



FSMH FIRST TEAM MEETING SAMPLE AGENDA

Team meetings are essential in the development of formal communication amongst a team, and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team. (Note: Ideally, the manager and a preliminary budget should be in place before the initial team meeting.) This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences.

Once the First Parent Meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well. Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone.

SAMPLE AGENDA:

1. Introduction of the coaching staff and manager
2. Coaching Philosophy / Goals
3. FSMH Code of Conduct which includes cell phones
4. Player Conduct (On-ice / Dressing Room / Respect)
5. Parental Conduct
6. Coach Conduct
7. Social Media Policy
8. Discipline
9. Team Budget – Costs, Fundraising, tournaments
10. Community Involvement
11. Team Operations including Schedule, Dress Code, Locker Room Policy
12. Volunteer assignments
13. Questions