

# Parent and Guardian Meeting Agenda

Before your season starts, it is a good idea to have a meeting with the parents and guardians of your players. When parents and guardians are involved from the get-go, channels of communication and expectations are established before any issues arise. This way, parents and guardians know what your expectations are of their child as a player, and what kinds of policies will be in place. When people know what the expectations are, they are more likely to reach them. This document serves as a guideline for your parent and guardian meeting.

## 1. Introductions

- A. Tell parents/ guardians about yourself as an athlete, coach, or parent.
- B. Have parents/guardians introduce themselves to the group.
  - a. Also have them include who their player is.
- C. Once everyone is introduced, explain what type of coach you are. What is your coaching philosophy?

## 2. Rules and Expectations

- A. Team values
  - a. Explain the core values for your team
- B. Expectations of athletes
  - a. Explain the expectations you hold, as a coach, for your players
  - b. Provide parents/guardians with a handout of the athlete expectations
- C. Expectations of coaches
  - a. Explain the expectations you want your players and parents/guardians to hold of you and your coaching staff
- D. Policies
  - a. Explain the policies for your team
    - i. Examples of policies include late policies, unsportsmanlike conduct policies, and practice/game policies.

## 3. Goals for the Season

- A. Your goals as a coach for your team and players
- B. Parents goals for their players

## 4. Logistics

- A. Schedules
  - a. Hand out schedule documents to each parent/guardian if they are already determined
  - b. If schedules are not determined, discuss with parents what practice days and times work well with them
- B. Contact List
  - a. Hand out contact information document to each parent/guardian if the document has been completed before this meeting
  - b. If the contact information document has not been finalized before the meeting, pass around a blank copy of the contact information template for parents to fill out.

- i. After the meeting, update the digital form of the contact information template and distribute to parents/guardians via email or in person

**C. Equipment**

- a. Provide parents/guardians with a list of the equipment a player will need on your team. For example: Cleats, glove, baseball pants, socks, helmet, bat, mouth piece, batting gloves, and catcher's gear.

**5. Volunteers**

- A. Ask parents/guardians if anyone would like to volunteer to:
  - a. Provide snacks after games
  - b. Be the scorekeeper for games
  - c. Be the %Team Mom/Dad+ to promote open communication between the coach, parents/guardians, and players
  - d. Be the %Team Pitch Counter+ and track each pitcher's pitch count to stay within the Pitch Smart guidelines

**6. End of Meeting**

- A. Ask parents if they have any questions
- B. Thank them for their time
- C. Let them know you're excited for the season to start!