**TEAM MEETING AGENDA (TEMPLATE)**

1. Volunteer positions and roles
	* Head Coach –
	* Asst. Coaches–
	* Managers –
	* Treasurer –
	* Jersey Parent –
	* Tournament Coordinator -
	* Water Bottles -
	* Fundraising Coordinator-
2. Coach/Player/Parent expectations
	1. Coaches, Manager, Treasurer
		1. We need one coach with first aid training.
		2. Coaching certifications.
		3. Code of conduct completed.
		4. Security check- coaches, managers, trainers, and treasurer
	2. Parents
		1. Player Medical forms completed and given to Manager.
		2. Parent and player code of conduct completed and sent to manager.
		3. Rule of Two, essentially more than two adults must be in the room with the kids.
		4. Parent conduct – expected behaviour.
		5. We’ll setup a Box Official (score keeper, shot clock, penalty box) schedule by family and send via RAMP, if you can’t make a shift, please find another replacement and let Manager know who will take place.
			* 1-2 away
			* 2-3 home
		6. Team Communication (eg. TeamSnap, TeamLinkt or Ramp)
			* Is our method of communication please update emails, cell phone numbers and parent’s names.
			* Update your child’s availability for Coach, in order pre plans practices and game and knowing number of kids is critical.
		7. Questions or concerns regarding team matters please talk to Head Coach and/or Team Manager.
	3. Players
		1. Player Arrival expectations
			* XXX minutes prior to practice/ready to hit the field.
			* XXX minutes prior to game, be ready XXX minutes before game as we’ll be doing warm up.
		2. Goalies –
		3. Player/ mixed gender supervision \*\*NEW
		4. Conduct in the dressing room.
		5. Discuss limiting number of parents in the dressing room.
		6. Zero tolerance for bullying
3. Budget and Fundraising
	* 1. Cash Call
		2. Apparel –
		3. Fundraising options –
			1. Bottle drive
			2. Cash basket or
			3. Donations or
			4. Other ideas
4. Playoffs
5. Tournaments (Available List on ALA Website, www.albertlacrosse.com)
	* Example - Timberfest Calgary
	* Canada Day – vote and discuss.
	* Provincials vote and discuss (if less than 15 we can affiliate 2 players and 1 goalie-goalie must dress and play as a goalie). *Also on ALA’s website.*