**AMHA Parent Meeting, Team Rules, and Team Budget Guidelines (Addendum to Policy 5 - Team Operations)**

The purpose of the AMHA Parent Meeting, Team Rules, and Budget Policy is to ensure that all aspects of team operations are covered and teams can collaboratively manage the expectations of all members of the team. This policy was developed based upon feedback from members during the year end season surveys. In particular the membership spoke up about how parent meetings from team to team and year to year were quite different, often parents had never voted on a budget, or received a copy and team rules were not made clear to families.

**Parents 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.

**Types of meetings that may be used during a season**

**Pre-Season Meeting**

* 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.

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# **Mid- Season Meeting**

* 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**

* 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;

# **Special Meetings**

* 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.

**Sample Pre-season or First Parents Meeting Agenda:**

1. Introductions
2. Coaching Philosophy
3. General Expectations
4. Team Rules (See sample team rules
5. Fair Play Codes
6. Player/Parent Contract (If applicable)
7. Bullying and harrassment discussion
8. Communications
9. Equipment (On-ice gear/Off-ice gear)
10. Ice Times
11. Extra-Curricular Activities (i.e. Dryland, Team building, etc.)
12. Manager
13. 1st aid kit
14. Jerseys (storage & cleaning)
15. Scheduling of Officials (if applicable)
16. Team Treasurer
17. Team Budget (all members of the team must initial the team budget, and a copy be submitted to your Divisional Director)
18. Delegate team responsibilities to parents for the season (E.g. time and scorekeeper, washing of jerseys, team link designate, tournament committee reps, association fundraising team rep, team fundraising committee, paying officials/sign in sheet, etc). The manager should delegate as many duties to the parents on the team to ensure there is participation and assistance from everyone and to alleviate the demands of the manager role.
19. Tournaments
20. Medical information (EPact)
21. Question & Answer

\*\*\* Please note Team Officials may wish to add things not on this sample agenda, but the AMHA asks that you cover this points in your initial parents meeting.

**Team Budgets**

The following are three samples of team budgets for each of the three portfolios of the organization. These are meant to be examples of budgets and through the collaborative process at the team level, parents can adjust their team budgets up or down accordingly with what they see fit in respect to how their team should operate for the hockey season.

Upon approval of the initial team budget, one parent/guardian from every family must approve and initial the budget. The completed budget with the initial from one member of each players family must then be submitted by the Manager/Treasurer/Coach to their Divisional Director.

\*\*\* Please note these are “Sample Budgets”. Teams may choose to do more or less than what is in these sample budgets by way of a vote with the parent group.

**Sample Rep Hockey Team Budget**

|  |  |  |
| --- | --- | --- |
| **Rep Sample Budget (Bantam 17 players)** |  |  |
|  |  |  |
| **Revenue** | **Cost** | **Notes** |
| Player Revenue | $8,500.00 | $500 per player AMHA initial start up |
| Carding Feed | $5,950.00 | Carding Fees (atom/peewee is $300 or bantam/midget = $350) |
| Sponsorship Revenue | $2,500.00 |  |
| Fundraising Revenue | $8,050.00 | Team level fundraising (i.e. bottle drives, skate-a-thons, etc.) |
| Other Revenue |  |  |
| **Revenue Total** | $25,000.00 |  |
|  |  |  |
| **Expenses** |  |  |
| Carding Fee ($350) | $5,950.00 | Carding Fees (atom/peewee is $300 or bantam/midget = $350) |
| Jersey Deposit | $250.00 | (in addition to this, Bantam and Midget pay $150/player) |
| Player Development | $3,500.00 |  |
| Goalie Development | $1,000.00 |  |
| Dryland Training | $2,000.00 |  |
| Other Development | $1,000.00 |  |
| Coaching Fee | $3,500.00 |  |
| Tournament #1 | $3,500.00 | Out of Town Tournament includes Coaches Expenses |
| Tournament #2 | $1,800.00 | Local Tournament |
| Tournament #3 | $3,500.00 | Out of Town Tournament includes Coaches Expenses |
| Tournament #4 | $1,800.00 | Local Tournament |
| Team Apparel | $1,800.00 | $100/Player |
| Sponsorship/Fundraising Costs | $350.00 |  |
| Team Function #1 | $250.00 |  |
| Team Function #2 | $250.00 |  |
| Team Function #3 | $250.00 |  |
| Year End | $500.00 | Awards/Gifts/Thank you. |
| Contingency | $500.00 |  |
| 1st Aid | $200.00 | First aid kit is supplied by AMHA. Line item is for replacement supplies |
| **Total Expenses** | $25,000.00 |  |
|  |  |  |
| **Revenue - Expenses** | $0.00 |  |
|  |  |  |
| **Budget Per Player** | $1,470.59 | Plus the 150 per player in Bantam/Midget for Jersey |

**Additional Notes:**

\*\* Team/Tournament Committees may request tournament "seed" money to get tournaments off the ground

\*\* AMHA will cover all Ref costs for all Placement/League/Playoff games + 2 Exhibition Games

**Sample Rec Hockey Team Budget**

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| --- | --- | --- |
| **Rec Sample Budget (All)** |  | Based on 17 players |
|  |  |  |
| **Revenue** | **Cost** | **Notes** |
| Player Revenue | $3,400.00 | $200 per player recommended fee by AMHA |
| Sponsorship Revenue | $0.00 |  |
| Fundraising Revenue | $2,200.00 | Team level fundraising (i.e. bottle drives, skate-a-thons, etc.) |
| Other Revenue | $0.00 |  |
| **Revenue Total** | $5,600.00 |  |
|  |  |  |
| **Expenses** |  |  |
| Tournament #1 | $1,250.00 | Out of Town Tournament |
| Tournament #2 | $1,250.00 | Local Tournament |
| Tournament #3 | $1,250.00 | Local Tournament |
| Tournament #4 | $0.00 | 4th tournament is a team option |
| Jersey Deposit | $250.00 | (in addition to this, Bantam/Midget pay $150/player) |
| Sponsorship Costs | $350.00 |  |
| Team Function #1 | $250.00 |  |
| Team Function #2 | $250.00 |  |
| Team Function #3 | $250.00 |  |
| Year End | $500.00 | Awards/Gifts/Thank you. |
| Contingency | $500.00 |  |
| Team Apparel | $0.00 | Apparel and option for the team |
| 1st Aid | $100.00 | First aid kit is supplied by AMHA. Line item is for replacement supplies |
| **Total Expenses** | $5,600.00 |  |
|  |  |  |
| **Revenue - Expenses** | $0.00 |  |
|  |  |  |
| **Budget Per Player** | $329.41 | Plus the 150 per player in Bantam/Midget for Jersey |

**Sample Initiation/Novice Team Budget**

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| --- | --- | --- |
| **Initiation/Novice Sample Budget (All)** |  | Based on 15 players |
|  |  |  |
| **Revenue** | **Cost** | **Notes** |
| Player Revenue | $1,500.00 | AMHA recommended $100/player |
| Sponsorship Revenue |  |  |
| Fundraising Revenue | $1,725.00 | Team level fundraising (i.e. bottle drives, skate-a-thons, etc.) |
| Other Revenue |  |  |
| **Revenue Total** | $3,225.00 |  |
|  |  |  |
| **Expenses** |  |  |
| Jersey Fee | $250.00 |  |
| Tournament #1 | $975.00 | AMHA Tournament |
| Tournament #2 | $900.00 |  |
| Tournament #3 | $0.00 | Third tournament is a team option |
| Sponsorship/Fundraising Costs | $350.00 |  |
| Team Function #1 | $250.00 |  |
| Team Function #2 | $250.00 |  |
| Year End | $500.00 |  |
| Team Apparel | $0.00 | Apparel and option for the team |
| Contingency | $500.00 |  |
| 1st Aid | $50.00 | First aid kit is supplied by AMHA. Line item is for replacement supplies |
| **Total Expenses** | $3,225.00 |  |
|  |  |  |
| **Revenue - Expenses** | $0.00 |  |
|  |  |  |
| **Budget Per Player** | $215.00 |  |

**Additional Notes:**

\*\* Team/Tournament Committees may request tournament "seed" money to get tournaments off the ground

\*\* AMHA will cover all Ref costs for all Placement/League/Playoff games + 2 Exhibition Games

**AMHA Team Rules & Expectations**

The following guidelines have been developed out of membership feedback in regard to Team Rules not being communicated and/or clear to all parents and players. These guidelines are meant to allow teams at all levels to have transparent rules and expectations. These rules and expectations are examples teams may wish to consider as part of their season start up. It also allows for team level discipline to be accomplished in an appropriate manner as all rules are put forth up front and not developed or added to throughout the year.

***Upon each team’s rules and expectations being developed, the player and one parent/guardian must initial a copy of the team rules and the coach/manager must submit the initialed document to their Divisional Director. The initialed documents must be submitted to Divisional Director before October 31 or practice times will be cancelled until they are received***.

The purpose of these guidelines are twofold. First is to assist Teams in conflict resolution at the team level with clear and transparent rules and expectations. Secondly it is to assist the Association’s Disciplinary process in the event conflict resolution cannot be accomplished at the team level, or issues fall into the category of an AMHA policy.

These expectations and rules are meant to be fluid, age appropriate and most importantly a collaborative process between Team Officials, Parents, and in older age categories (i.e. Pee Wee and above) Players.

Team rules must be created at the beginning of the season and communicated to the players and parents at the first opportunity. Ongoing evaluations of these rules are encouraged and any changes must be communicated to the team immediately. In the event team rules/expectations are added throughout the season, these must be communicated to the Divisional Director immediately. Failure to do so, will result in disciplinary action.

All rules should be designed to create expectations for players and parents and maintain a safe environment for all participants. The emphasis of any rule should be to create a sense of responsibility and commitment. These are life skills that are essential to all.

All team rules must conform to:

* All policies of the AMHA,
* The spirit of AMHA’s policies,
* The dimensions of the Fair Play Guidelines for players, coaches, parents, etc.
* Any form of discipline must be reasonable given the circumstances.
* “Corporal Punishment” is strictly prohibited,
* The use of other forms of physical discipline; push-ups, running laps, ‘bag skates’ etc., is discouraged and should only be used with extreme caution, having regard for a player's well-being and dignity.
* All discipline must be documented and made available to the Division Director and/or Discipline committee immediately upon request.

At no time will any player be disciplined due to:

* Schooling requirements,
* Their commitment in other activities, having first communicated the commitment to the Head Coach. In order to manage expectations accordingly, it is strongly suggested that all Head Coaches in the initial parents meeting explain their expectations up front, and that parents are up front about other activities that are already scheduled.
* Participation in important family activities.

**Sample Team Expectations:**

* **Attend practices and games.** Coaches spend considerable amount of time planning practices and games away from the rink. It is very disheartening when a coach plans a practice for 15 players and only 7 show up. Likely the practice plan does not work. If you cannot attend a practice, proper notification to the Coach/Manager is required.
* **Being on time.** Being late is letting down yourself and your teammates.
* **Be respectful**. Zero tolerance for bullying and harrassement of teammates or staff.

**Sample Team Rules:**

* **Arrive on time and be ready to play/practice.** Late players will (miss a shift or a period) in the next game.
* **Attend all team events (practices, games, etc.).** Absence from a team event (game, practice or other designated team event) will result in the player missing a period in the next game.
* **Abide by the team and/or association dress code.** Players who are not dressed for games in accordance with the dress code will miss a shift in the game (usually their first shift.
* **Ensure you have all your equipment.**  Players missing any required gear will be responsible to pick up the pucks for 4 ice times (approx. 1 week).
* **Use of Cell Phones.** Phones are not allowed in the dressing room. In the event a player has their phone with them, a Team Official can have a “bag” to hold all the phones for the duration of the practice/game. As an example for practical purposes, many teams will have the HCSP person put the phones in the medical kit for which they have with them so they are not in the dressing room, and they won’t be stolen.

**Additional Notes:**

\*\* Consequences for absences may be waived if there is prior communication with the head coach a reasonable amount of time prior to the event. It is understood that certain school and family commitments will take priority.

\*\*\* The AMHA’s disciplinary process is designed to be “progressive” in nature. This means that discipline at both the Team and/or Association level can be progressive in nature. For example the consequences for breaking a team rule may be missing a shift the first time but may be increased to missing more than one shift, or a period as discipline increases. These types of progressive discipline cases must be determined by the team at the beginning of the year.

The intention of these sample expectations and rules are meant to provide ideas for Team Officials and Parents to develop their own expectation and rules.