



Team's Introductory Parent Meeting

Schedule meeting shortly after team is formed, recommend coaches and manager meet shortly before that to review agenda, get on the same page

Purpose of Meeting (5 minutes) - MANAGER

- Introduce yourself, coach, assistant coaches, treasurer, etc.
- Give a brief explanation of the importance and purpose of the meeting

Coaching Overview (5 minutes) – HEAD COACH

- Provide background (previous experience, credentials, philosophy)
- Discuss information on the goals and objectives for the season

Introductions (5-10 minutes)

- Everyone (name, how long has child played, etc)

Details of Program / Player Expectations (15 minutes) – HEAD COACH

- Present specific information on the operation of your hockey program (changes from previous years, ice size, basic rules, etc)
- Discuss expectations of parents and players
 - Fair play, distribute Fair Play Codes from Hockey Canada
 - Expected conduct
 - Respect for themselves, opposition and all officials
 - Time commitment
 - Discipline

Budget (10 minutes) - MANAGER

- Outline of expected costs
 - Practice ice, tournament(s), name bars, wind up
 - Other considerations: hockey socks (U9 house teams), travel, off-ice training, other social events, team apparel, coach gifts, exhibition games (officials' fees)
 - Fundraising options (if majority of team votes to participate)

Parent Volunteer Roles (10 minutes) - MANAGER

Volunteer roles are essential to minor hockey; every family should be involved in some way.

- Necessary Roles
 - Safety Officer
 - Communications Officer
 - Treasurer
- Other Roles
 - Social Chair(s), Fundraising Chair(s)

Next Steps (5 minutes)

- Upcoming important dates
- Tournament/exhibition game dates (establish availability to register early)

Questions (5 minutes)

- Allow additional questions, parent concerns, etc
- Distribute materials and any forms that need parent's attention