The Opening Meeting Checklist

Give families clear expectations and verified information.

Preparation respects the families trusting the program. A clear meeting names the purpose, the duties, and the questions still needing answers.

01 Set the purpose and the standard

Use the actual program's purpose and the standards coaches are prepared to teach.

Program / season

Purpose of the season

Athlete responsibilities

Coach and parent responsibilities

02 Check the official information

Verify each item with the current program source before presenting it.

Item	Current source / link	Checked on / by whom?
Calendar / deadlines		
Fees / equipment		
Policies / safeguards		
Contact / communication		

The Opening Meeting Checklist / Review & follow-through

03 Prepare the agenda

Decide what families must know and how they can ask a question.

Opening explanation

Key logistics to cover

How families can raise questions

Where the meeting summary will be available

04 Own the unanswered questions

A question is not answered until the relevant person has provided accurate information.

Item	Unresolved question	Answer owner	Response date
Question 1			
Question 2			
Question 3			