

# Appendix H

## Sample Parents' Meeting Script

The following template may be used to structure the Coach's first meeting with the parents.

1	Welcome Parents and Players to the team
2	Give a short synopsis of yourself - background - family, Experience, Successes
3	Talk about how long you have been with CLBL and what your responsibilities are.
4	Stress that a player is a student first and must complete their academic responsibilities in order to participate in CLBL
5	Discuss the attendance policy and how you as a coach intend to administer it.
6	Stress the only four (4) reasons that a player can miss practice and/or a game: Sick, Death in the Family, School activity, Mandatory Religious event
7	Determine if any of the kids playing for you have any medical conditions that you should be aware
8	Discuss the uniform policy: Players must wear the league issued uniform - no exceptions
9	Players must refrain from: consuming alcohol, using illegal drugs, using tobacco products, using profane language
10	Explain that parents must get involved in scorekeeping, clock operating, and any other activities to support the team or league unless paid to opt out – get your volunteers set now!
11	Make parents aware of the minimum playing time rules. (House League - all players must play at least two full quarters; sit out one. Travel League - all players must play at least one full quarter)
12	Explain other rules unique to the grade level league your are participating in regarding pressing, defenses, free throws, etc.
13	Stress that they are to set an example of good sportsmanship at all times. Show respect for officials, coaches, facility attendants and other players. Anyone who behaves inappropriately will be asked to leave the Gym. Provide a copy of the Codes of Conduct and discuss how you intend to administer.
14	Parents, players, spectators and coaches are never to approach a referee before, during or after a game to discuss calls made during the game.
15	Tell your parents how many teams are in the league and how many games will be played.
16	Impress upon parents that practices begin at xxxx hrs and that children should not be dropped off more than 15 minutes before. Parents should dress children appropriately for the weather as they may not be able to get into the Gym right away.
17	Make sure that Parents, Players and Spectators know that they can not bring any food or drink into the Gym at any time. Water, not Gatorade, is the only liquid allowed in the Gyms and it must be in a sealed container.
18	Direct Parents to visit the Web-Site frequently to get the latest news, schedule changes, upcoming events, etc.
19	If parents have issues they should first try to resolve them with their coach. Beyond that they can contact a Board member for further assistance.
20	Make parents aware of the PRCS sports cancellation number 703-777-0456
21	Distribute a roster of players to include names and telephone numbers. In addition also include Coach contact info.
22	Distribute a practice schedule and also make parents aware of dates of any other key events during the season
23	Promote the three Positive Coaching Alliance principles of Redefining “Winner”, Filling the Emotional Tank, and Honoring the Game by requiring all parents to read the PCA Parent/Guardian Letter