

Needham Soccer Club – Team Intro Email Guide



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INTRODUCTION EMAIL WITH **COVID-19** GUIDANCE!

Preparing an Introductory email to players and parents can leave you questioning what to include, especially for this Fall with our COVID guidelines in effect. To help you out, we have laid out a few simple items to be sure to include when emailing your team for the first time.

1) Introduce yourself

- a. Who are you? Name, Coach of "Team X". Background with the game/why you choose to coach. BE HONEST!
- b. Give contact information for yourself! Cell/Email. Give Both!

2) Communicate Logistics for Season

- a. Practice time and location. Start and End dates of season.
- b. What to bring to practice/games. **PPE for Fall 2020!!**
- c. Preseason Team Meeting? *Strongly encourage! Ideal place to discuss item listed below!*

3) Set Team Philosophies, Guidelines & Expectations for Both Players & Parents

- a. [Coaching Philosophy](#). Helps tell parents about coaching style, core values and ultimately a little bit about who you are.
- b. Team Rules – Player and Parents
 - i. When to notify an absence for training or game.
 - ii. How to notify. (Cell, Email or App – Teamsnap is a favorite for many NSC coaches)
 - iii. How early to arrive. Games vs. Practices.

4) Include New COVID guidelines for Fall Season!

- a. Ask Parents to talk to their child about the Clubs COVID rules for games and practices!
 - i. [CLICK HERE FOR NSC COVID RESOURCES!](#)
 - ii. Masks on at all times! We will discuss when masks can be up/down at different points.
 - iii. Bring hand sanitizer to team events!
 - iv. No sharing equipment, drinks, snacks, anything with teammates.
 1. Players will be receiving a practice pinnie this season to keep throughout the duration of the fall. Please wash and bring to all team events!
 2. Ask players wear a light (white/grey) shirt and bring a dark to practice as well.
 - v. We will have "equipment areas" for games and practice, players will be assigned a spot for their belongings that will be socially distanced from teammates!
- b. Never send your child to a practice or game if they are feeling ill.
- c. Wear Masks and Maintain Social Distance of 6 feet at all club events!
- d. **One parent/guardian maximum at all practices and games.**
 - i. Exception being if you have other children who must be with you!