



Parent Meeting Draft Agenda

1. Introduction

- a. Introduce all members of the team staff (coaches, HCSPs (if known), you (manager))
- b. Give a brief overview of what will be covered in the meeting.

2. Head Coach Moment

- a. This is the time for the head coach to take the leadership platform of the team:
 - i. Share their goals for the season.
 - ii. 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
 - iii. 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

- a. Outline of expected costs
- b. Discuss extra activities – social events, tournaments, additional skills training, etc.
- c. Initiate fundraising/sponsorship desire/options

4. Parent volunteers

- a. Share the association's policy on volunteer hours needed from each family.
- b. The experience for the players can only be as great as the parent group collectively can make it.
- c. Discuss the primary roles that you need filled asap and provide other options for the rest of the parent group to consider.
 - i. 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

- a. 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:

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