



Parent Meeting Agenda

1. Introduction

Introduce yourself, Assistant Coaches and Team Manager.

2. Coaching Philosophy

Explain your coaching philosophy, coaching credentials and goals for the season.

3. Expectations of Players, Parents and Coaches

- [GHC Policies & Procedures](#)
- [Hockey Canada Fair Play Codes](#)
- Team Rules / Contracts
- Your expectation for communication; absences; arrival time for games and practices; respect for teammates, opposition, officials, parents; parent conduct at games, team functions etc.

4. Team Volunteer Roles

Recruit parents for any vacant volunteer positions. Every family is required to complete volunteer credits. Parents should review our [Volunteer Policy](#) and position descriptions on the [Volunteer](#) page.

- Team Manager (2 credits)
- Assistant Coaches (1 credit)
- Treasurer (1 credit)
- Dressing Room Supervisor (1 credit per 10 shifts)
- Jersey Manager(s) (1 credit)
- Timekeeper / Scorekeeper / Penalty Box (1 credit per 5 games)
- On-Ice Helper (1 credit)
- Fundraising Coordinator (1 Credit)
- Tournament / Exhibition Game Coordinator (1 Credit)
- Team-Building / Social Coordinator (1 Credit)
- Team Volunteer Coordinator (1 Credit)

5. Team Budget, Cash Call & Fundraising

Team Treasurers will receive more information from GHC on Team Banking Guidelines. In the meantime, discuss your team budget, which must be approved by 75% of parent group. Budget considerations may include:

- Cash Calls & Fundraising Activities

Jr. Inferno Community
Girls Hockey Calgary Association (GHC)

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- Tournaments & Exhibition Games
- On-Ice and Dryland Training
- Team Building & Social Events
- Apparel

6. Tournaments / Exhibition Games

Discuss and vote on the number of tournaments the team wishes to take part in.

7. Team Apparel

Individual orders can be submitted on Fresh Brand Gear's online [Jr. Inferno Store](#). Managers will be given more information on team orders (12+ items) at the Manager's Meeting.

8. Team Photos

Team Photos will take place on **October 28 & 29, 2022 @ Shepard Community Hall**. Managers will be sent a link to book a time slot for your team.

9. Conflict Resolution

Occasionally disputes arise within a team. These guidelines are outlined in GHC's Policy Manual:

- ✓ **24-Hour Rule:** Parents are asked to wait 24 hours after an incident, and then bring their concerns to the Cohort Manager who will work with the Cohort Coach Leader and parents to resolve the issue.
- ✓ **Informal Resolution:** If a resolution cannot be solved at the Cohort level, the Cohort Manager/Coach Leader is to contact the Age Group Coordinator (AGC) who will then contact the Director of Coaches. The AGC and the Director of Coaches, in a neutral, unbiased capacity, will receive information regarding the incident(s) and where appropriate, assist in the "Informal Resolution" of the matter.
- ✓ **Formal Resolution:** Some conflicts may require escalation to the level of formal complaint. This measure should be a last resort. The Incident Report Form (GHC Policy Manual - Appendix A) must be used to file a formal complaint.

10. Additional Topics for Discussion

11. Parent Questions

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