**Season Kickoff Meeting template**

[date & time]

Welcome to [division and team number]!

Include athletes for the first portion of the meeting:

1. Introduce coaching staff
2. Head Coach explain their coaching philosophy
3. Expectations (recommend asking for some athlete input for expectations of themselves, their parents, and their coaches):
   1. Of athletes
   2. Of coaches
   3. Of parents/guardians/spectators
4. Approximate schedule
   1. Immediate and upcoming, like a kickoff party, early season tournament, next few practices, early fundraiser, etc.
   2. Key dates: home tournament, league session start/end, playdowns, regionals, etc.
5. Discuss when athletes will choose jersey #s, captains, how often they’ll be playing goalie (for rotations in U10 and U12), development opportunities (goalie training, power skating, etc.)
6. Remind everyone about codes of conduct. Refer to [True Sport Principles](https://truesportpur.ca/true-sport-principles) or [UCCMS](https://sportintegritycommissioner.ca/uccms). These apply to athletes, coaches, officials, spectators, and families.
7. Clearly explain lines of communication, including the 24 hour rule.

Younger athletes do not need to be present for the second part, but it never hurts for them to see how much is involved for a team to run smoothly. You may wish to tell folks they have 20 minutes to sign up for something otherwise a job will be assigned to them.

1. Jobs that need to be filled! (you may not need ALL of these, but try to get every family involved in a team role)
   1. More coaches, including on-ice helpers
   2. Manager – reports to the Head Coach, is responsible for the majority of what is listed below but SHOULD DELEGATE.
   3. Emergency Action Plan key personnel – call person
   4. Treasurer
   5. Social Coordinator
   6. Tournaments
   7. Booking hotels
   8. Fundraising
   9. Jersey families
   10. Minor Official scheduling
   11. Home tournament team rep
   12. Apparel
   13. Spectator Liaison (BGL)
   14. More!
2. Distribute and collect medical forms with emergency contact information
3. Other?