

## PARENT CAPTAIN GUIDELINES

1. Shall serve as the liaison between the parents, players, coaches and manager.
2. Ensure all required concession work hours are completed on a per player basis.
3. Co-ordinate team pictures. Determine the number of pictures required and forward this information to the photo company when requested. Collect from the team all required monies for the team pictures and deposit with the Treasurer.
4. Schedule monthly team meetings with parents, coaches and manager. Record date and times of meetings and submit minutes of these meetings to the coaching director of your category.
5. Ensure all required information is submitted to the Fund Raising Director for Alberta Gaming and Liquor Commission, 50/50 regular season license application. This information package should also include the team's home Tournament date and should be forwarded shortly after the season schedule has been distributed by the NCMHA.
6. Additional information can be accessed @ [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca) under " Raffle - Terms and Conditions" or call the AGLC @ 1-800-272-8876 or contact your Fund Raising Director with PMHA.