

# Conducting the First Parent Meeting

Adapted from 'Avenue Road Ducks Novice Selects'  
(host meeting shortly after team is formed)

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



## A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.



## B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.



## C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.
- Discuss expectations of the player (and parents) **Appendix 1: Fair Play Codes**
  - Time commitment
  - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
  - Expected conduct – games, practices, locker room, events
  - Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.



## D. Budget (15 minutes)

- Outline of expected costs **Appendix 22: Budget**
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? *Suggestions:* bingos, casinos, dinners, auctions / raffles, sponsors, etc.
- Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?



## E. Team Apparel (5 minutes)

- Discuss dress code
- Water bottle policy



## F. Expectations of the Parents / Volunteers (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role. **Appendix 3: Parents' Contact & Responsibility List**



## G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date: \_\_\_\_\_