



How to Run Inclusive Parent/Guardian Meetings

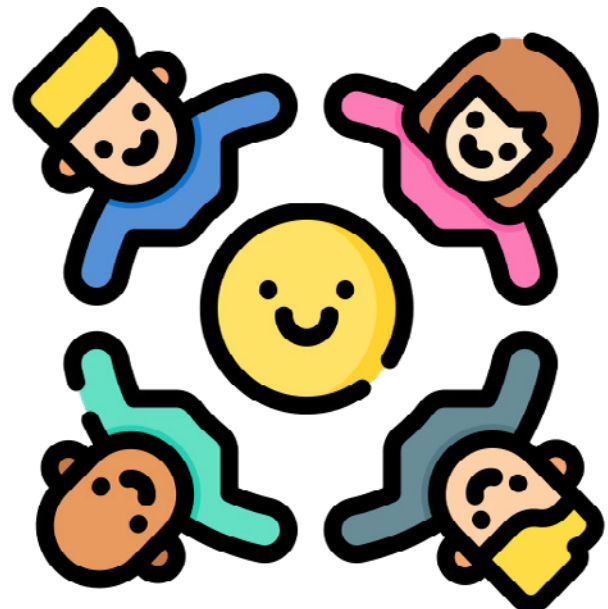
Ottawa's Equity, Diversity, and Inclusion Resource Hub for Sport

Understanding Why

For coaches and sports administrators, starting the year with a meeting involving parents and/or guardians is very important. This gathering not only allows you to convey your expectations and address parental inquiries, but also serves as one of the initial steps in establishing an atmosphere of inclusivity in all activities moving forward. This infographic outlines the key elements of a parent/guardian meeting and supports the creation of an environment where everyone can participate and express their true selves. As sport leaders, your foremost responsibility is to ensure the safety of all athletes, and a non-inclusive sport environment jeopardizes that safety.

Agenda

1. Introduction of Team Staff
2. Player Safety
3. Schedule and Commitment
4. Team Rules & Expectations
5. Parent/Guardian Involvement
6. Communication Channels
7. Additional Financial Obligations
8. Team Goals & Culture
9. Support for New Players
10. Inviting Parent/Guardian Feedback and Q&A





Parent/Guardian Meetings: Key Points

Anticipated Length: 1 hour.

Your tone should be positive throughout the meeting.

1

Introduction of Team Staff

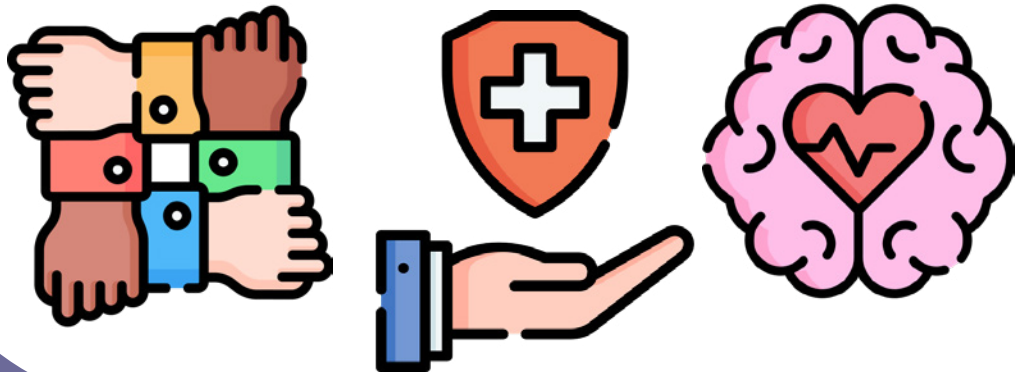


- Use of pronouns
- Background Information
 - In sport
 - Outside of sport
- Coaching Philosophy

5 minutes

2

Player Safety



10 minutes

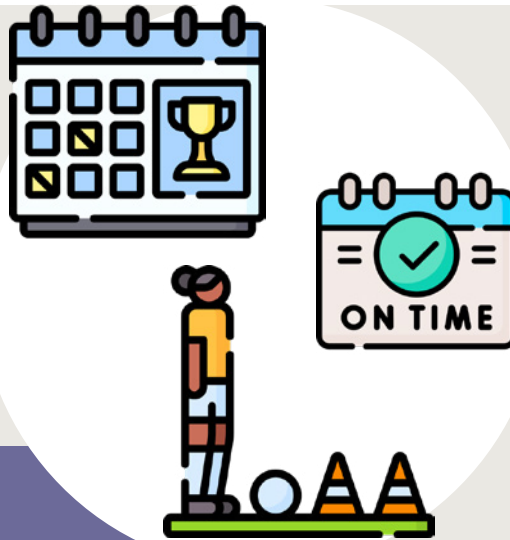
- **Physical Safety**
 - Measures in place for practices and games
 - Explain the [Rule of Two](#) and any other safe sport measures
 - Injury Protocols
 - Handling Medical Emergencies
- **Psychological Safety**
 - *Psychological safety is the belief that a team or team environment is safe for interpersonal risk taking without fear of humiliation, retaliation, or reprisal. (Amy Edmondson - 1999)*
 - Address commitment to creating an inclusive and welcoming environment for all players, regardless of their background, skill level, gender, race, ethnicity, religion, or any other characteristic
 - All players play a valuable role.
 - Create brave space post-meeting to address any accommodations needed

Parent/Guardian Meetings: Key Points

3

Schedule & Commitment

7 minutes



- Give practice, game and other events schedule.
- Set expectations re: attendance and punctuality.
 - Based on LTAD stage & competition level (8U recreational vs. Canada Games Team)
 - Refer to existing policies (if applicable)
 - Create brave space and be mindful of cultural needs

4

Team Rules & Expectations

7 minutes



- **CLEAR expectations for player behavior on and off field**
 - Refer to existing policies (if applicable)
 - Refer to behavior on social media platforms
- **Respect for teammates**
 - Bullying, discrimination, or harassment will not be tolerated within the team. Discuss consequences for such behavior and encourage parents to report any concerns promptly

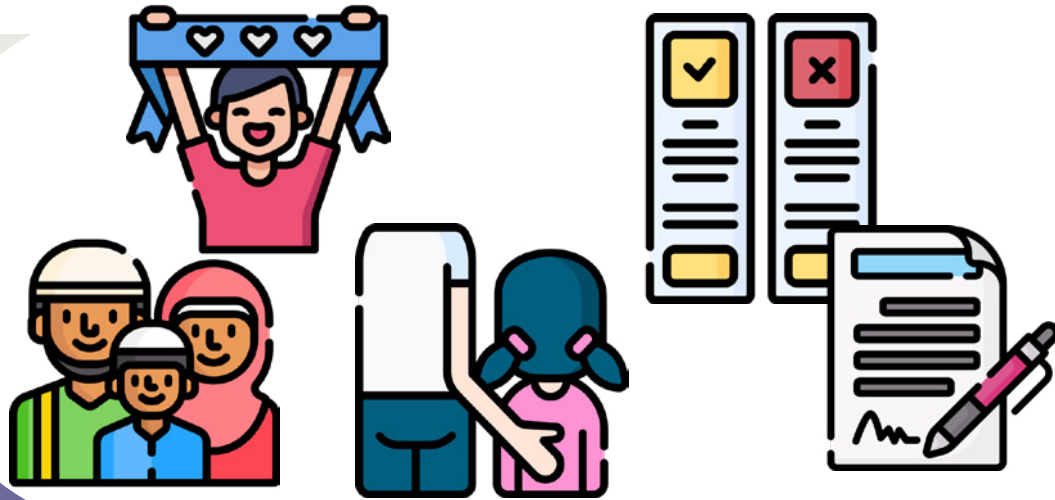


Parent/Guardian Meetings: Key Points

5

Parent/Guardian Involvement

10 minutes



- **Expectations for parental behavior on the sidelines at games, practices**
 - Zero-tolerance policy for any harassment by players parents or coaches
- **Are parents/guardians expected to remain at practices and/or games?**
- **Create and have parents/guardians sign a [code of conduct](#)**
- **What is the policy/process for dealing with issues/challenges**
 - Face to face meetings preferred
 - Outside of game/practice times
 - 24-hour rule
- **Where can parents find more information about team, league and/or sport?**
 - Are there unwritten rules within the organizations?
 - Explain what parents should already understand (no assumptions)
 - Look for a parent/guardian who may be willing to volunteer as a parent representative - another “go-to” person or guide for any questions
- **Offer ways parents can be involved with the team (i.e., fundraising, snacks, etc.)**
- **Be understanding and open to discussing flexible involvement options (parent can’t attend all games for various reasons)**
- **Communication for non-English speaking parents**
 - Translations
 - Language support system



Parent/Guardian Meetings: Key Points

6

Communication Channels

3 minutes



- How you plan to communicate with parents throughout the season (i.e., emails, group chats, or team website)
- Explain when it is appropriate to reach out to you (see “dealing with issues/challenges above”)

7

Additional Financial Obligations

3 minutes

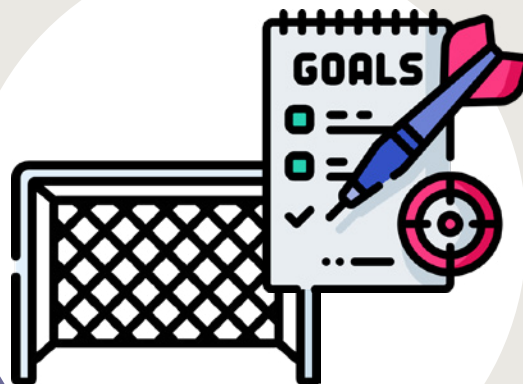


- Discuss any additional financial commitments required for participation, registration fees, travel expenses, equipment costs
- Present other options for payment (i.e., fundraising, JumpStart, Kidsport, etc.)
- Create space post-meeting for additional conversation if needed

8

Team Goals and Culture

3 minutes



- IF AGE APPROPRIATE, allow the players to create goals. It assists with team bonding and research has shown players will work harder towards reaching the goals as they played a role in creating them
- Discuss team goals for the season
- Invite parent contributions

Parent/Guardian Meetings: Key Points

9

Support for New Players

5 minutes



- Address how the team will welcome and integrate new players who are joining mid-season (if applicable) or who may be new to the sport
- Plan a team-building activity that encourage bonding and foster a sense of belonging among players, helping to break down barriers and build friendships
- Keep safe sport considerations in mind

10

Inviting Parent/Guardian Feedback and Q&A

5 minutes



- Let parents know that their feedback and suggestions are welcomed
- Allow time for parents to ask questions, seek clarification, or share any concerns they may have