

# ***Kemptville District Minor Hockey Association Coach Development Program***

## **Team Meetings**

Meetings with players and parents are necessary to keep the channels of communication open. It is essential that the parents and players are aware of your coaching style, philosophy and plans. Not only does this make you accountable, it also creates a solid process that will reinforce key team issues to the parents throughout the season.

### When Should You Have Meetings?

Meetings should occur as often as necessary. Generally, you should have a meeting pre-season, mid-season, end of season, and when required due to special circumstances.

### How Long Should the Meetings Be?

Meetings should not be more than 60 minutes.

### What is the Most Important Factor of a Team Meeting?

Be prepared. Spend some time putting together an agenda. Provide copies of important information.

### **Pre-Season Meeting**

- ✓ Introduce coaches, trainers, manager and outline qualifications and responsibilities
- ✓ Outline your coaching philosophy
- ✓ Provide an overview of your season plan including the skills to be taught
- ✓ Enlist support of parents to handle various duties
- ✓ Outline basic team rules and expectations for players, parents, and coaches. Ask everyone if the expectations are fair and achievable. Discuss the consequences of not following team rules and expectations. Request that anyone who has issues with the expectations or consequences can discuss during the meeting or individually with the coach after the meeting.
- ✓ Review budget and discuss payment options, dates, etc
- ✓ Ask parents if they have any questions

### **Mid-Season Meeting**

- ✓ Touch base with parents
- ✓ Reinforce the key points of your plan/program
- ✓ Introduce new ideas for the second part of the season
- ✓ Allow opportunity to discuss player development
- ✓ Distribute and discuss mid-season survey

### **End of Season Meeting**

This meeting typically occurs as the year end party.

- ✓ Have fun, celebrate a long and enjoyable season
- ✓ Distribute and discuss year-end survey
- ✓ Provide opportunities/information for players regarding further development in the off-season

### **Special Meetings**

Throughout the year a special meeting may be required regarding tournaments, fundraising, or special events such as a team building activity.