

Team Meeting

Once you have had a chance to meet with the coaches it is time to call a team meeting with the parents. You want to do this as soon as possible so that the players and parents know what to expect for the upcoming season and so that you can answer any questions they may have. The manager is responsible for overseeing the meeting but the head coach should be there as well. Topics to cover...

Master Contact Sheet : Ask that all the families forward you their contact information: Home phone, cell number(s), and email addresses. It is important to be able to contact the families when needed. Ice times can be changed or cancelled due to weather or accidents and you must be able to effectively get a hold of families. It's nice to share this info with all team families (arranging rides etc.) but check that all families are ok with releasing their contact info with the others.

Player Conduct: Go over with players the code of conduct that is expected of them on and off the ice

- Dressing room/arena behavior
- Arrival time for practices and games
- Positive encouragement towards their team mates
- Zero tolerance for bullying or hazing
- Treating coaches, team staff and game officials with respect
- Zero tolerance for drugs and alcohol
- All players must shake hands with opponents' players and coaches and refs after each game. Gloves removed.
- Dress code
- Practice and game Jerseys. Game jerseys are to be worn at games only, and should be carried on hangers to/from games to avoid being damaged.

Parent/Guardian Role and Responsibility:

- Parent's commitment to the team – helping with score keeping, music, time keeper fundraising etc...All parents must contribute to the teams for a successful season. Once you have the league schedule you may choose to put together a schedule of which families will be responsible for running the game clock and filling out the game sheet, rather than relying on families to just come forward each home game. Confirm that all parents know how to fill in the game sheet and how to run the game clock. Ask an experienced parent to teach those that are unsure for how to do these jobs.
- Parent's commitment to bringing players to games and practices on time and communicate with the manager if a player is unable to attend or will be delayed.
- As per CVRD team dressing rooms are signed out no earlier than 45min before game start. Female change rooms can be signed out as well. You will be asked to leave your car keys as a security for the return of the room key.
- Positive encouragement and cheering of players on the ice is welcomed, but non-positive yelling/words at officials, players and coaches will not be tolerated. Continued disruption may lead to discipline actions. Parents are not allowed on the player's bench or in the penalty box unless requested by the head coach.
- Notification to team manager and safety person about player injuries.
- Discuss with parents about fundraising and team finances – Seed funds, 50/50etc???

- Tournaments – How many? Home/away? Cost per family? Get a sense from parents how or what they want.
- Team Clothing – Jackets, hats and other articles may be purchased but must have the official KPMHA Logo on it. Contact the Equipment Manager for a list of suppliers.

Volunteers:

There are a number of responsibilities that need to be handled in order for the team to run successfully, so to avoid burn out it is important for the manager to assign these jobs to other parents of the team.

- 1) Team Treasure/Fundraiser (section #5)
- 2) Team photographer and web site administrator (section #7)
- 3) Team Safety Person (section #6)

Equipment/Jerseys:

- Game Jerseys, puck buckets, safety kits and equipment room keys need to be picked up from the KP's Equipment Manager.
- Puck bucket, safety kit and equipment room keys should be given to the head coach
- Inspect the game jerseys – note any damage on them and record it.
- Assign the game jerseys to each player – keep track of what number each player has. It is recommended that all 'Game Jerseys' be brought to/from the arena by a designated equipment person on each team and transported in a 'Jersey Bag' to avoid damage. Jersey bags can be obtained from the Equipment manager.
- Inform the players/families that game jerseys are to be treated with respect, worn only for games and to come to/from games on hangers not in hockey bags to avoid unnecessary damage. Damaged or lost jerseys during the season is the player's responsibility to financially replace/repair.
- End of season collect equipment from coaches and all game jerseys from players and return it all to the KP Equipment Manager.
- Puck buckets, safety kits and keys to the equipment room must be returned by April 1, if not returned the HC's (child's) jersey deposit cheque will be cashed to cover the cost(s) of the supplies and replacing the equipment room lock.
- Goalie Sticks and Equipment:
 - Initiation to peewee: KPMHA shall try and provide goal pads and sticks.
 - Bantam and older divisions shall be responsible for the purchase of their own goal equipment and sticks.
 - The parents of goalies should contact the Equipment Coordinator to sign out appropriate gear. Teams where multiple goalies will be sharing the equipment it may be signed out by a coach.
 - Association goalie gear is may only be used on ice. Any goalie found to have mis-used

Association goalie gear may lose the privilege of borrowing gear and/or be charged replacement cost.

- Families wishing to use the Association's equipment during the off season, for ice hockey purposes only, will make arrangements with the Equipment Coordinator and Treasurer to re-issue the equipment upon payment of a \$500.00 deposit.
- **Photo Night:**
 - Date and time TBA – the Photo Day Coordinator will contact you when arrangements have been confirmed.
 - Registration fees include a team and player photo. Depending on the supplier additional packages may be available for purchase.
 - It is your job to fill out any team paper work for the photo company and to make sure your team is dressed and ready for their photo