1. Introduction/Team Staff Intros

Head Coach –

Assist. Coaches –

Manager –

Treasurer –

Parent Liaison –

Other Team Volunteers:

Time Keeper

Score Keeper

Social Coordinator(s) (Christmas, Year end Party, Events at tournaments)

Tournament Coordinator –

Raffle Coordinator/Fundraising Coordinator – (2 volunteer credits) –

1. Coaches Philosophy
2. Practices
3. Games
4. Tournaments& Exhibition Games
5. Community Involvement
6. Team Expectations

* Dress Code
* Code of Conduct
* When to show up for practices & games

1. Expectation for Parents

* Be positive
* NO PICTURES in dressing room (BAHA & Hockey Canada mandate)
* No Parents allowed in dressing rooms? Yes or No
* Communicate absences via team snap app by checking in.
* Parents Package
  + Medical Form, Parent’s Code of conduct, Player’s Pledge, Social media pledges.
  + General Volunteering – Through the season we may need help organizing events I will communicate what we need and when and ask for the help.
  + If there are any issues, please contact manager, or the Parent Liaison
  + Employ the 24-hr. rule – this is a cool down period for everyone to ensure cooler heads prevail. It is a BAHA mandate and is strongly encouraged by our team staff.
  + Issues must be regarding your player, team staff, or game officials. **NOT** other players. Remember we are here to be positive.
  + Hierarchy of issues/complaints: begin at team level and escalate as necessary
    - * Team level – attempt to address issues/complaints either directly with coach or manager or through the parent liaison. Keeping in mind minor issues can be brought up with anonymity through the parent liaison.
      * Level Director – if unsuccessful at resolving issue at the team level, address issue with the U13Level Director (Pat Kehdy) through the parent liaison or team Manager.
      * Board of Directors – if still unresolved, the issue can at this point be brought through to the board of directors through the parent liaison.

1. Communication

* What is the form of communication the team will use? (BAHA Strongly recommends teamsnap)
* Team Snap App –
  + used to communicate practice times, games and events.
  + Updated when changes are made to the schedule. Check Regularly
  + Used to communicate assignments for Home games
  + Used as a chat room for ride sharing, etc.
* BAHA Website – [www.baha.ab.ca](http://www.baha.ab.ca)

1. Clothing/Apparel
2. Picture Day

* ­ Date:
* Location:

1. Raffle Tickets/Fundraising

* BAHA will be running an organization wide raffle to raise funds – we’re still waiting to hear as to when that will be as it may be delayed this season.
* Each player to sell 25 tickets at $10 ea.
  + If multiple players in a family:
    - 2 player family: youngest sells 25, Oldest sells 15
    - 3 player family: youngest sells 25, Middle sells 15, Oldest sells 10
    - 4 player family: youngest sells 25, Middle sells 15, Oldest 2 sell 10 ea.
  + Prizes same as previous seasons
  + Yes it can be sold outside of Alberta but not Canada.
  + Do not sell to minors or print a minor’s name on tickets
  + Our Team will receive $1500.00 upfront from BAHA for selling raffle tickets. If we do not sell all, BAHA will deduct from our team bank account accordingly.
  + If you are having difficulty selling tickets, let us know and as a team we will help out.
* VOLUNTEER: receives 2 credits for volunteer coordinator position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Team Jerseys

* ­There will be Jersey parents this year
  + - HOME – Volunteer –
    - AWAY - Volunteer \_

1. Minor Hockey Week

* TBD – Generally, each team is required to supply volunteers for button selling so please keep it in mind that I will be looking for volunteers come that time.

1. Team Building Events
2. Emergency Action Plan

* EAP will be available in Team Snap files, coach’s binder and manager’s binder
* First Aid Room/AED
* Emergency Exits
* Charge person/Call person/Control Person \*\***VOLUNTEERS** 
  + Charge person: - Generally the HEAD COACH
  + Call person: - BAHA recommends this to be the TIMEKEEPER For that game
  + Control Person: Generally another Coach other than the Head Coach
* Hockey Canada Injury Report
  + Required for insurance purposes
  + Available in Team Snap Files and coach’s and manager’s binders
* Post-Medical Return to Play form
  + Required for insurance purposes
  + Available in Team Snap Files and coach’s and manager’s binders

*\*All files will be uploaded to TeamSnap once the budget is approved and finalized.*

1. Team Budget

* Team Budget (Attached) – Go through it and feel free to ask questions
  + Cash Call -
  + Fundraising -
  + Dryland –
  + Player Development –
  + Goalie development –
  + 3 tournaments budgeted
  + Extra Ice –
  + Apparel –
* Leftover funds at year end will be evenly distributed back amongst the parents.
* Questions about budget
* Vote to approve budget

1. Parent Package/Checklist/Cash Call –
2. Cash Call – amount and when it is due
3. Questions in general?