

Needham Soccer Club – Team Intro Email Guide



INTRODUCTION EMAIL GUIDANCE!



Preparing an Introductory email to players and parents can leave you questioning what to include. How much information is too much? We want to be sure to get the players and parents all the information they need to know without overwhelming them at the same time. 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 game/why you 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.
- c. Preseason Team Meeting? *Strongly encouraged! Ideal place to discuss items 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.

4) Get Everyone Utilizing Club App DRIVN!

- a. Practice, Game, Clinic, Team & Club Contacts and ALL things NSC will be communicated through app going forward!
- b. [Click Here For Download & Login Instructions](#)
 - i. Email DOC@NeedhamSoccer.com or Admin@NeedhamSoccer.com with questions.