



Assignment: Prepare a Parent Meeting

As a future coach, you will play a critical role in setting the tone for your team and its culture. A key part of this is communicating clear expectations to parents. For this assignment, you will create an agenda, parent handout and short slide deck that you would use in a parent meeting to help foster a positive environment for your team.

Directions:

Create a Slide Deck (6–8 slides) that you would use in a parent meeting.

- Your slides should be visually clear, professional, and appropriate for a parent audience.
- Keep text concise and use bullet points, visuals, or graphics where appropriate.

Required Content:

- Welcome & Team Values** – Introduce your coaching philosophy and the kind of team culture you want to create.
- Why Girls' Sports Matter** – Share a few key benefits of sport for girls
- Parent Expectations** – Encourage and respect *all* athletes
- How Parents Can Support** – Give practical suggestions
- Communication Guidelines** – Outline how and when parents should approach you with questions or concerns.
- Closing Message** –End with a positive, unifying statement, for example: “Let’s work together to ensure girls have positive, lasting experiences this season.”

Create an agenda to be shared ahead of time to parents. Keep it simple, welcoming, and positive.

Include a handout with key take aways for parents.

Rubric: Parent Meeting Slide Deck, Agenda, and Handout

CRITERIA	EXCELLENT	PROFICIENT	DEVELOPING	NEEDS IMPROVEMENT
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Content Accuracy & Relevance	All required slide content included; expectations are clear, realistic, and strongly support girls in sport	Most required content included; expectations generally clear and relevant	Some required content missing or unclear	Lacks key content; expectations vague or inappropriate
Slide Design & Clarity	Slides are professional, visually engaging, easy to follow; effective use of visuals/formatting	Slides are clear and mostly professional	Slides are somewhat cluttered, text-heavy, or inconsistent	Slides are hard to read, unprofessional, or confusing
Tone & Communication	Positive, inclusive, and encouraging throughout; appropriate for parents	Mostly positive and inclusive	Uneven tone; some language unclear or less inclusive	Negative, discouraging, or inappropriate
Completeness of Slide Deck	6–8 slides; all sections (team values, why girls' sports matter, expectations, support, communication, celebrating all players, closing) fully addressed	Most sections addressed with some detail	Several sections missing or underdeveloped	Few sections addressed; little detail provided
Meeting Agenda	Clear, realistic agenda that guides a structured and welcoming parent meeting	Agenda mostly clear with some detail	Agenda present but lacks clarity or depth	No agenda provided or agenda not useful
Parent Handout	Well-designed, concise handout summarizing key expectations and team culture; easy for parents to use	Handout clear and useful but could be more concise or visually engaging	Handout incomplete or overly text-heavy	No handout or unclear handout