

## Top 10 Tips For Conducting a Parent Meeting

Parent meetings offer a wonderful opportunity for coaches to meet their players' parents and start the season off on the right foot. The following checklist can help a coach prepare for a parent meeting that covers all the bases.

- ✓ Give parents a bullet-pointed handout of what you will be covering in the meeting.
- ✓ Ask yourself, "What is my coaching philosophy?" Parents will want to know what your philosophy is on aspects such as playing time and position rotation.
- ✓ Discuss your team's goals. Winning should not be a primary goal.
- ✓ Share your team's rules and the consequences of breaking the rules.
- ✓ Explain what you expect of your players, such as sportsmanship and respecting others.
- ✓ Discuss your expectations of parent behavior including: child arrival and pickup, hydration, pre and post-practice snacks, parental responsibilities, commitments, and conduct. Information about these items can be found throughout the AIA Academy website.
  - Check out the Healthy Sport information fact sheets and archives, as well as the coach and parent page archives for more information.
- ✓ Download the A to Z Healthy Snack List that you can add to your parent handout. The A to Z Healthy Snack List can be found at:

[http://www.aiaacademy.org/healthy\\_lifestyle\\_fact\\_sheets.php](http://www.aiaacademy.org/healthy_lifestyle_fact_sheets.php)
- ✓ Create your own Parent Code of Conduct. Feel free to use the resources in the Academy's Parent Code of Conduct to help make your own code. These resources can be found at:

[http://www.aiaacademy.org/coaches\\_archived\\_articles.php](http://www.aiaacademy.org/coaches_archived_articles.php)
- ✓ Inform parents that you will promote a healthy lifestyle by teaching players about making healthy choices. For more information, visit the AIA Academy Healthy Sport page and Coaches Clipboard at [www.aiaacademy.org](http://www.aiaacademy.org).
- ✓ Help parents set up a post practice/game snack rotation using the A to Z Healthy Snack List.

Once your parent handout is prepared, present it to your parents along with a team schedule and any other pertinent information from your organization. Be sure to save some time at the end of the meeting to answer questions from the parents.