



WLMH Team Meeting Checklists

For use by Team Officials to ensure all relevant information is communicated to parents/players at various points throughout the season.

Pre-Season (1st Meeting)

- Coach - Introduction of Coach, Assistant Coach, Trainer, Team Manager
- Coach - Team Communication, use of Sportsheadz APP, RSVP to practices/games and emails
- Coach - Season Expectations - including Code of Conduct, Coach's approach to Fair Play, AP Players
- Coach - Player Expectations & Parent Expectations for Behaviour
- Explanation of Dressing Room Policy - **Minimum Attire Rule applies (new June 2023)**
- Explanation of Dressing Room Policy - **Rule of Two (2) Applies**

Designated Dressing Room Supervisors:

_____	_____
_____	_____
_____	_____

- Explanation of Dressing Room Policy - **Accommodation Requests**
- Explanation of Dressing Room Policy - **Recordings/Use of Cell Phones**
- Safe Sport Reporting
- 24 Hour- Rule
- Trainer - Medical History Forms (if any allergies ex Nut allergy - inform the team ASAP)
- Trainer - Introduction to Emergency Action Plan
- Trainer - Designation of Control & Call Persons

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_____	_____

- WLMH required Rep Team Fees & payment requirements (cheque/EFT must be received before going on the ice for practice once team has been decided) (if applicable)
- Independent Team fees - if applicable, how they will be managed, etc.
- Fundraising & Sponsorship Dollars
- Volunteer Rebate/Signing up for
- Tournaments/Jamborees - Scheduled, fees, travel expectations
- Designation of Parent Rep to address confidential complaints of any nature _____
- Designation of Jersey Parent(s) (U11 Teams & Above) _____

Mid-Season Meeting (December)

- Coach - Mid-season team review - including direction forward etc.
- General parent concerns (addressed thus far)
- Status of remaining Tournaments
- Status of Team Fees (if applicable)
- Seasonal Team Building event

Playoff Team Meeting (Feb/March depending on League) or email communication

- Playoff/Playdown Information - including any League/OMHA rules, explanation of structure
- Player Expectation/Behaviour during Playdowns
- Player dress code during playdowns/playoffs (if applicable)
- Coach's approach to playoff playing time

Year End Meeting

- Coach Evaluations
- Return of Jerseys/Equipment
- Invitation to WLMH Annual General Meeting
- Year End Awards Information