



GIRLS HOCKEY CALGARY ASSOCIATION (GHC)

East Calgary Twin Arenas
299 Erin Woods Drive SE
Calgary, Alberta T2B2V9
Tel: (403) 278-9223
Fax (403) 278-9230

GHC Parent Meeting Agenda 2019/20

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. All credited team roles must be filled before assigning non-credited roles. Position descriptions can be found on the [Volunteer](#) page.

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



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5. Volunteer Bond Program

Every family is required to complete volunteer credits. Parents should review our [Volunteer Policy](#).

Parents are required to submit a cheque to the Team Manager in the amount of \$300 payable to Girls Hockey Calgary, dated December 31, 2019. Cheque will only be cashed if you do not fulfil your volunteer requirements.

6. Jersey Deposit

Parents are required to submit a cheque to the Team Manager in the amount of \$200 payable to Girls Hockey Calgary, dated December 31, 2019. Once jerseys are returned at the end of the season, cheques will be shredded.

7. Player Medical Form

Parents are required to complete the Hockey Calgary Medical Form and submit it to the Team Manger as soon as possible.

8. Team Budget, Cash Call & Fundraising

Discuss a team budget, which must be approved by 75% of parent group and submitted to GHC Office by November 15, 2019. Budget considerations may include:

- Tournaments
- On-Ice and Dryland Training
- Team Building & Social Events
- Additional Ice Times, Socials, Off Ice Training,
- Apparel

Vote on a dollar amount for a **cash call**.

Vote on **fundraising activities and objectives**.

9. Tournaments / Exhibition Games

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

10. Additional Practice Ice, Team Building Events and Parent Socials

Vote on number of additional ice times the team may want, and determine the number of team building, team events etc the team wishes to take part in.



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11. Team Apparel

There will be two ways for GHC membership to order apparel this year:

- Individual orders can be submitted via the Player's Bench online store.
- Team orders (12+ items) must be submitted using the process outlined in the Player's Bench Team Catalogue.

These links will be available soon on the [Apparel](#) page.

12. Team Photos

Team Photos will take place on October 20, 2019. Location to be confirmed soon. Please do not plan any team events on this date until your session time is confirmed.

13. Conflict Resolution

Occasionally disputes arise within a team. The following guidelines are outlined in Sections 23 and 24 in the GHC Policy Manual.

- 24-Hour Rule:** Parents are asked to wait 24 hours after an incident, and then bring their concerns to the Team Manager who will work with the Head Coach and parents to resolve the issue.
- Informal Resolution:** If a resolution cannot be solved at the team level, the Team Manager/Coach 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.

14. Additional Topics for Discussion

15. Parent Questions