



2024 - 2025 HOUSE LEAGUE 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), Assistant Coaches (up to 4), Manager (1), Asst. Manager (1), Jersey Parent (1). 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 from **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. **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 they are doing this role, they become a Minor Official of Hockey Calgary and **must remain neutral, and respect/support the Official.**
8. **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, **ASK** or **REVIEW** the SWH Policies/Procedures, or Hockey Calgary Regulations – **BEFORE** your parent meeting.