

BOARD MEMBER CHECKLIST FOR TEAM MEETINGS - 2024

Team Name:

Head Coach Name:

Manager Name:

- Did the Manager give you a copy of the team Budget Proposal and Team Meeting Agenda
- 1. Introduction of Team Staff
- 2. Coaches Philosophy
- 3. Practice Philosophy
- 4. Game Philosophy: This is very important that playing time is discussed. It must be clear what the coaches stand is on playing time.
- 5. Tournaments: How Many? In town or out of town. If a 4th is discussed, it must go to a vote and their must be 100% compliance.
- 6. Community Involvement
- 7. Team Expectations: Dress Code, Code of Conduct, When to show up for practices and Games
- 8. Expectations for Parents
- 9. Team Volunteer Shifts vs BAHA Volunteer Shifts. Make sure it is clear that parents know they will be required to do both Make sure they understand, no BAHA credits will be issued for team shifts
- 10. Team Conflict Resolution Hierarchy
- 11. Team Communication
- 12. Clothing and Apparel
- 13. Picture Day
- 14. Raffle Tickets and Fundraising
- 15. Team Jersey Volunteer: Home & Away
- 16. Minor Hockey Week: Notify each team that they will be required to volunteer with no BAHA volunteer credits
- 17. Team Building Events: Oilers Games, BBQ's, etc (anything that uses team funds)
- 18. Emergency Action Plan: Do they have a Control, Charge and Call person

- 19. Team Budget: Have all line items on the budget been discussed
The vote must be 90% in favor for the budget to be considered approved. This can be a silent or show of hands vote.
This vote can take place after the meeting via a silent vote. IT MUST BE COMMUNICATED WHEN THE VOTE WILL OCCUR.
Once the vote has occurred, a screen shot of the results must be emailed to Marcie Kagi within 1 week of the team meeting.
- 20. Cash Call: U5: \$150 U7: \$200 U9: \$300 U11: \$400 U13: \$400 U15: \$400 U18: \$400
- 21. Coach/Manager/Player Codes of conduct are addressed

Board Member in Attendance: _____

Board Member Signature: _____

Head Coach Signature: _____

Manager Signature: _____

Date of Meeting: _____

Checklist, Budget, Meeting Agenda are all attached and submitted to Marcie's Mailbox