



## Team Meetings

A big key to effective parent/coach relationships is an understanding of what is involved in running an organized team through the season. Communication is the key!

There are **two major areas** that can be conveyed by team officials to parents that should create a cooperative relationship that will ultimately benefit the team.

The first is clearly outlining the responsibilities of the team and the delegation of those tasks.

The second area is team meetings. Meetings should be done as often as necessary but as a general rule they should be done during the pre-season, mid-season, and at the end of the season.



The attached chart provides an overview of possible duties a team may have throughout a season and what tasks parents and coaches will be responsible for.

## Roles and Responsibilities

Task	Head Coach	Assistant Coach	Manager	Safety Person	Parent
Carding					
Paperwork					
Ice Booking, Scheduling					
On-Ice equipment					
Team jerseys and equipment					
Off Ice equipment					
Stats and game sheets					
Accomodations					
Off-Ice programs					
On-Ice Drills and practice plans					
Team Rules					
Goaltenders					
Tournaments					
Dressing Room Supervision					
Risk Management					
Fund Raising					
Game Officials					
Game dispute mechanism					
Seasonal plan					
Skills to be taught					
Systems to be taught					



## **Pre-Season Meeting**

### Purpose:

- Introduce coaching staff and outline their qualifications and responsibilities;
- Outline coaching philosophy;
- Provide an overview of the seasonal plan along with skills to be taught;
- Enlist the support of parents to handle a number of team duties;
- Outline basic team rules and expectations of players, parents, and coaches.

## **Mid- Season Meeting**

### Purpose:

- To touch base with parents;
- Reinforce the key points of your program;
- Introduce new ideas for the second part of the season;
- Allow opportunity to discuss player development;
- Seek parent involvement for any specific projects that may have arisen.



## **End of Season Meeting**

### Purpose:

- Allow parents and players to evaluate the year specific to program and player development;
- Provide coaches feedback on the season and plans for the upcoming season;
- Provide opportunities for the players to seek further development in the off season;
- Celebrate the season with an end of year party;
- Giving out of ribbons and trophies, end the year on a positive note.

## **Special Meetings**

### Purpose:

- Organizing tournaments;
- Fundraising projects;
- Special events like team building activities

Knowing the responsibilities of a team and understanding clearly what the goals and objectives are will alleviate misunderstanding and foster open communication between parents and coaches. Understanding is a big part of communication.