



2023 - 2024 PARENT MEETING AGENDA - TEMPLATE

1. **Introductions (credentials/philosophy) & Objectives (goals) for the season.**
2. **Collect / confirm family contact information in TeamSnap. Review how to add / edit contacts.**
 - a. Instructions for adding contacts to TeamSnap can be found on the SWH website, under 'Teams'.
3. **Team Expectations**
 - a. Behavior / Respect / Discipline → **REVIEW Expectations: Parent Code / Team Rules** (Found on SW website)
 - b. Arrival time prior to games / practices.
 - c. Parents in dressing room & separate dressing rooms addressed (if females on team).
 - d. Game dress code (if applicable).
 - e. Water bottles - **MUST** have their **OWN**. Name on bottles as well, and **NO sharing!**
 - f. Emergency Action Plan (Refer to the Resource page for a template).
4. **Participant Attendance Policy**
 - a. Regular participation is an integral part to the development and success of a hockey program.
 - b. Review this policy with your families, which can be found under Coach/Manager Resources on the SW Hockey website.
5. **Volunteer Positions**
 - a. Head Coach (1), Asst. Coaches (up to 4), Manager (1), Asst. Manager (1), Treasurer (1), Jersey Parents (2), Tournament Coordinator (1), SWH Raffle Liaison. These are Volunteer Bond approved.
 - b. Other non-team level "Approved Association" roles can be found on the website.
 - c. Each family is responsible for **their OWN** Volunteer Bond. Details are on the website.
 - d. **Regardless of a family's Volunteer Bond status, EVERYONE is required to help support the functioning of the team. There should be NO single person bearing ALL of the responsibilities.**
6. **Medical Form** to be completed by **EVERY** family:
 - a. One (1) copy kept with the First Aid Kit (& brought every ice time), and one (1) copy with the Manager.
7. **Tournaments / Exhibition Games**
 - a. Discuss if team is interested. More tournament information on the website. Discuss cost for the budget.
8. **Budget**
 - a. Team Treasurer to present a draft budget at the Parent Meeting, and then approved by 75% of families.
 - b. Budget must be submitted to: treasurer@southwesthockey.ca & admin@southwesthockey.ca
9. **Fundraising 'Models'**
 - a. If the team would like to raise some funds, there are three (3) 'model' options:
 - i. "Parent Funded Model" – No fundraising. Expenses paid directly by parents/legal guardians.
 - ii. "Fundraising Model" – Relies on families **ACTIVELY** fundraising to cover expenses
 - iii. "Sponsorship Model" – Relies on personal, business / community to provide financial support.
 - b. Many teams choose a combination of the three (3) types of models.
 - c. **ALL AGLC Rules / Regulations MUST** be followed. Details are on the SWH website.
10. **Scorekeeping & Timekeeping (& Penalty Box)**
 - a. Ask someone on the team to help create a schedule to ensure all spots are covered. This is not a Volunteer Bond role, and rather just a means of helping.
 - i. If a parent can't complete their shift, **THEY MUST** find a replacement.
 - b. Parents need to be reminded that when they are doing this role, they become a Minor Official of Hockey Calgary and **must remain neutral, and respect/support the Official.**
11. **Q & A --- Misc.**
 - a. Any additional items the Head Coach would like to review that would be pertinent to the parents.

Any agenda items discussed, MUST NOT contradict any SWH Policy, or Hockey Calgary Policy. If unsure, PLEASE ASK or REVIEW the SWH Policies/Procedures, or Hockey Calgary Regulations – BEFORE your parent meeting.