



Team Meeting Agenda Template



Meeting Date and Time

1. Call the meeting to order
2. Introduction - introduce yourself, Assistant Coaches and Manager.
3. Give a brief explanation of the importance and purpose of the meeting.
 - Coaching Philosophy – Explain your coaching philosophy, coaching credentials and coaching groups' goals and objectives for the season.
4. Details of program/expectations for players - present specific information on the operation of your hockey team from a coach's standpoint. Ideally, coaches will have a team Operations Manual to outline these details.

Discuss expectations of the players, parents and coaches:

- Fair Play Codes – U9 - U18 outline when and if you will shorten the bench (Last 2 minutes and overtime for playoffs and or EMHW).
- Expectations on how absent players are to notify the coach.
- Itinerary and timeline for when players need to be at the rink for games and practices
- Outline if parents are allowed in the room and if so until when?
- Time commitment
- Respect for themselves, all players (own team and opposition) officials, parents, etc.
- Expected conduct – games, practices, locker room, events
- Discipline – parent conduct at games, team functions etc.
- We also encourage coaches to include the players in creating team rules for the season.
- Chain of commands should any team level issues arise

The Team Operations Manual and Team Contract can be found on the [Policies and Procedures](#) webpage.

6. Expectations of the parents/volunteers – all team-level volunteer positions must be filled. [Click Here](#) for the policies page where you can download the BVHS Team Roles and Responsibilities Document. Anyone who paid out their BVHS Volunteer Bond is NOT exempt from team-level volunteering. The BVHS Volunteer Bond only makes those individuals exempt from society-level volunteering.

7. Player Medical Forms –

The player medical form can be found under each player's profile in Teamlinkt. Once the manager has printed all the Medical Information forms, they are responsible for creating a spreadsheet that includes all medical, and allergy concerns etc. This information needs to be emailed to the coaches, as well as a copy of the forms needs to be put into the coach's binder that he or she keeps on the bench, as well as one copy needs to be put into the First Aid Kit.



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8. Team Apparel – [Click Here](#) to get more information on BVHS apparel.

- Discuss dress code (If Applicable)
- Water bottle policy
- Team Apparel – discuss what apparel parents want to purchase and plan accordingly on the budget.

9. Tournaments - discuss and vote on the number of tournaments the team wishes to take part in based on the Hockey Calgary maximum per age group. Whether you want to attend out of town tournaments, in town tournaments and how many.

Discuss if your team will be participating in the BVHS hosted tournaments as well (U7-U15)

10. Additional practice ice, team-building events, and parents' socials

- Vote on the number of additional ice times the team may want, and determine the number of team building, team events etc. the team wishes to take part in.

11. Team Budget - [Click Here](#) for the BVHS Budget Template that can be found in the Team Operations Section.

- What to consider when deciding on a proposed budget - tournaments, team building, team events, additional ice times, socials, off-ice training, apparel, Coach and Manager gifts, team meals, and anything else discussed leading up to this agenda item.
- Vote on a dollar amount for a cash call (if applicable)
- Vote on how money raised will be handled - does all the money go to everyone on the team or is the money raised being split out per each player on the team?
- BVHS recommends that teams put a minimum on each fundraiser they do, and all the money is put towards the team and not tracked per player. Ex.: If a team wishes to sell almonds, every player is responsible to sell a minimum of \$100 worth of almonds.

The budget should be the last thing on the agenda as everything leading up to the agenda that has been voted on will determine the amount of money needed to operate the team.

12. Questions – Open the floor up to questions for parents

13. Parent-Coach Contracts and Team Operations Manual - If you are planning to use either of these documents have parents sign off on these documents prior to adjourning the meeting.

14. Adjourn the meeting