**EXAMPLE**

 **AA TEAMS**

**Parent Meeting Agenda**

**Date**

1. Team Expectations - Coach
2. Team Positions & parent Introductions
	1. Manager -
	2. Treasurer –
	3. Social/Meal Coordinator (2 people)-
	4. Fundraising Committee (2 people) -
	5. Programs/Banner sponsorship (2 people) -
	6. Team Pictures –
	7. Apparel –
	8. Jerseys (2 people) – Home- Away-
	9. Scheduler - Door/50-50/timeclock/scoresheet/Music/Announcer/Video Coordinator –
	10. Social Media-Twitter/Facebook/Instagram (2 people)-
	11. First Aid bag – game day
	12. Water bottles – game day
3. Budget -
4. Adjourn -
5. Our fundraising plan needs BMHA approval, so teams are not all doing the same fundraising.
6. BMHA fees $1075 needs to be paid online or at BMHA office, $300 AA premium fee will be paid to BMHA. Team fees will be determined by Treasurer.
7. Anyone coaching, on bench, or managing team funds must have a current criminal record submitted to BMHA. CRC letters can be found on BMHA website.
8. Player medical forms will be handed tonight & must be filled in and returned. They can also be printed off BMHA website and returned to our Manager.
9. Monday night Goaltending Development. Please contact BMHA office if you are interested.
10. Any questions or if you need help with any of the above. Manager contact info:
11. EXHIBITION GAMES –

**Sponsorship**:

**TOURNAMENT INFO:**

**TOURNAMENT –**

Date

Hotel

Rooms are booked & type of room

Phone number

Check-in 4Pm Check-out 11am

BLOCK CODE: - ROOMS WILL BE RELEASED

**AWAY GAME HOTEL INFO:**

**Name Hotel – price and if breakfast is included**

Rooms are booked – date & type of room booked

Hotel phone number

BLOCK CODE: - ROOMS WILL BE RELEASED – date

**2022/2023 AA NorthWest Stars**

**Player Development and Expectatation:** To develop individual player skills and team play structure in an effort to better prepare players for future years of hockey. Create an enjoyable learning atmosphere and a strong work ethic.

**Player Commitment:** Show respect and consideration for other players, coaches, officials and parents. Be prepared to work hard and listen at all times. Ask questions when you do not understand. Treat others the way you would like to be treated. Players must be responsible for their behavior on social media at all times, any misuse of social media will be addressed & actions maybe taken. Players are forbidden to use the following substances, Alcohol, Illicit drugs, tobacco chewing/smoking, vaping products.

**Player School Expectation:** Players are expected to attend all practices and games and keep up with school work. If players are having issues please speak to the Coach.

**Disciplinary Actions:** Coaches will discipline as see fit. Things such as bad behaviour, bullying, horsing around at practices, etc. Discipline will likely consist of reduced ice time should the behaviour not be corrected in a timely manner. Not giving full effort at practices or games will also hinder ice time as well.

**Parent Commitment:** Show commitement to your child and to the program by becoming involved. Encourage your child through positive reinforcement. Ensure your child is ready for practice and games. If you are going to be late or absent, please inform the Coach at ALL times. Parents must be responsible for their own behavior & extended family behavior on social media at all times, any misuse of social media will be addressed & actions maybe taken.

**Parent-Coach Relationship:** Coaches are open to discussions about the achievements and progress for the players. If you would like to discuss your child`s progress we are certainly here for you. Player reviews will be done throughout the season.

 Our views on coaching will differ from parent to parent. If there is an issue with a method of coaching, game strategy or player treatment, please channel this through the manager. The COACH, through the MANAGER, will address all issues regarding the players. Please do not confront any coaching staff in front of the players.

**Ice Time:**  Some players will definitely get more ice than others. Game situations generally determine this and as coaches, we will make those decisions in the games. Please be mindful of this when expressing concerns.

**24 Hour Gripe Rule:** Should anyone have a major disagreement regarding a coach or other team official, we would ask that you please refrain from voicing your concerns for a full 24 hours period. This gives all concerned a chance to cool down and we will be much more receptive to your concerns or comments if brought forward in a reasonable and controlled manner.

**Cell Phones:** There are NO cell phone usage allowed in dressing rooms, during practices or games – at any time. Phone time will be monitored on road trips.

**Arrivals and dressing room etiquette:** Players arrive to all games 1 hour before warmups and 30 minutes prior to practice. There will be NO parents allowed in change rooms at any time, as the players are now at the age of showering and need their privacy. This will also give the players time to bond as a team.

**ZERO Tolerance:** of abuse directed at referees, coaches, players, opponents or parents.

**Travel:** Group blocks will be arranged for all of the road trips requiring overnight stays. Players will stay in the same room as their families. Player curfews will be set by Coaches.

Please keep in mind the expiration dates when to book your room by, as after the cut off date, the hotel will release the rooms. Any travel by bus, will have meet times and locations prior to the bus trips. If you are not meeting please advise the manager.

**Team Apparel:** Workout gear - Team shorts and t-shirt will be ordered. Other items will be discussed & planned by Apparel Coordinator.

**Team Dress:** Proper fitting Black helmets and black pants are mandatory. Players are expected to wear dress clothes for ALL games. Dress pants, collared shirt, dress hats (such as fedoras are acceptable). This includes arrival to and departure from the rink. No ball caps or running shoes are to be worn to games.

**Team Communication:** Please keep up to date on the BMHA website, Ramp App and WhatsApp.

**Practices and Games:** Home games will be moved around to accommodate SOME of the players home rinks.Practices - list.

**League: SAAHL U15** [**www.saahl.ca**](http://www.saahl.ca)the league start date is sept 30 and the end date is feb 27th, 2023.

**Tournaments:**

**Off Ice Dryland**:

**Budget:** Our Team Treasurer will be setting. Team fee TBD.

IMPORTANT DATES:

RCMP-

Concussion testing-

NCAA-

Retro/western game-

SASK 1st camp-

AAA/North Star meeting-

Parent Participation

*Parent Off-Ice Volunteer Position & Role*

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Coordinate, with parent involvement, all off ice activities.
* Secure permit from BMHA and HOCKEY SASK activities – travel, exhibition, events, etc.
* Oversee team fundraising, spending, budget.
* Arrange transportation, hotels and schedule.
* Secure team involvement in exhibition games and tournaments.
* Act as parent representative when communicating with coaches.
* Maintain and regularly distribute to the parent`s general information, schedules, fundraising and spending reports, team roster information, etc.

**Treasurer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Budget
* Need 3 bank signers, treasurer& manager
* Handle all money transactions; collections and payments.
* Provide regular spending and fundraising updates to the manager, parents and coaches.
* Manage team bank account in the team’s name.

**Scheduler: Game box workers, Door, 50-50, Music, Announcer::** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Obtain floats.
* Schedule team workers for the door, 50-50, box (Clock and game sheet).
* Ensure workers are at their shift and cover/amend as required.
* Organize to sell 50-50’s at home games. Collect and count money out (float, payout to team and winner)
* Report to the manager

**Social Convener/Team meals:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Organize fun events and extra-curricular activities for the kids.
* In coordination with the coaches, manager and parents, organize the team’s year-end party including set up and clean up.
* Organize potlucks / bus meals/restaurant group meals at tournaments/games.
* Report to manager.

**Fundraising:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **FULL participation from all!**
* Organize and coordinate fundraising events
* Promote the Hockey Team and Coordinate Sponsorship Opportunities
* The teams fundraising plan must be approved by BMHA VP. (Patricia Meiklejohn)
* Report to manager.

**Programs:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **FULL participation from all!**
* Provide the team with the sponsorship request letter.
* Communicate, organize and collect the sponsorship advertisements and payments.
* Communicate with Ultra Print.
* Report to manager.

**Team Pictures/Social Media:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Organize and coordinate team pictures, setting up a time, location, etc.
* In charge of getting forms to parents, collecting and submitting.
* Update Team Facebook, Twitter, Instagram with Game information & team sponsorship.
* Report to manager.

**Apparel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Leading the charge for team apparel for players & parents.
* Team items (shorts, t-shirt)
* Report to manager.

**Jersey Managers:**

* Home Jerseys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Away Jerseys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Be in charge of all matters concerning jerseys such as bringing to all games
* Keeping them washed after each game and in good order.

