

## The Pre-Season Team Meeting

It is very important to have a preseason meeting with both parents and players. You should call your player's parents and schedule a team meeting as soon as possible. The team meeting provides you with an opportunity to meet the team, have the players meet each other, and most importantly, you can set the agenda for the entire season. If the parents and players know what to expect from you and what you expect from them, your season will be much more pleasant. Please refer to the Helpful hints for useful suggestions.

### 1. 1. First Contact with the parents

You need to call the parents as soon as possible to provide them with enough information to get to the team meeting. Let the parents know at least :

#### 1.1.1.1. Where To Have The Meeting

There are many places where you might consider holding your meeting. You need to have it at a place where your team will not be distracted by other people and where you will not distract others. Parks make great team meeting places. There are usually tables available for people to sit. It is also a great place for the team players to interact and introduce each other. Consider the place where your team will practice as a good place to meet.

#### 1.2.1.2. When To Have The Meeting

This is more difficult. It will be difficult to get everyone to show up at one place at the same time with such short notice. Emphasize the importance of the meeting and let everyone know that most of the information will be distributed at the meeting.

#### 1.3.1.3. What do they need to bring.

Let them know what to bring. They will be filling out forms, so have them bring something to write with. A recent picture of the player will be needed for player's passes. Have them bring a small picture (or you may want to bring a camera and take their picture). They will need their medical insurance policy number for the medical release form.

#### 1.4.1.4. Why they need to be there.

You may want to let them know what will be covered (summary) so that they know why they should go. You should not cover your team meeting in the phone call. Example : I like to have a team meeting

to hand out schedules, rosters, and other information and I need to get you to fill out some forms. I have found that it is easier to do this at one time than to wait for a practice since this takes away practice time to do.

## 2. 2. Team Meeting Agenda

Here is a sample agenda. You should modify it to fit your own style.

### 2.1.1. 2.1.1. Introductions

As parents and players arrive, introduce yourself to them. After everyone has arrived reintroduce yourself, introduce your assistants (if any) and team Parent to the parents and players.

### 2.1.2. 2.1.2. Pass out handouts and other written information

You should have some handouts for the parents. These handouts would consist of rosters (remember to remove phone numbers if requested to do so), game schedule, practice information, etc. Pass out medical release forms to be filled out. You may also want to pass around a sign-in sheet.

### 2.1.3. 2.1.3. Formal Coach Introduction

Parents are interested in knowing something about the person that will be coaching their child. Briefly, discuss your coaching credentials, philosophy, why you are coaching. Be positive. Parents get scared when a coach tells them that he/she does not know what he is doing or tell them that he/she is a bad coach (Believe it, these things have been told to parents by the coach!!!). If you have little experience, be truthful. Let them know that although you don't have experience, you will do your best to make it a successful season for all. We all have to start at the beginning. This is the place where you will describe what the parents can expect of you (including your tolerance level for poor sports).

### 2.1.4. 2.1.4. Assistant coach and Team parent Introduction

Let everyone clearly know who the assistant coach and team parent is and what their duties will be. Recruit volunteers to

help them (if they want help). If you need an assistant or team parent, try to get one now.

2.1.5. 2.1.5. Team Specifics

- • Practice place and times.
- • Goals for player development.
- • Player participation at practice and in games.
- • Parent involvement.
- • Concession Duty.
- • Field duty.
- • Fund-raiser

Set expectations for yourself and the team. The level of player and parent participation should be clearly stated as well as behavioral expectations. During the season, your team may have field duty or concession duty. You should let the parents know that they should start thinking about being available. This is a good time to talk about the fund-raiser (if there is one). You may want help on picture day, so let everyone know up front what extra volunteers you will need. It is a lot easier getting volunteers if you don't wait until the last hour.

2.2.2.2. Discuss any special Camps/Clinics which will occur during the season.

2.3.2.3. TSC usually provides Coaching and Referee training during the season. This may impact the practice schedule that you have set up. Let the team know that this may happen. Also, offer the training to the parents. If you have a parent that would like to be a coach or referee, let them know about the training.

2.4.2.4. Distribute Team Uniforms and come up with a Team Name

2.5.2.5. Last question/Answers

2.6.2.6. End of meeting