBALL 2023

If you have any questions with regards to the Championship, please email the convenor(s) and Nicole Clarke at nicole@ofsaa.on.ca

| To Do | Action | Complete |
|---|--------------------------|----------|
| <p>1. Registration is submitted by Saturday, November 18 at 11:59PM on the OFSAA <u>HUB</u> - the following forms must be uploaded:</p> <ul style="list-style-type: none"> • Team and Season Information Form • Printed and Signed Hub Eligibility Roster Example (download your own eligibility sheet and gather appropriate signatures prior to uploading) - Make sure that the registration form does not exceed participant limits set out in playing regulations – MAX 18 (including coaches) | Upload | |
| <p>2. Remaining forms are to be submitted by Tuesday, November 21 at 3:30PM on the OFSAA <u>HUB</u> - the following forms must be uploaded:</p> <ul style="list-style-type: none"> • Student Waiver of Understanding • Coach - Confirmation and Release <p><i>Both forms are linked on the registration page and on the OFSAA HUB.</i></p> | Upload | |
| 3. Book Travel (Hotel, Bus) | Book | |
| <p>4. Registration Fees:</p> <ol style="list-style-type: none"> Entry fee payable to Host School Banquet fee payable to Host School OFSAA participation fee of \$3 per athlete payable to OFSAA <p>Note: Go to 'For Coaches' and 'Registration' for the exact breakdown of fees and who they are payable to.</p> | Bring 3 separate cheques | |
| <p>5. Record time, date, location (virtual via Zoom - link will be sent to coaches after registrations are completed) and arrange to be present on Zoom on Monday, November 20 at 6:00PM (attendance will be taken - at least one teacher-coach/team must attend)</p> <p>Note: The link and agenda will only be sent to the head coach (submitted on the HUB). If the head coach would like to send it to their assistant coaches, they can do so and they are welcome at the meeting.</p> | Check/ Note | |
| 6. Make sure all clothing, bags or accessories with club, provincial or national logos on them are left at home - see #7 of OFSAA Basketball Playing Regulations | Leave at home | |
| 8. Check the Championship Website for souvenir clothing information and help students plan accordingly if they would like to purchase clothing (pre-order is available and Canuckstuff will also be on site) | Check | |
| 9. Make sure that you are familiar with the OFSAA Basketball Playing Regulations prior to attending the coaches meeting and the event - the Head Official will attend the coaches meeting to clarify any questions you may have | Check/ Note | |
| 10. Make sure first aid bag/supplies are present for your team at each game | Bring | |
| <p>11. Record time, date, location of the banquet. As per the OFSAA Playing Regulations, all team members and coaches must attend. Participants are expected to wear "dress casual attire - no jeans, shorts, tank tops or hats are permitted.</p> <p>Note: Only participants are to attend the banquet. We receive the numbers via the roster/eligibility sheet uploaded to the OFSAA HUB. Please remember that the fee for the banquet is per participant. Therefore, the number you have on your roster should be the number of individuals you are paying for.</p> | Check/Note | |