

# PROGRAM MEETING AGENDA

DATE:

LOCATION

Here are some ideas of items to cover:

1. Introduce yourself
  - give your background of what you do and any coaching history
  - present your philosophy of coaching
2. Introduce your assistant coach
3. Have the team introduce themselves – athletes, parents, guardians, caregivers
4. Discuss the role of the team manager. **If you don't have a team manager recruit one as it will be helpful to have someone assist in the administration duties**
5. Hand out team jerseys if applicable
6. Hand out a team roster including names, phone numbers, etc.
7. Let them know the schedule for the program
8. Discuss your expectations of athletes, guardians and team followers. Remind everyone of the code of conduct as laid out by Special Olympics
9. Ask what expectations the athletes/caregivers have of you as a coach
10. Ask athletes to call you (the coach) well ahead of time if they are not able to attend a game or practice.
11. Ask athletes to be sure to arrive at the facility AHEAD OF TIME to both games and practices with:
  - water bottles
  - equipment if necessary
  - good attitude
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12. Ask caregivers to be on time to pick their athlete up.
13. Let caregivers know that you must be informed of health problems, and that they will be asked by the team manager to review their registration form to ensure it is accurate. Make caregivers aware that if you are not comfortable dealing with a potential medical issue that they could have to remain on site for the activity
14. Ask athletes/caregivers how they wish to be contacted – phone or e-mail.
15. Tell athletes/caregivers how you wish to be contacted.

For follow up meetings you could add the following items

1. Introduction of Agenda and call for any additional items
2. Briefly reflect on minutes from previous meeting
3. Explain and discuss any correspondence relevant to the program meeting
4. Financial Report
5. Old Business
6. New Business
7. Adjourn