**First Team Meeting – Must Be Completed before October 15th**

Managers - Forward a copy of the actual Agenda used by team (after edits made) as a word document titled team name and year to riskmanager@pmha.bc.ca no later than October 20th.

**Team:**

**Date:**

**Introduction:** (Approx. 5 mins)

Welcome to our 2020/2021 hockey season. We are excited to have the opportunity to help develop your child’s hockey skills and hope to provide them with a memorable and fun filled experience throughout the entire season.

Below are a number of topics we will review during this parent meeting:

* Introduction of the coaching staff and manager
* Coaching Philosophy / Goals
* Player Conduct (On-ice / Dressing Room / Respect)
* Parental Conduct
* Discipline
* Team Budget – Costs, Fundraising etc
* Team Operations including Schedule, Dress Code, Locker Room Policy

**Coaching Philosophy and Goals:** (Approx. 10 Minutes)

**Coaching Goals**

* Provide our players with planned practices to assist in development of their individual and team skills.
* Provide players with an environment that promotes respect for ALL (team-mates, opposing players, referees, coaches, managers and self).
* Promote a positive learning experience both on and off the ice.
* Challenge our players to become better hockey players and help them understand the Game.
* Prepare our players for the *next* *step* in their hockey development.
* Make this year’s hockey experience enjoyable for both hockey players and hockey parents.
* Have fun!

**CoachingPhilosophy** – we will endeavor to develop your child’s hockey skills along with their social skills within a *Team* environment.

**Coaches Personal Philosophy**

**\*\*Coach to complete this area\*\*\***

**Expectations – Players and Parents:** (Approx. 15 minutes)

Below are the guidelines our players will be requested to follow. As their parents, we ask that you discuss and review the guidelines with your children:

* Fun – do our best to make this hockey season is an enjoyable experience for your child.
* Work Hard – players will be expected to work hard, every drill, every shift, regardless of ability. Effort is the key to development.
* Attitude – a player’s attitude toward effort is more important than the outcome. All we ask that each player make an honest effort.
* Individual Skill Development – basic individual skills are important at this age and practices will be designed to help assist with this development
* Introduction to Team Concepts – an increased knowledge and development of team concepts will be introduced to the players throughout the season.
* Ice time – skill level will never dictate ice time. Fair play rules will be adhered to.
* Player’s Positions – various players will be required to play different positions throughout the season. This will help with a child’s overall development.
* Mistakes Will Happen – players will be advised not to worry about making mistakes in the pursuit of learning and improving.
* Team – we are a *Team* at the rink / in the dressing room / on the ice / at tournaments.
* Attendance - Players are expected to attend all games, practices and team events (fund raisers) except for illness, school or significant family commitments.
* Fun – we have all failed if players are not having fun.

**Player’s Conduct**

* For practices, please be dressed and ready to go on the ice at least XX minutes before start time. No players will be allowed on the ice unless one or more of our coaches are already on the ice. Please attempt to be at the rink not later than XX minutes prior to practice time.
* For games, please be dressed and ready to go on the ice XX minutes before face-off. Players will be required to be at the rink XX minutes prior to every game. Parents are asked to not be in the dressing room before the game to allow coaches time to prepare players before the game starts. This encourages the team to prepare TOGETHER and helps teach the importance of routines (individual & team).
* Please provide a water bottle for your child.
* Following all games, parents will be asked to wait and not enter the dressing room until permission is given – this allows coaches time to discuss the game while it remains fresh in the player’s minds. This becomes an opportune time for players to learn. (This should not exceed 10 minutes).
* We will expect the kids to clean up tape, cups, etc. so the dressing room is clean when we leave.
* It is important to attend both games and practices. Please phone/email the coach / manager as early as possible if your child is unable to attend at any time.
* Behavior such as swearing, hitting, pushing and shoving and not will not be tolerated during games or practices by players, parents or coaching staff.
* Respect for teammates, opposition, referees, coaches and fans at all times will be strictly enforced.
* Players are expected to pay attention during practices and games.
* Hockey is a *TEAM* sport, not an *INDIVIDUAL* sport. Team play will be promoted at all times. Players will be asked to support their teammates at all times.

**Parental *Conduct***

* In order to encourage the player’s complete attention during practices, parents are asked to refrain from visiting the bench. If your child requires your attention we will notify you immediately.
* With our goal of **‘mutual respect’,** we ask parents to refrain at all times from negative comments about teammates, opposition, referees and coaches. This includes comments from the stands, in the dressing room or during the ride home from the practice or game. Please encourage your child to pay attention, practice what they have learned and be positive. We want our players to respect each other regardless of their actions or abilities.
* Behavior such as swearing, hitting, pushing and shoving and not will not be tolerated during games or practices by players, parents or coaching staff.
* Keep your support **‘Positive’**. This will help all involved enjoy their experience. **Positive cheering** from the stands is rewarding to see and hear.
* Parents are not to leave players unattended without informing the coaches and or Manager. Please assign another contact person in case of an emergency.
* Feel free to bring forth positive ideas that may be beneficial to our *TEAM*. We are all in this together. Our Manager will be happy to field any such ideas and bring them to the attention of the coaching staff.
* Tournament conduct – parents will be asked to supervise their own children (unless pre-arranged with other families). This will include having our players in bed at a reasonable time and controlling the player’s social activities and to provide them the energy to play our games to the best of their ability.

***“SET THE EXAMPLE FOR OUR KIDS!”***

**Code of Conduct/Parents Responsibilities – all parents will be required to sign off on their conduct (now available on ePACT)** and agree to act responsibly.

**Coach meeting** – if you feel strongly that you require a meeting with the head coach or coaching staff please feel free to contact the Manager first to arrange a mutually convenient time. Hockey Canada rules states that you wait 24 hours until making the call to allow yourself some time and distance to think.

If you remain dissatisfied with the outcome after the meeting, your next step should be to contact the Division Manager. For more information on the full PMHA Complaint Process refer to section 7 of the PMHA Policies available on our website.

**Discipline: (Edit as Desired)**

Disciplinary actions for unacceptable behavior will be dealt with by the following manner:

Step 1 – Coach will discuss concerns with the individual involved (offering opportunity to correct their actions). If the action persists the player may sit for a predetermined time period or be asked to leave the ice depending on the nature of the incident.

Step 2– Coach and/or manager will discuss their concern with the player’s parent or guardian.

Step 3 – Manager will bring the matter to the attention of the Divisional Manager and/or Risk Manager as appropriate.

Step 4- At any time a coach may implement further disciplinary actions including (but not limited to) benching the player, removing them from a game or practice or suspension for further game/practice if player is exhibiting behavior that is aggressive and could result in an injury to another player. If this occurs a meeting with the player/parent may be scheduled to further address this issue.

**Team Budget:** (Approx. 10 minutes)

* FOR ANY TEAMS THAT ARE COLLECTING TEAM FEES EDIT AS NEEDED (REP OR HOUSE – Refer to PMHA Policy Section 9 – Team Budgets for Guidelines) Initial ‘start up fee’ – suggested $XXX per family. PAID TO MANAGER in two installments. First Installment for 50% of Team Fee due within 1 week of this meeting. Second Installment due December 1st. No exceptions please. We do not want to have to chase you.
* Fundraising options?? – discussion
* Review of Estimated Budget and Parent Vote
* Once parent vote is complete and budget is approved a copy must be emailed to the PMHA Treasurer. This needs to be done before November 15th.

**Team Operations:** (Approx. 10 minutes) (All Areas in this Section Can be Edited with the exception of locker room policy)

**NOTE – the manager will be involved in co-coordinating various team functions. This can become a time consuming effort so volunteers from our parent group would be greatly appreciated and a team sign up sheet for various duties will be circulated and all jobs/positions will be on a first come first served basis.**

1. **Schedule –** our full schedule remains to be confirmed. Our team Manager will communicate the schedules to all the families via Team Snap &/or the PMHA Website. For the 2020/2021 season all players are required to complete the Team Snap Health Check prior to going on the ice or attending a team event. If this is not complete or they fail it they will not be able to participate that day. In the event that you do not pass the Health Check you will be required to follow PMHA COVID protocol as outlined on our website Return to Play Agreement. At present our practice schedule is as follows: XXXXX XXXXX.
2. **Dress Code** – It is expected that all players wear the PMHA warm up suit to all games. (If Suit and Tie Required or there is no dress code for team edit this area).

1. **Tournaments –** We would like to arrange to participate in XXX local area and XXX out of town tournament. Our Manager will keep the parent group updated on the potential dates / arrangements. There may also be additional opportunities which we will bring to the groups’ attention for consideration.
2. **Teamsnap** – for all games we will required helpers in the form of getting the dressing room key, game sheets and for home games the clock and music. An email will be coming shortly using Teamsnap and we ask you to sign up for the duties needed for each game. We expect all parents to participate in these activities. If any parents need a demonstration on how to work the clock we are happy to set up a training session.
3. **Communication –** we would like to simplify our communication process within our parent group. Please provide our Manager with a preferred email address for us to initiate an Email Group. We will endeavor to communicate further information this way. Late revisions / requirements will be communicated by telephone and or hard copies at the rink.
4. **Locker Room Policy –**

***Two Deep Rule*** - A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

***Co-Ed Locker Policy*** - In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

a. Male players will not undress to less than a minimum of shorts while females are present.

b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).

When separate facilities do not exist for both male and female participants:

a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

***Smart Phones and Other Mobile Recording Devices*** - Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

1. **Team Jerseys –** We require a jersey deposit cheque of $200 dated for the April 30, 2021 prior to distributing your players jersey. If the jersey is returned in good condition, clean and hung on a wire hanger this cheque will be destroyed.