



2024 - 2025 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 to add contacts to TeamSnap are on the website, under Parents>TeamSnap Tips
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 policy with families. Found on website: TeamOps>Assistant Coach
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 baring 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.
 - b. On the website under TeamOps>Team Manager>Resources
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, then approved by 75% of families.
 - b. Budget must be submitted to: financial@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. Assistant Team Manager is responsible for creating a schedule to ensure all spots are covered.
 - i. If a parent can't complete their shift, **THEY MUST** find a replacement.
 - ii. More info on TeamOps > Assistant Manager
 - b. Parents need to be reminded that when completing 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.