**Arlington Soccer Association**

**Beginning of the Year Travel Team Meeting Agenda**

It is very important to have a pre-season meeting with both parents and players. This is a great time to recruit volunteers to handle the team administrative tasks. This is probably the most important meeting which your team will have for the entire season. So, please make sure each family sends a representative.

Please make sure a team parent takes meeting notes to send to all parents after the meeting. This ensures that every parent (present at the meeting or not) receives your very important message about the team. If a new player joins the team mid-year have the team manager send these meeting minutes to the player and family so they also have this information.

## Suggested Topics for Team Meeting Agenda to be covered by the coach:

* **Parent/Coach/Assistant Coach Introductions** 
  + Coaching Philosophy and Goals for year
* **Parent and Player Responsibilities**
  + Expectations about attendance, attitude and volunteering for a team job (which is required by each family)
* **Team Administration**
  + Explain that team families are responsible for the organization and management of the team during the year. Select volunteer Team Parent Coordinators for all positions. Job Descriptions can be found on this [PAGE](http://www.arlingtonsoccer.com/programs/travel/team-management/manager) a
* **League/Tournament/Event Plan for the year (coach should provide this)**
  + Provide families with list, dates and locations of tournaments/showcases/events the team will play in (if this list has been provided by or approved by your AGD).
* **Fees**
  + Information on Club Fees can be found on the club website [HERE](https://arlingtonsoccer.demosphere-secure.com/programs/travel/tryout-information/2018-2019-travel-soccer-fees).
  + Team Fees – Teams need to select a team treasurer. The team treasurers first assignment is to draft a team budget, so the team will know the cost of team fees and their due dates.
* **Team/Club Communication**
  + Refer to [club website](http://www.arlingtonsoccer.com) for important club information
  + Refer to Team website for team information (practice schedule, tournaments, field locations, etc.). ASA will provide all teams with a TeamSnap account at no cost to the team. TeamSnap is an online team management tool. EVERY team must use TeamSnap to receive important club communication.
  + Email – club and team will communicate during the year with club/team families via email. Remind families they are responsible for checking their email in a timely manner.

**After the Meeting**

Remember to complete the short [GOOGLE FORM](https://docs.google.com/forms/d/e/1FAIpQLSff5YtePlORgPsBQ5TqK-dtqNSdXO6gRug3pB8UzWskVOV2ZA/viewform?c=0&w=1) to report your managers name and email so club staff can begin to send important team information to your manager. This can be done by the coach or the selected team manager.