

Coaches Checklist for Start of the Season

1. Call or email participants for an introduction; make sure to provide them the practice and game information; make sure players have necessary equipment; try to get parent support
 - a. (ex: volunteer asst coach, scorekeeper, end of season party planner)
 - b. See script for phone call and email to parents below
2. Look over rules and coaches packet
3. Create lesson plan for first practice
 - a. See videos and lesson plans for a variety of skill levels here:
 - b. <https://jr.nba.com/jr-nba-instructional-curriculum/>
4. Create Outline for Parent Meeting (See How to Conduct a Parent Meeting on reverse side)
5. Plan on what is needed from parents at 1st practice
 - a. Create parent meeting outline
 - b. Collecting Emergency Contact info on Telephone Tree
6. Register team on www.teamcowboy.com to help you communicate with your team (optional)

Here is a script you can use when calling or emailing parents:

“Hello, my name is Alex Lee and I will be your daughter’s basketball coach this season. I just wanted to give you our practice schedule, Tuesdays at 6pm at RCC beginning Jan. 4, and remind you to bring a water bottle to practices and games; I also recommend wearing athletic shoes. Feel free to bring any questions you may have to our first practice. We will have a quick parent meeting at our first practice as well where I will give you all league updates and ask if anyone wants to help out with a few tasks this season. My expectations this season are to have fun, learn, and create friendships. I am very much looking forward to meeting you and can’t wait to hear you cheer loud for our team this season!”

If you need to get a hold of me, you can call or text me at 123-456-7890.

How to Conduct a Parent Meeting

A parent meeting is not only mandatory if you are coaching with Renton Parks & Recreation but is a wise investment that can save you hardship later in the season. People tend to live up to expectations **IF** they know them. A meeting can help mold the behavior of your players and parents.

The most effective way to have your parent meeting is before your first practice where you will have a majority of the parents and you can have the full attention of the group. Please make sure to take the parents to a quiet area in order to have an effective meeting.

WELCOME & INTRODUCTION: Share how excited you are about the upcoming season and having their children on your team. Share some relevant background as an athlete, coach, parent, etc. Briefly share your goals and hopes for the season.

COACHING PHILOSOPHY: Share your values as a coach and reinforce Renton Parks & Recreation's mission of focusing on fun, participation, and sportsmanship. Ask for their support in building a team culture ("the way we do things here") that will reinforce those principles. Remember to emphasize this is a recreation-based league. Everyone is here to have fun, no matter the skill level.

Share your policy on playing time, missing practice, being late, unsportsmanlike conduct, etc. Remember that every player should play equal time **every game**. Future problems can be avoided by being clear now. If you want to create a document with your 'team rules' to hand out at the first practice that would set the standard right out the gate.

ASKING FOR VOLUNTEERS: Your parent meeting is a good time to ask parents to volunteer for any duties you need help with, such as: snack coordinator, score keeper, end of the season party coordinator, assistant coach, and anything else you may need help with. If you plan on using parents to do 'The Tunnel' after games, make sure to explain what you need them to do.

LOGISTICS: Make sure everyone understands when and where practice will be. Remind your team that no jewelry allowed and that athletic shoes are required. Remind people to look online at www.RentonWa.gov/YouthBasketball for game schedules, rules, and important documents. If you do use www.teamcowboy.com, explain its purpose to parents and make sure they give you correct contact information. Also leave plenty of time for questions.



