



GUIDELINES FOR SUCCESSFUL PRESEASON PARENT/GUARDIAN MEETINGS

Meeting Guidelines:

1. Invite parents/guardians directly by mail, e-mail, etc. Do not rely on student-athletes to inform them.
2. Decide whether to include student-athletes in the meeting. If they are not included, make sure they receive the same information.
3. Do not try to be humorous or otherwise feel the need to entertain. The coach's goal is to inform parents/guardians and to develop trust and confidence regarding your handling of their child.
4. Contact MCPS personnel, if necessary, to interpret for hearing impaired or other non-English speaking parents/guardians and/or obtain participation documents translated into other languages.
5. Prepare a package of materials for parents/guardians and student-athletes including an agenda. The MCPS athletics website and myMCPS Parent Portal can be used as important resources in creating an agenda.
6. Inform parents/guardians of information available on MCPS athletics web page, and how to access.
7. Emphasize the requirement that parents/guardians and student-athletes review safety information available on the website – make information available for parents/guardians who may have difficulty accessing the website. Remind parents/guardians of health and safety information that they reviewed during the online registration process for athletics.
8. Have someone carefully proofread everything you send to parents/guardians, including grammar, spelling, and mechanics.
9. Consider e-mailing or mailing the information to those parents/guardians who did not attend.

Below is a list of potential contents/items to address:

- ⇒ MCPS philosophy, including vision, mission, purpose, and RAISE core values
- ⇒ Use of MCPS Athletics Web Page for information, forms, etc.
(<http://www.montgomeryschoolsmd.org/departments/athletics/>)
- ⇒ Online registration forms, as appropriate, including parent-student participation contract, health inventory, emergency medical card, and concussion
- ⇒ Emergency Action Plan
- ⇒ Athletic Trainer to review health related topics
 - Risks inherent in athletic participation / safety-related topics
 - MCPS Health & Safety PowerPoint

- Promoting a Positive Culture / Hazing, Bullying, Harassment
 - Importance of dietary habits, including hydration (MCPS Handouts), steroids
 - Concussions & baseline testing / Sudden cardiac arrest
 - Reporting concerns – SEE SOMETHING, SAY SOMETHING
- ⇒ Supervision Plan for practices & contests – respecting schedules and times, reasonable supervision
 - ⇒ Culture of Respect Training for students
 - ⇒ Practice time and dates, game schedules
 - ⇒ Philosophy, goals, expectations
 - ⇒ Team selection process
 - ⇒ Responsibility for issued equipment and uniforms
 - ⇒ Additional expenses for the student-athlete (i.e. banquet tickets, equipment, practice gear)
 - ⇒ Transportation plan – including child abuse training for drivers and out-of-area/overnight trip procedures
 - ⇒ MCPS athletic eligibility requirements, including residency and academic eligibility, attendance
 - ⇒ MCPS and local school substance abuse policy, including e-cigarettes
 - ⇒ Use of electronic communications and social media
 - ⇒ Participation on outside teams during the season
 - ⇒ Contact information including available times to meet with parents/guardians regarding program or individual concerns
 - ⇒ MCPS cancellation policy (what happens when after school activities are cancelled)
 - ⇒ Non-school summer league teams and out of season participation
 - ⇒ Discuss proper conduct for spectators – including the MCPS Sportsmanship Expectations and Award program
 - ⇒ Discuss significant countywide changes and initiatives
 - ⇒ Discuss differences in rules at the high school, club, or college level as it applies to your sport
 - ⇒ Share the MCPS College PowerPoint and other resources regarding participation in college