

Pre-Season Meeting Agenda

A pre-season meeting is a wise investment to help get all stakeholders for your team on the same page. People tend to live up to expectations if they know them. A pre-season meeting can help establish your team culture early.

The most effective way to have your pre-season meeting is in a private setting (such as the home of one of the coaches or parent/caregivers) 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. Page two of this PCA Resource elaborates on the agenda below.

WELCOME AND INTRODUCTIONS

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

COACHING PHILOSOPHY

- **Our team values**
 - ✓ Positive Youth Sports Experience
 - ✓ Mastery/Skill Development
 - ✓ Emotional Well-Being
 - ✓ Behaving Respectfully
- Dealing with mistakes in competition/Team Mistake Ritual
- Policy on playing time, missing practices, etc.

GOALS AND HOPES FOR THE SEASON

- Coach's goals and hopes
- Parent/caregivers' goals and hopes
- Athletes' goals and hopes

LOGISTICS

- Practice/game schedules
- Equipment
- Contact lists
- Other

ASK FOR VOLUNTEERS

- Snacks
- Transportation Planning
- Scorekeeper
- Team Parent/Caregiver

MEETING ADJOURNS



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About PCA's Sample Pre-Season Meeting Agenda

Below fleshes out the bullet points on page one of PCA's Sample Pre-Season Meeting Agenda.

Welcome & Introduction

Share how excited you are about the upcoming season. Share some of your **relevant background** as an athlete, coach, parent/caregiver, etc.

Coaching Philosophy

Share your values as a **Positive Coach**. Distribute the PCA **Parent/Caregiver Expectation Letter** that covers Honoring the Game, Filling Emotional Tanks, and the ELM Tree of Mastery. Discuss these principles in your own words, asking for questions on each before you go on to the next.

Ask for parents/caregivers' **support in building a team culture** that will reinforce those principles. Discuss scenarios, such as "What if the official makes a questionable call against our team? Will you set a good example for the players and Honor the Game?"

Share your **policy on playing time**, missing practice, etc. If missing practice means less playing time, for example, tell parents/caregivers in this meeting. You can avoid problems later by being clear now. Let parents/caregivers know when and

Goals and Hopes for the Season

In addition to goals such as winning games and qualifying for playoffs, consider and discuss such goals as:

- Athletes will love the sport at least as much at the end of the season as at the beginning
- All athletes' knowledge of the sport will improve
- All athletes will get as much meaningful playing time as possible
- The parents/caregivers will enjoy the season as much as the players.

Ask parents/caregivers 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/guardians later if they express goals that are inconsistent with your values.

Ask athletes about their goals and hopes for the season as well. After all, this is their experience and they should have their voice heard.

Logistics

Make sure everyone has practice and game schedules, contact information, and equipment lists. Leave plenty of time for questions.

Ask for Volunteers

Ask parents/caregivers to volunteer for any duties, such as snack coordinator, transportation planner, scorekeeper, fundraiser or team parent/caregiver'.

