



Letter To Parents



Example of a letter sent to parents (at the beginning of the season)
Participants: children to young teens

Dear parents,

I am pleased to be contacting you for the first time this season. During the season, I will have occasion to spend many hours with your son/daughter and I hope that you and I will also have the opportunity to meet on a regular basis. I am writing to invite you to an important information meeting that will take place at _____ (location), on _____ (day/date) at _____ (time, indicate AM or PM). The meeting will be approximately one hour long. If there is a particular issue that you wish to discuss with me that is not covered in the meeting, please see me immediately after the meeting.

The agenda for the meeting will be as follows:

The Directions of the Program

- Coaches' Presentation
- Review of the results of the questionnaire and their impact on our program
- Our philosophy and our program

The Season

- Number of games and tournaments (season and play-offs)
- Vacation breaks, family vacations, expected absences, participant/athlete involvement in other sports/activities

Organisation

- Fees and financing
- Payment deadlines
- Transportation and what is expected of parents

General

- Question period

It is important for the coaches to be aware of your expectations as parents of us and of the program. This is why I am requesting that you take a few minutes with your son/daughter to complete the attached questionnaires. They will help us build an honest and open relationship and will also help us align our goals and expectations for the program.

Team Leaders:

Coach:
Assistant-coach:
Manager:

Contacts:

name, phone, email
name, phone, email
name, phone, email

The best time to reach me is:

*** I invite parents who are unable to attend to communicate with me prior to the meeting.*