

# **Team Meeting Agenda Checklist**

## **Collect the following forms at the end of the meeting:**

1. Player/Parent Code of Conduct: team manager keeps for the season
2. MYSA Medical Liability (only notarized if traveling out of state or participating in May's State Cup): team manager keeps forms for the season
3. Volunteer form & deposit check: team manager will drop off forms and check to club administrator/registrar
4. Concussion form: team manager keeps for the season

## Player/Parent Expectations

- MapleBrook Playing Level Expectations document (on club's website "New Members" page)
- <http://www.maplebrooksoccer.com/page/show/282357-new-members->

## Coach Expectations (you fill in the blanks here)

- Parents should notify coach, team manager or both if missing practices and/or games
- Be at games ½ hr. early, etc.

## Player Playing Time

- Go over how much time players will play

## Budget

- Form on club's website under "Team Managers" page under Financial Forms
- <http://www.maplebrooksoccer.com/page/show/282367-team-managers>

## Tournaments

- 2012 MapleBrook Invitational Soccer Tournament: June 1, 2 & 3
- MYSA website will list tournaments beginning in January
- How many?
- Do parents want to travel? If so how far?

## Uniform

- Information on club's website under "Uniforms & Spirit Wear"
- <http://www.maplebrooksoccer.com/page/show/282351-uniforms-and-spirit-wear>
- Uniform kit costs \$160: 2 jerseys, shorts, 2 pairs of socks, warm ups. The backpack is optional at an additional cost.
- Fitting dates Nov. 1 & 2 from 6:15-8:30 pm, Nov. 7 & 8 6:30 -8:00 pm at DC Wellness Center, 9479 Garland Lane N, Maple Grove, 55311 (behind Wal-Mart)

## Training

- Dates & times for club provided training (will be posted on club's website)
- Additional team training dates & times (additional team cost)

## 2011-2012 Volunteer Program

- Families must activate their Dibs Volunteer Account once at the beginning of each new season. The Activation is performed on the club's website under "Volunteer Info" page
- <http://www.maplebrooksoccer.com/page/show/282372-volunteer-information>
- Policy (1 Player Families = 4 hours and \$100 deposit, 2+ Player Families = 8 hours and maximum \$200 deposit)
- Required Forms: Each player will need a Volunteer Commitment Form  
[http://assets.ngin.com/attachments/document/0016/2876/Volunteer\\_Compmitment\\_Form\\_2012.pdf](http://assets.ngin.com/attachments/document/0016/2876/Volunteer_Compmitment_Form_2012.pdf)
- A deposit check in the amount of \$100 should be stapled to the Volunteer Commitment form for each player in U9 – U17 Traveling Soccer.
- The volunteer commitment form and the deposit check are to be given to your team manager.
- The team manager will fill out one form to Track Team Volunteer
- Records [http://assets.ngin.com/attachments/document/0016/2883/Volunteer\\_U9-U17\\_team\\_mgr\\_record.pdf](http://assets.ngin.com/attachments/document/0016/2883/Volunteer_U9-U17_team_mgr_record.pdf)
- The team manager is responsible returning all forms and deposit checks to MapleBrook no later than February 1<sup>st</sup>.

## Concussion

- Forms (on club's website under "Concussion" page)
- <http://www.maplebrooksoccer.com/page/show/371641-concussion-information-for-parents-and-athletes>

## PACT (Parents and Coaches Together)

- Information is on both our club's website and MYSA's website
- For only new players or families who have not previously attended PACT: One parent/guardian of player/family must attend PACT seminar that is hosted by our club or another club. Seminars will begin in January 2012
- Dates and times of PACT parent seminars will be posted on the club's website and MYSA's website
- <http://www.maplebrooksoccer.com/page/show/282358-pact>

## Who to contact?

- Team formation questions: first contact the Age Group Coordinators: Chad Thomas (U9 and U10), Ralph Slaker (U11 and U12), final contact: Director of Coaching, Jean-Yves Viardin
- Administrative questions: Susan Hahn-Hamamoto, [shamamoto@maplebrooksoccer.com](mailto:shamamoto@maplebrooksoccer.com)
- Financial questions: Carolyn Peterson, [cpeterson@maplebrooksoccer.com](mailto:cpeterson@maplebrooksoccer.com)
- Training questions: Director of Coaching, Jean-Yves Viardin, [jviardin@maplebrooksoccer.com](mailto:jviardin@maplebrooksoccer.com)
- Dome usage questions: President, John Travis, [jtravis@maplebrooksoccer.com](mailto:jtravis@maplebrooksoccer.com)
- Referees and game rescheduling: Referee Assignor/Field Coordinator, Mary Ellingsen, [mellingsen@maplebrooksoccer.com](mailto:mellingsen@maplebrooksoccer.com)
- Fundraising questions: Susan Hahn-Hamamoto, [shamamoto@maplebrooksoccer.com](mailto:shamamoto@maplebrooksoccer.com)