

Sample Letter to Parents



Example of a letter sent to parents (at the beginning of the season)
Participants/athletes: 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 _____ (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
- Our philosophy and our program

The Season

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

Organisation

- Fees
- 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 and what your child will derive from the participation in rugby at our club.

Team Leader	Contact Information	The best time to reach me is..
Coach		
Assistant Coach		
Manager		

Parents who are unable to attend are invited to communicate with me prior to the meeting.