**🏒 BDHA Mandatory Parent Meeting Template**

**[Insert Team Name] | [Season Year]**  
**Team Manager:** [Insert Name]  
**Coach(es):** [Insert Name(s)]  
**Date of Meeting:** [Insert Date]

**1. Welcome & Introductions**

* Introduce team manager(s), coaching staff, and any assistant volunteers
* Quick round of parent introductions (optional, depending on team size)

**2. Communication**

* Expect weekly message from Team Manager via Crossbar with upcoming schedule and important reminders
* Provide families with your preferred contact method: Crossbar message, text, email, etc.

**3. Volunteer Requirements**

BDHA runs on volunteers – we need every family to participate.

**Each family is expected to fulfill volunteer hours**, including but not limited to:

| **Position** | **Description** |
| --- | --- |
| **Rink Manager** | Oversees rink operations during assigned time |
| **Locker Room Monitor** | Ensures locker room safety and supervision |
| **Concessions** | Runs the concession stand during home events |
| **Zamboni** | Ice maintenance (training required) |
| **Scorekeeper** | Tracks game stats at the table |
| **Penalty Box Attendant** | Manages players in the box |
| **Clock Operator** | Manages game time and scoreboard |

👉 We'll provide a sign-up sheet and calendar. Please claim your spots early.

**4. Home Tournament**

* **Date:** [Insert Date]
* Every family is **required to contribute a raffle basket** for our home tournament
* You’ll also be assigned volunteer shifts during the tournament weekend – this does NOT count towards your volunteer requirements

**5. Away Tournaments**

* We are planning to attend [Insert #] away tournaments this season
* Tournaments typically run **Friday to Sunday**
* **Hotel stays may be required** depending on the location
* We’ll coordinate blocks of rooms in advance and share details soon
* Each family is responsible for their own hotel reservations and fees

**6. Skaters Unlimited Banquet**

* **Date:** Saturday, **November 1**
* Location: Beaver Dam Country Club
* Every team is **encouraged to attend**
* Players receive **fundraising credits** for every ticket sold – invite family and friends!
* Each team must **donate a raffle basket** for the event – assign coordinators

**7. Take Pride in the Rink**

The rink is not operated by a paid staff – it’s run by volunteers like us.  
To keep it functioning, **we all must contribute**. This includes:

* Cleaning up after practices and games
* Being respectful of shared spaces
* Supporting other teams and events

Let’s show our kids what it means to take pride in our hockey home.

**8. Additional Notes**

* Crossbar will be used for communication, schedules, and availability
* Jerseys and socks info: [Insert info here]
* Fundraisers: [Insert upcoming dates/info]
* Team bonding or social events: [Optional]
* Questions and open discussion