

Parent meeting agenda

Nine topics with what to cover. Fill in who leads each one and at what time.

Team	Date	Time
Venue	Led by	Notes by

No.	Topic	What to cover	Who	Time
1	Welcome and introductions	Who are the coaches and helpers, and how can parents reach them? Ask parents to say briefly which player they belong to.		
2	The season and its goals	What is the team working on? How do you share out playing time, and what can parents expect?		
3	Training and matches	Regular days, times and venue. What time players should arrive. Where to find the schedule.		
4	Absences	How and by when does a player say they cannot come to a session or match? How will parents hear that a session is cancelled?		
5	Transport	Who drives to away matches and tournaments? Driving rota or carpool, meeting point and seats per car.		
6	Help from parents	A team parent as point of contact and for the driving rota. Jobs at home matches and at the club.		
7	Expectations on both sides	Cheer from the sidelines and leave the coaching to the coach. Raise a concern later, not straight after a match.		
8	Practical matters	Kit, costs and what players bring. Emergency contacts and medical notes such as allergies or medication.		
9	Questions and agreements	Sum up what was agreed and who does what. Tell parents when they will get the notes.		

Notes

Welcome letter and invitation

Send it well before the meeting. Fill in the blanks, or edit the text in the Word version.

Dear parents and guardians of _____,
team

Welcome to the new season! I am _____ and I coach the team together with _____. I am
coach name assistant or helper
looking forward to working with your children.

To get the season off to a good start, I would like to invite you to a parent meeting on _____ from
date
_____ to _____ at _____.
start time end time venue

We will talk about training and matches, how to let us know when your child cannot come, transport to away matches and where we could really use your help. I will send the agenda in advance.

Please let me know by _____ whether you can come. If you cannot make it, I will send you the notes
date
afterwards. Would you like to help with driving or as team parent? Just tell me at the meeting.

Best wishes,

coach name

_____.
phone email

Short version for the group chat

Parent meeting _____: _____ at _____, _____. We will cover
team date time venue
training, absences, transport and help from parents. Please let me know by _____ if you can come.
date

Tips for the invitation

- Hold the meeting straight after a training session, so parents do not need an extra trip.
- Keep it short: say in advance how long the meeting will take, and stick to it.
- Ask parents to send their questions in advance so you can prepare.

Parent meeting sign-in sheet

Ask every parent to sign in at the meeting. You get their contact details and see straight away who wants to help.

Team				Date		
No.	Player	Parent or guardian	Phone	Email	Can drive mark with X	Team parent mark with X
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

This list is for the team only. Do not pass it on, and throw it away once you have copied the details.

After the meeting

Write down what was agreed and follow up quickly on what you promised.

What we agreed

No.	Agreement	Who	By when
1			
2			
3			
4			
5			
6			
7			

What to set up next

- ☐ Send all parents short notes with what was agreed, including those who could not come.
- ☐ Put training, matches and transport arrangements in a calendar parents can see.
- ☐ Check that every parent is in the channel you use to keep the team informed.
- ☐ Repeat how and by when a player lets you know they cannot come.
- ☐ Make the driving rota for away matches, agree transport to tournaments separately and share both with the parents.
- ☐ Agree with the team parent what they handle and what stays with the coach.
- ☐ Collect emergency contacts and medical notes and keep them safe.
- ☐ Plan the next get-together with parents, for example halfway through the season.

Open questions

In Koach, you add the meeting to the Schedule as a Parents evening appointment, parents sign their child out themselves and a team parent can manage the driving rota; the app is free for parents.

You are free to use, copy and adapt this template.