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?