

Parent Meeting Agenda

- 1. Introduction:** Share your playing and coaching experience. Give a brief explanation of the importance of the meeting.
- 2. Parent introductions:** Have both parents introduce themselves and name their player.
- 3. Coaching philosophy:** Explain team rules, discipline, playing time, and dress code for games. Clarify priorities such as schoolwork, other sports and activities.
- 4. Goals for the season:** Number of players, discuss fitness, skill development, team play, sportsmanship, individual goals, tournaments and post-season expectations. **Look for input!**
- 5. Equipment and uniforms:** Reminders and requirements regarding neckguards, check players gear, team warm-ups, etc. Explain how jerseys are acquired, and how numbers are allocated.
- 6. Player responsibilities:** Explain expectations regarding schoolwork/grades, diet, practice and game preparation, locker room/on-ice and bench conduct, and respect for coaches, officials, opponents and teammates.
- 7. Parent responsibilities:** Help players arrive on time with all their equipment, notify the coach or manager of absence/illness, follow the 24-hour rule when discussing issues with coaches. Sign “Fair Play Code”.
- 8. Logistics:** Discuss dryland, practice and games schedules, phone and email lists, best forms of communication with coaches and team manager.
- 9. Tournaments:** Talk about tournaments dates, locations and costs. If the association hosts a tournament, give plenty of notice to set aside time.
- 10. Volunteer needs:** Recruit volunteers as necessary for team manager, 1st Aid, tournament coordinator, on ice/bench assistance, scorekeeping, game clock, penalty box attendant, water bottles and more. Many coaches prefer to allow team manager to fill remaining positions.
- 11. Q&A time:** Ask parents for questions about general topics—questions with answer that other parents will benefit from hearing.