



## MEETING NOTICE

### Parents & Players (attendance is required)

Dear Parents,

I am pleased to be contacting you for the first time this season. During the softball season, I will have occasion to spend many hours with your son/daughter and I hope that you and I will also have the opportunity to meet on a regular basis. I am writing to invite you to an important information meeting that will take place at \_\_\_\_\_ (location), on \_\_\_\_\_ (day/date) at \_\_\_\_\_ (time, indicate AM or PM). The meeting will be approximately one hour long. If there is a particular issue that you wish to discuss with me that is not covered in the meeting, please see me immediately after the meeting.

The agenda for the meeting will be as follows:

- |                     |  |
|---------------------|--|
| Introduction:       | <ul style="list-style-type: none"><li>- Coaching and Support Staff</li><li>- Parents</li></ul>   |
| Team Objective:     | <ul style="list-style-type: none"><li>- Goal setting as a group</li><li>- Ramifications: Player commitment, Time commitment, Family schedule, Financial commitment</li></ul>                               |
| Tentative Schedule: | <ul style="list-style-type: none"><li>- Practices</li><li>- Games</li><li>- Tournaments</li></ul>  |
| Budget:             |  |
| Coach's Philosophy: | <ul style="list-style-type: none"><li>- FUN!!</li><li>- Give every player the opportunity to be their best!</li><li>- Positive Life Experience</li><li>- Parent/Player Feedback (questionnaires)</li></ul> |
| Team Rules          | <ul style="list-style-type: none"><li>- Players</li><li>- Parents</li></ul>  |
| Parent Involvement  | <ul style="list-style-type: none"><li>- Adult Helpers</li><li>- Field Preparation</li><li>- Fund Raising</li><li>- Team Wind Up</li><li>- Miscellaneous</li></ul>  |

Medical Forms (to be completed for meeting)



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It is important for the coaches to be aware of your expectations of us and of the program. This is why I am requesting that you take a few minutes with your son/daughter to complete the attached questionnaires. They will help us build an honest and open relationship and will also align our goals and expectations for the program.

This meeting will be your opportunity, along with the coaches, players and other parents, to have input into the philosophy of the team, our schedule, team rules and our operating budget for the upcoming season. It is essential that every player be there with a parent because the decisions made will impact your child, but also your entire family and their schedule.

If you are unable to attend the meeting, I invite you to contact me prior to the meeting.

### **Team Leaders**

### **Contact Info**

### **The best time to reach me is**

Coach:

Name  
Phone #  
Email

Assistant Coach:

Name  
Phone #  
Email

Manager

Name  
Phone #  
Email