



## Stratford Minor Hockey Association

# Duties of a Team Parent Representative

(Last Revision Date: July 12, 2017)

*include, but are not limited to*

1. Ensure parents know the complaint process for matters relating to hockey (see chart below). If the complaint is regarding Abuse and Harassment, please refer them to the "Info for Parents" tab on the SMHA website where they will find the policy and instructions.
2. If contacted by a parent, communicate the concern(s) to team staff and arrange a meeting between the team Manager, Coaching Staff and parent. Call your Convener prior to the meeting to advise them of the situation and ask for direction if needed; have your Convener attend should the situation warrant it. If the Convener did not attend, contact them following the meeting to let them know if the problem was resolved or whether further action needs to be taken.
3. Attend all team/parent meetings.
4. Be familiar with the SMHA Harassment & Bullying Policy (refer to SMHA website).
5. Be familiar with the SMHA Parent Code of Conduct (refer to SMHA website).
6. May be asked to submit a summary of all games and tournaments to the local newspaper for coverage (noting the team sponsor) and post on the team webpage.
7. Help coordinate team events and fundraising, as required.

### ***Complaint process for parents for matters relating to hockey:***

