**A green and yellow logo

Description automatically generatedA colorful circle with letters

Description automatically generatedParent Meeting Draft Agenda**

1. **Introduction**
   1. Introduce all members of the team staff (coaches, HCSPs (if known), you (manager))
   2. Give a brief overview of what will be covered in the meeting.
2. **Head Coach Moment**
   1. This is the time for the head coach to take the leadership platform of the team:
      1. Share their goals for the season.
      2. Explain their expectations of the players and parents.
         * Time commitment
         * Respect for themselves, all players (their team and opponents), referees, coaches (their team and opponents), and parents
         * Expected conduct – games, practices, locker room, events etc
      3. Talk about their coaching philosophy and how they plan to operate – eg ice time philosophy, rules for the team and any relevant disciplinary elements, etc.
3. **Budget**
   1. Outline of expected costs
   2. Discuss extra activities – social events, tournaments, additional skills training, etc.
   3. Initiate fundraising/sponsorship desire/options
4. **Parent volunteers**
   1. Share the association’s policy on volunteer hours needed from each family.
   2. The experience for the players can only be as great as the parent group collectively can make it.
   3. Discuss the primary roles that you need filled asap and provide other options for the rest of the parent group to consider.
      1. If they don’t volunteer at the meeting, in the email you send after the meeting with the notes be sure to include a request for them to identify how they want to help.
5. **Questions**
   1. Allow the parents time to ask questions. If one person has a question, usually others have the same one. If you don’t know the answer, say so and include the answer in a follow up email to the full parent group.

*Following the meeting, send an email with:*

1. Notes from the meeting to recap the information.
2. Call for volunteers if needed – goal is to get every family to help somehow.
3. Include the draft budget and ask for anyone with questions/concerns to contact you by x date.
4. If you need a vote on a tournament or other element discussed at the meeting, include the question and request a response. ­­