

Conducting the First Parent Meeting

(host meeting shortly after team is formed)

Scheduled Date: _____

A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting .

B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.

C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.
- Discuss expectations of the player (and parents)
 - Time commitment
 - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc. Expected conduct – games, practices, locker room, events
 - Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.

D. Budget (15 minutes)

- Outline of expected costs **Appendix 16: Budget**
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? *Suggestions:* bingos, casinos, dinners, auctions / raffles, sponsors, etc.
- Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?

E. Team Apparel (5 minutes)

- Discuss dress code - Water bottle policy

F. Expectations of the Parents / Volunteers (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities
- volunteer roles are essential and each family should participate in a role.

G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date: _____

TEAM VOLUNTEERS

LIST OF DUTIES

Manager (1)

Act as a liaison between the parents and the coaches. Provide information to the parents. Coordinates the activities of the team to allow coaches time to teach the players the game of hockey. Schedule outside league games, practices and tournaments. Can schedule activities such as gym nights and other off-ice activities. Also will act as a second signing authority for cheques.

Treasurer (1)

Will set up a bank account to control funds raised by the team. The name "Spruce Grove Minor Hockey" cannot be noted on the bank account or cheques in any way. The account is set up in a team's name only. This person will look after the books (retain all receipts for cheques written and log all deposits. Two people are required to sign any cheques i.e./Treasurer and Manager). A team budget is required to be submitted to the Division Director to estimate the team income at the beginning of the season. Financial statements must be supplied to the executive as directed.

Fund-Raiser (2)

Will organize fund-raising activities for the team and is also responsible for the collection of money raised. All money collected must be recorded and then passed on to the Treasurer for deposit.

Tournament Representative (2)

Each team is required to provide two people to assist in the planning of the Division Tournament. The members will begin planning approximately two months prior to the Tournament. Assistance from all parents on the team is required for the Tournament.

Phone Parents (2)

Phone all parents for practice, games and messages from the coaches and or manager.

Time/Score Keepers and Penalty box Workers (3-4)

Keeps scores and time for home games. Score information is passed on to these people during the game by the referee. Game sheet obtained from Manager and same returned to Manager after the game.

Jersey Representative (1-2)

Makes sure jerseys are always to the game 30 minutes prior to game time. Collects and washes jerseys for team players (please wash in washing machine and hang dry). **Under no circumstances are the players to take the jerseys home.**

Social Coordinators (2)

Organizes social functions for the team. Usually a good idea to get the players together at the beginning of the season to get to know each other (it is easier to play with a friend than a stranger).

Bingo Coordinator Rep Teams (1)

Work with Minor Hockey Bingo Director to schedule parents to work bingos, if eligible.

Trainers/First Aide

Each team should a safety person, what to do in case of an emergency and have a list of all the emergency phone numbers. There should be at least one person on the team that has the Safety course. This can be a coach or a parent that is always at the games