



KHC Parent Meeting Agenda

One of the key elements for running a successful Association and team is communication and setting team goals and expectations right at the beginning. Everyone is always saying transparency is the best way; our goal is for parents to be aware of important decisions that affect their children. In order to help achieve this goal, every team is required to host a parent meeting at the beginning of the season.

It is important for both the coach and manager to set up a Parent meeting as quickly as possible after teams are formed. This meeting is important to set the goals and expectation in many different areas that will affect the team throughout the season.

Below is a Parent Meeting Agenda with items to be discussed by both the coach and the manager.

PARENT MEETING AGENDA – MANAGER

Communication – All concerns/complaints must be brought to attention using the proper channels. The proper channels are: report to your Coach /Manager first, from there to the Age Group Coordinator and then to the Board of Directors. This includes concerns/complaints you have regarding Hockey Calgary or referees. Any issues not brought forward using the proper channels will NOT be addressed.

Due to privacy policies, email addresses and other contact information may only be used for the purposes of hockey operations. When sending out e-mails, all distribution lists are to be sent via blind copy. Please do not overload people with unnecessary e-mails by sending “Reply All” for issues that are not important.

Finances – Many teams request parents to write a cheque to start up the team funds as expenses can start right away. Discuss and agree with your parents how much each family should contribute. If a family can't afford to write a cheque for the full amount, see if it is possible for them to contribute in installments throughout the season, if not come to an agreement on how this family can contribute to the team throughout the season. If there are team funds remaining at the end of the season, people are entitled to a refund up to but not exceeding the amount they originally provided.

Note: Some teams have non parent coaches, be sure to discuss with the parents and the coaches their expectations regarding expenses for travel and team outings for the non parent coach. Be sure it is agreed upon at this meeting who is responsible for covering these expenses.

Fund Raising – When fund raising for your team you are representing the Knights Hockey Club. Discuss with your team how much funds you will require to operate your team for the season before you decide what type of fund raiser you are going to do as a team.



KHC Parent Meeting Agenda

Equipment –Game jerseys are NOT to be worn at practices (this applies to U9 teams as well). At the end of the season jerseys are to be washed and returned as a set on wire hangers in numerical order. Any jersey deemed un-usable due to misuse will be subject to the player losing their deposit. Jerseys cannot be altered in any way and name bars are not permitted.

Game and Practice Schedules – All games and practices are published by the Ice Scheduler. Schedules are usually posted in your TeamSnap account. Hockey Calgary mandates the home team to supply Game day Volunteers for games.

Tournaments - Discuss with your team how many tournaments you would like to attend and how far you would like to travel for these tournaments.

Referees – Zero tolerance policy in effect, any abuse towards officials will not be tolerated. Any person reported will be asked to leave the rink.

Apparel – Knights official supplier is Play It Again Sports

Volunteer Bond – All families are required to pay a \$300.00 per family bond. Families wishing to fulfill their required amount of volunteer hours will have ample opportunity throughout the season. A minimum of 15 hours of Association Approved volunteer work is necessary to fulfill each family's volunteer bond obligations per season (please see the list of approved volunteer roles on the website).

PARENT MEETING AGENDA – COACH

Introductions – Introduce yourself and your assistant coach (es), manager. Parents want to know about the individual(s) who will be coaching and interacting with their children. Gain the trust of the parents by establishing your credibility with them as a coach of their child. Give the parents information about yourself – your experience and training as a coach, why you are coaching, and general background information about yourself. **Provide a brief explanation of the importance and purpose of the meeting.** Be sure to express appreciation to the parents who attend for their interest and concern in the program.

Coaching Philosophy– Parents will want to know about your coaching approach – the emphasis you place on the physical, psychological, and social development of the athletes; having fun; and working hard. The parents will also want to know what techniques and methods you use to teach technical skills (e.g., skating, passing, shooting), and to develop cooperation and friendships among the players. You are a very significant role model to the athletes you coach, and it is important that your



KHC Parent Meeting Agenda

coaching philosophy reflects what is desirable for the athletes.

Team Goals and Expectations - This is the time to clearly present the goals and objectives of your program your Expectations of the athletes should be presented at this time. This is a good opportunity to receive feedback from the parents on the goals and objectives they feel are most important and would like to see you emphasize, as well as how realistic they feel your expectations are of the athletes.

Details of your Program - Present specific information on the operation of your hockey program. Parents will want to know about such as:

- **Fair Play** – discuss Fair Play and playing time with parents and what to expect from him/her as a coach throughout the season.
- **Game and Practices** –expected arrival time prior to games and practices
- **Pre-Game /Post Game Locker Room** – coaches need time to prepare and discuss strategies with the players to prior to and after games and practice. Inform parents home much time you require with the players in the locker room prior to and after each game and practice.
- **Team Rules and Discipline** –discuss with parents your expectations and how disciplinary issues will be dealt with

Parent Expectations - A very important component of the meeting is informing the parents of your expectations of them. To ensure overall program success, it is important to maintain a positive relationship with the parents. You may find it extremely useful to organize a parents committee to coordinate their roles and responsibilities within your program. Responsibilities of the parents committee may include the following:

- phone calls to parents/players to inform them of specific activities
- 24 hour rule
- establish communication channels after the initial meeting
- inform manager if player will be absent for game or practice

Just as coaches are significant role models for athletes, so too are parents. Parents need to be reminded that hockey is for the players, not the parents. Reiterate the 24 hour rule. The parents that have a clear understanding of the goals and objectives of your program will enhance the quality of participation by the athletes. Parents must provide positive support and encouragement to the players as they strive to achieve their goals.

Q and A