



Director of Team Parents - Policy

Adopted: 5/14/2011

Director of Team Parents meets with Individual Team Parents in October once teams and team parents have been picked. It is real important to meet early so everyone is on board with potentially new policies and procedures. Below is a summary of items to go over during this meeting at a minimum. For those items below that have official policies or procedures, the official policy or procedure shall prevail.

The Director of Team Parents is responsible for directing the individual team parents, distributing the open skate/special event concession sign up forms and confirming that all forms have been filled out.

The Director of Team Parents is a mentor to those individual team parents, especially to those that are new. The Director should spend extra time with those that are new to this important position.

It is the Directors responsibility to determine the open skate and special events calendar prior to distributing the forms.

The Director is responsible for determining the following information:

- *Individual Team Tournament Coordinator-Determined by November 1st.
- *Individual Team Parent-Determined by individual team meeting
- *One volunteer from each team for end of year banquet



EXAMPLE TEAM PARENT MEETING

IRHA Website - www.ironrangehockey.com
IRHA Facebook – www.facebook.com/ironrangehockey

The team parent should not have to do all the work, but ultimately is in charge of assigning jobs to the families on the team and asking for help to get all the jobs done. If everyone helps out in some capacity, it makes light work for everyone and makes the overall experience enjoyable. That is what is meant by an organization run by volunteers.

It would be nice to see other families getting involved. We have a great thing here for our skaters. Let us all help to keep it that way!!

I work well with email, so if you read your email daily, that is how I will disseminate information to you. If you don't read it, don't give me your email address; just give your phone number.

Please feel free to call me with any questions. If I don't know the answer, I will try to find it for you.

Thanks for volunteering your time for our kids. _____ – Director of Team Parents

Open Skate/Special Event Schedule

- *Two levels may be listed together. The team parents need to split up the days.
- *Make sure the parent's phone number is on the sign up sheet.
- *Remind parents that Wednesdays are Figure Skating but IRHA runs the concession stand that night.
- *Ice privileges revoked for your team and/or a monetary fine will be assessed to the offending member if the concession stand isn't covered for your practices and games.
- *Please get me a copy of the schedule as soon as you fill it in.
- *Special Events- Try Hockey for Free, City of Negaunee Christmas Party, etc.



Concession Stand Reminders **(See concession stand procedure for more details)**

*Procedures are documented and are in the Concession Stand. Procedures are changing based on Michigan State Law. The concession stand is licensed by IRHA and all law infractions will be paid by IRHA so it is imperative that all procedures be followed.

*If your parents need training for the Concession Stand please contact the Director of Concession for the training.

*Your team parents MUST be in the concession stand when the ZAMBONI hits the ice (two people for the changing of the guards.) When the ZAMBONI is done, the person in there before can leave.

*Put stock away and inventory – everything is labeled and if you need something, ask the Rink Attendant for the key and check upstairs in the storage room. If supplies are low please write down what needs to be ordered so the Director of Concession can order.

*ABSOLUTELY no money comes out of the till to buy things for the concession stand. We have an account at Jim's Jubilee in Ishpeming if you run out of something – Check all places first – back room in the cupboards and upstairs in the storage room where the supplies are kept. If not an emergency write down what needs to be ordered so the Director of Concession can order.

*CLEAN UP – directions are posted.

*Put invoices in the red container in the back room.

*Check the scheduling board to know when to close the concession stand. The Bantams, U14 Girls, Midgets and U19 Girls do not work the concession stand for practices during the week. They only do practices on the week-ends. They do have concession duty for all games. If they are next on the board, you must clean and close the concession stand unless additional practices or games come later. Remember that during open skate the concession must be open.

*It is not an option to open the concession stand. It must be open at all times. Coaches do not determine if the concession stand is to be unmanned.

*Everyone must sign their name, date and times worked in the concession sign in booklet.

*Donuts, Pizza Bites, Pizza or any other prepared food is not allowed in the concession stand. We have a menu and must abide to this. We can not re-heat or keep hot any food. Requests should be made to the Director of Concessions.



Forms

*The Team Parent, and the coaches, are responsible for making sure that the team binder is up to date with all appropriate forms filled out. This binder also contains all game sheets accumulated throughout the year. **You must have the forms at the rink at all times.**

These forms must be filled in by players/coaches:

*Consent to treat

*Code of conduct

*STAR Code of Conduct

*Need to collect: Birth Certificates and the name on it must match all the forms that are filled in. When the player signs the team roster, it must also be the same as on their birth certificate. USAH and MAHA will be implementing a new program where birth certificates will need to be confirmed by the District 8 Registrar at the time your roster is certified. The official team roster will be stamped accordingly. You will then no longer be required to carry birth certificates in the binder.

*All team parents and volunteers on the ice must fill in a Background Check Sheet through MAHA. This sheet must be included in the team binder.

*Team Parent must also fill in Game Log Sheet – may have more information to follow.

*Team Parent, if requested by the head coach, shall update the CUP Secretary with scores of CUP games on regular basis.

*All forms are on the IRHA website or the MAHA website

Raffle Tickets

Raffle tickets need to be returned by November 14th. The drawing is at the first IRHA Board Meeting in December. You must be able to account for all tickets issued. After team is rostered a form will be filled out and sent to you with your players names and serial number of the tickets that were issued to them. You will be contacted as to where to return the ticket stubs.

Do not accept cash. All checks filled out to IRHA.

End of the Year Banquet

We need one volunteer from each team to be on this committee. Please get me their name as soon as possible. More information is to follow.

Team Pictures

Needs to be arranged by individual teams

Dale Rogers 475-7167, Kevin Kruger 475-4665, Portrait Gallery 475-6551, Lifetouch 226-9521, Nancy Vilona 475-0174 or anyone else you may know – your choice.

Home Tournament Dates

Check IRHA website for details



Tournaments Your Team Chooses To Go To

*They are optional. No one should be forced to go to them. No one should feel obligated to pay for anyone else to go.

***Fill out a Tournament Request Form and return to IRHA Scheduler as soon as possible**

Money Owed to the IRHA

All members must be in good standing by December 15th or they will not be permitted on the ice if any money is owed.

PR for IRHA

Choose one family in charge of contacting the Mining J with highlights from your team. Every player (and grandparents) likes to read about their team in the paper. You can email in your information right to the Mining Journal.

BOARD MEETINGS

One volunteer from each team is needed to attend the board meetings. The board meeting schedule will be posted at the rink and on the website.

EVERY FAMILY SHOULD HELP OUT IN SOME CAPACITY