



## Recommendations for Parent Meeting Frequency

### Pre-Season Meeting

*Goals:*

- Introduce coaching staff and summarize qualifications and responsibilities
- Provide coaching philosophy
- Provide an overview of the seasonal plan including skills to be taught
- Enlist the support of parents to handle various team duties
- Explain basic team rules and expectations of players, parents, and coaches.

### Mid-Season Meeting

*Goals:*

- Reinforce program's key points
- Introduce new ideas for the next part of the season
- Overview of current player development
- Solicit parent involvement for specific projects. Eg. Tournaments

### End-of-Season Meeting

*Goals:*

- Parents and players to evaluate the year, particularly program and player development
- Feedback to coaches about 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 social, including ribbons and trophies
- Always end the year on a positive note

### Special Meetings

*Goals:*

- Organize tournaments
- Fundraising projects
- Special events like a team building activities, Xmas party, Valentine Dance, etc.



## Sample Letter to Send to Parents at the Beginning of the Season

Participants/athletes: Children to young teens

Dear Parents,

I am pleased to be contacting you for the first time this season. During the season, I will have the opportunity to spend many hours with your child, and I hope that you and I will also have the chance to meet on a regular basis.

I am writing to invite you to an important information meeting that will take place at \_\_\_\_\_ (location) on \_\_\_\_\_ (day/date) at \_\_\_\_\_ (time, indicate AM or PM). The meeting will last approximately one hour.

If there is a particular issue that you wish to discuss with me that is not covered in the meeting, please see me immediately after the meeting.

The agenda for the meeting will be as follows:

### The Directions of the Program

- Coach presentation
- Review of the results of the questionnaire and their impact on our program
- Our philosophy and our program — create a sport environment that is fun, safe, and conducive to learning

### The Season

- Number of games and tournaments (season and playoffs)
- Vacation breaks, family vacations, expected absences, participant/athlete involvement in other sports/activities

### Organization

- Fees and financing
- Payment deadlines
- Transportation and what is expected of parents

### General

- Question period

It is important for the coaches to know what you as parents expect of them and of the program. This is why I am asking that you take a few minutes with your child to complete the attached questionnaires. They will help us build an honest and open relationship and will also help us align our goals and expectations for the program.



**Team Leaders:**

Coach:

Assistant-coach:

Manager:

**Contact information:**

name, phone, email

name, phone, email

name, phone, email

**The best time to reach me is:**

**Note:** I invite parents who are unable to attend to communicate with me before the meeting.



## Sample Preseason Questionnaire for Parents

(Parents of four-year olds to teens)

1. What were your reasons for registering your child to participate in this organized sport program?
2. What are your expectations of the program leaders, and specifically of the coaches?
3. In your opinion, what goals should be set for the participants by the team leaders?
4. Identify values that you think the program should promote.
5. Important facts about your child that team leaders should know (allergies, health issues, previous injuries, etc.).

\*\* Please return the questionnaire at least one week before the parents' meeting.

\_\_\_\_\_

Participant's name                      Parent/guardian's name

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)



## **What to Include in Your First Meeting with Parents**

### **Introductions**

Introduce yourself and anyone else who will be helping during the season.

### **Philosophy**

Talk about your coaching philosophy and approach to the sport here.

### **Introduction to Your Sport**

If you think that parents could benefit from a quick introduction to your sport, write some notes on what you would say or any demonstrations you might want to use.

### **Talk About Potential Risks**

Let the parents know what the risks are for your sport, and how you intend to address them.



### **Club or Program Details**

Let the parents know what the logistics for the season will be (i.e. schedule, costs, travel, etc...).

### **Expectations of the Players and the Parents**

What do you expect of them this season?

### **Questions and Answers**

Leave time in case there are questions at the end that were not answered during the meeting.



## Sample Agenda for the Parent Meeting

### **CONDUCTING THE FIRST PARENT/COACH MEETING**

(after team is formed)

#### **Getting Started (5 – 10 minutes)**

- Introduce yourself, assistant coaches, manager and trainer
- Give a brief explanation of the importance and purpose of the meeting

#### **Coaching Philosophy (10 – 15 minutes)**

- Provide information on the goals and objectives of the program and discuss your expectations of the players
- Explain your coaching approach and coaching outcomes

#### **Details of Your Program (10 – 20 minutes)**

- Present specific information on the operation of your hockey program
- Discuss your expectations of the players and parents
- Give out copies of the Fair Play Codes

#### **Your Expectations of the Parents (15 – 20 minutes)**

- Organize a parents' committee to coordinate roles and responsibilities
  - Let the parents participate, along with you and your support staff, in deciding the rules of parent conduct at games and team functions
- (ie. Parents, as well as coaches, should be positive role models for players)

#### **Wrapping up (20 –25 minutes)**

- Ask parents for further suggestions and/or comments
- Tentatively schedule next meeting







# HOCKEY CANADA COACHING PROGRAM

## TEAM ASSIGNMENTS



TASK	Head Coach	Assistant Coach 1	Assistant Coach 2	Manager	Trainer	Parent
Registration Fees						
Carding, paperwork						
Ice booking, scheduling						
On-ice equipment						
Off-ice equipment						
Stats and game sheets						
Accommodations						
Off-ice programs						
Practice plans						
Team rules						
Goaltenders						
Tournaments						
Dressing room supervision						
Risk Management						
Fundraising						
Game officials						
Game dispute mechanism						
Seasonal plan						
Skills to be taught						
Systems to be taught						