



## 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 that they may have. Discuss with the head coach who will be responsible for running the meeting (the head coach/assistant coach or the team manager).

Team Snap is a handy platform to use for contacting the parents on the team, keeping track of player availability for games, practices, or other events, and for invoicing teams for seed money, tournaments, etc. With Team Snap parents can choose to share their contact information with others on the team. The Team Manager and the Registrar can work together to keep the Team Snap profile current. Confirm that all Team Snap contact information is correct in case of emergencies due to changing ice times, or games that are cancelled because of weather or accidents. It is important that the Team Manager can contact families quickly and efficiently.

### **Player Conduct:**

Go over the code of conduct with the players so that they know what is expected of them on and off the ice:

- Dressing room/arena behaviour
- Arrival time for practices and games
- Positive encouragement towards their teammates
- Social Media: positive posts only. No posts one hour before or two hours after a game (cooling down period)
- **Zero tolerance for bullying, hazing, drugs, alcohol and vaping.**
- Treating coaches, team staff, and game officials with respect
- All players must shake hands with opponents' players and coaches and refs after each game. Gloves removed.
- Dress code depending on whether a house team or rep team (track suits, formal wear, etc.)
- Practice and game Jerseys. Game jerseys are to be worn for games only and should be carried on hangers outside of the equipment bag to/from games to avoid being damaged.
- Players must keep their helmets on when in the penalty box or on the player's bench.
- Pictures cannot be taken in dressing rooms.





### Parent/Guardian Roles and Responsibilities:

- All parents should contribute to the team for a successful season. They can help with score keeping, music, time keeping, fundraising, etc. 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 e-game sheet on the tablet/electronic game report, rather than relying on families to just come forward for each home game. Ask an experienced parent to teach those that are unsure. Team Snap has an Assignments tab in each “game” where managers can sign up clock and e-game sheet volunteers.
- It is the parent’s responsibility to bring players to games and practices on time and to communicate with the manager if a player is unable to attend or will be delayed.
- Cell phones are not permitted in dressing rooms
- No Midget players can drive themselves to 'away' games
- If the team has an “away’ game in Lake Cowichan ask the Lake Cowichan team manager if there is a “Boil Water Advisory”. Bring extra water for the players.

As per CVRD rules team dressing rooms are signed out no earlier than 45 min. prior to 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. As soon as you know your home league and exhibition games you can email

Sheena for Kerry Park at: [sboyles@cverd.bc.ca](mailto:sboyles@cverd.bc.ca) for room assignment or  
Roger D’amour for Shawnigan Arena: [rdamour@shawnigan.ca](mailto:rdamour@shawnigan.ca)

- 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 disciplinary actions. Parents are not allowed on the player’s bench or in the penalty box unless requested by the head coach. Parents are requested not to sit behind the team bench during games (depending on how the arena is set up this might be the only place to sit!).
- A parent must notify the team manager and safety person about player injuries.
- Discuss with parents about fundraising and team finances – Seed money, 50/50 etc. If you are unsure on how to proceed contact the Treasurer or Marketing and Communications Director regarding team sponsorships.
- Tournaments – How many? Location? Cost per family? Get a sense from parents what their interests are in regards to tournaments.
- Team Clothing – Jackets, hats and other articles may be purchased but must have the official KPMHA logo on it. Contact the Equipment Manager or the KP web site for a list of suppliers (under “Equipment and Apparel”).





### **Volunteers:**

There are a number of areas where the Team Manager can ask for parent volunteers:

- 1) Team Treasurer
- 2) Team Fundraising organizer
- 3) Team photographer
- 4) Team Safety Person

### **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 and keep track of what number each player has. Each player is responsible for his or her own jersey. Jerseys should be on hangers or in garment bags and carried separately from gear to avoid preventable damage.
- Inform the players/families that game jerseys are to be treated with respect and worn only for games. Damaged or lost jerseys are 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 Director.
- Puck buckets, safety kits, and keys to the equipment room must be returned by April 1<sup>st</sup>. If not returned the player'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 Pee wee: KPMHA shall try to provide goal pads and sticks.
  - Bantam and Midget goalies are responsible for the purchase of their own goalie equipment and sticks.
  - The parents of goalies should contact the Equipment Director to sign out appropriate gear. A coach can sign out equipment where there are teams that have multiple goalies sharing the equipment.
  - Association goalie gear may only be used on the ice. Any goalie found to have mistreated 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 Director and Treasurer to re-issue the equipment upon payment of a \$500.00 deposit.





### Team Budget:

- Be sure to have your draft budget approved by the Budget Committee before presenting it to your parent group. [treasurer@islanderhockey.ca](mailto:treasurer@islanderhockey.ca)
- Discuss Fundraising ideas, tournaments and team expenses.
- The bottom and or back of the budget must be signed by all parents.

### Sample Budget

<http://cloud.rampinteractive.com/kerryparkmha/files/Forms/Example%20of%20team%20budget%20%232.pdf>

### Fillable Budget Form

<http://www.islanderhockey.ca/content/team-treasurer>

Once the team budget has been approved and all parents have signed at the bottom of the budget to show that they are in agreement with it. The signed budget must be handed in to the KPMHA Treasurer by Oct 15<sup>th</sup>. [treasurer@islanderhoceky.ca](mailto:treasurer@islanderhoceky.ca)

## Sportsmanship in the Stands

Parent Meeting Policy: BC Hockey requires that all Minor Hockey Associations host a Parent Meeting prior to November 15<sup>th</sup> annually.

Such a meeting shall cover a minimum of the following:

- Review of key MHA Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
- Review of the Association complaint process / policy
- Code of Conduct expectations

Association must file a report summary of such a meeting by December 1 annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association.

### NOTE:

- Unsanctioned events are not eligible for coverage under the Hockey Canada Insurance Program.
- A Parent Meeting template agenda and presentation is found on the BC Hockey Website.

**Video for all Parents to watch** <http://www.islanderhockey.ca/article/35719>





Once your team has completed the Parent Meeting and discussed the above topics:

***Step #1- fill out the form below***

<http://www.islanderhockey.ca/content/managers-information>

***Step #2- Email completed form to KPMHA Risk Manager***

[equipment@islanderhockey.ca](mailto:equipment@islanderhockey.ca)

<http://www.islanderhockey.ca/article/35719>

