

Parents Meeting Checklist

It is a good idea to also invite your players to this meeting, as it gives them a chance to meet you and their teammates.

The following items should be covered during the meeting:

1. Introduce yourself and your assistant coach (if you have one already). Give some background information on your training for this coaching position.
2. Go over what you expect from the girls and their parents, and also what the girls and parents might expect from you this year. Hand out Parents and Players Codes. Go over practice and game times, places, etc.
3. Let the parents and girls know what your philosophy is regarding the team. What is more important to you (having fun, winning, teaching the girls, building a "team", etc.)? What do you hope to accomplish this season?
4. Hand out non-felony forms and emergency medical forms, and have parents fill them out during the meeting. During this time you might also want to discuss team sponsorships, talk to your parents to see if they know of any possible league sponsors.
5. While the parents are filling out forms it is a good time to have the girls move into another room and talk about a team name, a banner design, etc. (that way you don't have to waste precious practice time covering these items).
6. Sometimes the hardest part of this meeting is getting your Team Parent. Our suggestion is that you make sure you have this position filled before moving on to other volunteers needed. Also, suggest that two (or more) parents work in this capacity. One can be responsible for the fund raiser, one for coach's evaluation and academic forms, and even another one for scheduling snacks and snack bar duties. Remember to tell team parents that they **MUST** attend the Team Parent Meeting, where we will hand out the team parent information packet and fund raiser materials.
7. Each team will need an official scorekeeper. This person will be the designated scorekeeper whenever your team is the home team. They must be able to attend the Official League Scorekeepers Clinic. You might want a back-up person also, in case your first person is unable to attend a game. This person should also attend the scorekeepers clinic.
8. Please get other volunteers, such as unofficial coaching assistants to help at practices and league volunteers. We are looking for parents to help with Snack Bar, Fund Raisers, Opening or Closing Day Ceremonies, Publicity, etc. Please be sure to mention and strongly support this need with your Parents.
9. Pass along all the important information and dates which the parents need to be aware of, such as opening day, picture day, fund raiser dates, etc. This is important so that parents can mark their calendars early to avoid scheduling conflicts.