



## SPMHA Parent Meeting Agenda

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Attendees:


### Agenda

1. Meeting Called to order      **Time:** \_\_\_\_\_
2. Welcome & Parent Introductions
3. Coaching Staff Introductions
4. SPMHA Executive Member Introduction and comments from the Association
5. Coaching Philosophy
6. Team Items
  - a. Season Outline
    - i. League play & likely tier we will be placed in
    - ii. # Games – League/exhibition aiming for
    - iii. # Practices – 1/week standard any extra for discussion (dry-land, ice)
  - b. Practice Information
    - i. Arrival times
    - ii. Typical practice outlines – shared ice practices
  - c. Playing time philosophy
  - d. Team Attendance expectations
    - i. Times for arrival at games
  - e. Dress code
    - i. Games
    - ii. Extra team apparel
  - f. Dressing room expectations
    - i. Parents in dressing room
    - ii. iPods, smart phones in dressing room
    - iii. Music expectations
    - iv. Player actions
    - v. Showers after practice/game
    - vi. Coach presence pre/post game
  - g. Discipline Process
    - i. Player discipline progression



- ii. Complaint process – 24h Rule, follow Section 53 P&P
- h. Team Safety
  - i. Coach with Safety course, first aid
  - ii. Rink Emergency Action plan
- i. Team communication
  - i. Email, through website
  - ii. Home/cell phone list
- j. Fundraising expectations and goal
- k. Form distribution and collection AND Review
  - i. Medical
  - ii. Photo
  - iii. Code of Conduct – player and parent
- l. Tournament Discussions
  - i. Number
  - ii. Close vs. away tournament
  - iii. Parent & Team expectations while away – Coach is still responsible for team actions
- m. Team budget
  - i. Review proposed budget coach has put forward
  - ii. Seed funds to be collected
  - iii. Team discussion and **private vote on budget**
- 7. Team Parent positions
  - a. Assistant Coaches
  - b. Parent Helpers on the ice (explain coach's definition of this position)
  - c. Manager (hand out duties section 31 P&P)
  - d. Treasurer (hand out duties section 32 P&P)
  - e. Fundraiser
  - f. Jersey Parents
  - g. Tournament Parent
  - h. Scoresheet/time clock Coordinator – Off ice Officials
  - i. Music Parent
  - j. Social Coordinator
- 8. Association Items
  - a. Concession obligations
    - i. 1<sup>st</sup> shift must be done prior to Jan 1 – BINGO does not count this season
    - ii. 2<sup>nd</sup> shift must be completed prior to end of season
    - iii. Extra credit towards next season for any shifts over and above
  - b. SPMHA Annual Fundraiser
  - c. Rink conduct
    - i. Communication on ice – players, coaches
    - ii. Treatment of Refs
- 9. Motion for Team Budget
  - a. It is moved that (team name) accept and adopt the budget as proposed and distributed to parents and that the responsibility and accountability of this budget lies with the head coach.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_



Vote result \_\_\_\_\_ Yea \_\_\_\_\_ Nay

10. Motion for Team Account

a. It is moved that (X-Parent) is Treasurer for the (team name) (year) season and that the SPMHA (Team Name) team keep the team account at (bank) in Stony Plain. The dual signing authorities will be (treasurer name) and (co-signor) name

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote result \_\_\_\_\_ Yea \_\_\_\_\_ Nay

10. Motion to adjourn parent meeting:

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote result \_\_\_\_\_ Yea \_\_\_\_\_ Nay

Adjourned at : \_\_\_\_\_ Time

**Meeting Minutes Approved:**

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[Name]  
(Team) Manager

[Name]  
Head Coach