

Coach–Parent Preseason Kit

A meeting agenda and messages to adapt for your volleyball group. Fictional examples, not a club policy.

Start with your actual club arrangements

Coach or teacher: _____ Group / season: _____

Before sharing this kit, confirm the club's attendance, playing-time, transport and safeguarding arrangements. Fill the gaps; do not present an example as an approved policy.

A 20-minute meeting example

0–3 min: ask what players hope to learn; explain this group's purpose.

3–8 min: explain attendance and playing-time approach; say what families should expect and ask for questions.

8–12 min: agree routine contact channels, who replies and when; show how players can ask for feedback.

12–16 min: identify who arranges transport, supervision and collection; explain how families confirm changes.

16–20 min: identify the urgent safeguarding route, check understanding and send the completed agreement. Adapt the timing to your group.

Your team agreement — complete before sending

Attendance / how to report absence: _____

Playing-time approach and how it is explained: _____

Player feedback: whom to ask, when and one development goal: _____

Routine contact / expected reply window: _____

Transport and collection: responsible adult / confirmation method: _____

Urgent safeguarding contact / immediate reporting route: _____

Agreed by / review date: _____

Fictional message: routine absence

Hello Coach Rivera, Alex cannot attend Thursday's practice. We are using the agreed absence channel. Please confirm whether there is anything Alex needs before the next session. Thank you, Morgan.

Adapt the names, session and actual contact arrangement. Share only the personal detail needed; this is not an urgent concern template.

Fictional message: ask for useful feedback

Hello Coach Rivera, Alex would like to understand what to work on next. Could we arrange a brief conversation through the agreed channel? Alex would like one specific practice priority and a time to review it. Thank you, Morgan.

Use the club's actual process for routine concerns. This example does not promise a change in playing time or replace the player's voice.

Urgent safety concerns do not wait

Do not apply a routine reply window or cooling-off period to an urgent safety or safeguarding concern. Use the club's immediate reporting route; if someone is in immediate danger, contact the appropriate emergency service. A routine message to a coach is not an emergency response.

Confirm the named safeguarding contact and a route to use if that person or the coach is involved in the concern.

Write your own next message

Purpose / session: _____

What the coach needs to know or answer: _____

Agreed channel / contact / next step: _____

Next: share the completed agreement with families and review it when arrangements change.