
Sample Parent Meeting Agenda

1 WELCOME AND INTRODUCTIONS

- Coach's background as athlete, coach, parent, etc.
- "We're going to be spending a lot of time together so let's get to know each other"
 - *Each person share their best, worst or funniest personal moment in sports*

2 COACHING PHILOSOPHY

- Our team values
 - *Honoring the Game/ROOTS of Positive Play*
 - *Filling the Emotional Tank*
 - *The ELM Tree of Mastery*
- Dealing with mistakes in competition/Team Mistake Ritual
- Policy on playing time, missing practices, etc.

3 GOALS AND HOPES FOR THE SEASON

- Coaches Goals & Hopes
- Parent Goals & Hopes

4 LOGISTICS ABOUT THE SEASON

- Practice schedule
- Game schedule
- Phone lists
- Equipment
- Other

5 ASK FOR VOLUNTEERS

- Snacks
- Rides
- Score keeping
- Culture Keeper – A14

6 MEETING ADJOURNS



Sample Parent Meeting Agenda Notes

A pre-season parent meeting is a wise investment. People tend to live up to expectations *if* they know them. A meeting can help mold the behavior of your athletes' parents.

The most effective way to have your pre-season parent meeting is in a private setting (such as the home of one of the coaches or parents) where you can have the full attention of the group. If this is not possible, then the meeting could be scheduled before one of the first practices or games when the parents would need to be delivering their kids anyway.

WELCOME & INTRODUCTION: Share how excited you are about the upcoming season and having their children on your team. Share some of your relevant background as an athlete, coach, parent, etc.

COACHING PHILOSOPHY: Share your values as a Double-Goal Coach. Give them the PCA Parent Letter describing the 3 principles – Honoring the Game, Filling the Emotional Tank, the ELM Tree of Mastery – and talk about each of them. Ask for questions on each before you go on to the next. Ask for their support in building a team culture (“the way we do things here”) that will reinforce those principles. Ask a “what-if” question: “What if the official makes a bad call against our team? Will you be able to set a good example for the players and Honor the Game?”

Because mistakes are such a motivational problem, share the Mistake Ritual you intend to use with your team and ask them to reinforce it from the sidelines.

Share your policy on playing time, missing practice, etc. Future problems can be avoided by being clear now. If missing practice means less playing time, for example, let parents know that. Let them know when they can contact you (at work during the day, only in evenings, etc.)

GOALS & HOPES FOR THE SEASON: In addition to goals such as winning games, qualifying for playoffs, etc., some goals you might want to consider:

- Every athlete will love the sport **at least as much** at the end of the season as at the beginning
- Every athlete's skills and tactical knowledge of the sport will improve
- Every athlete will get chances to test himself/herself in game situations
- Every athlete will want to play the sport again next year
- The parents will enjoy the season as much as the athletes

Ask parents about their goals and hopes for the season. This may give insight into the players' motivation. You don't have to respond to everything right then – you can think about it and talk with parents later if they express goals that are inconsistent with your values.

LOGISTICS: Make sure everyone has practice and game schedules. Hand out a phone list (or get people to sign up on a list for distribution later). Make sure they understand what equipment their children will need, etc. Leave plenty of time for questions.

ASKING FOR VOLUNTEERS: Your parent meeting is a good time to ask parents to volunteer for any duties you need help with, such as: snack coordinator, scorekeeper, bat-a-thon coordinator, team banner designer, etcetera.